

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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1. **CALL TO ORDER AND ROLL CALL** (1:00)
2. **RECOGNITIONS AND ANNOUNCEMENTS**
  - A. Introduction of New Board Member (Commissioner Connor Donovan, City of Tarpon Springs)
  - B. Introduction of New Communications & Outreach Program Manager (Amy Elmore)
3. **EMERGENCY RESOLUTION – Action** (1:10)
4. **CONSENT AGENDA** (1:20)
  - A. Approval of Minutes of the March 11, 2020 Meeting
  - B. Approval of Committee Appointments
  - C. Acceptance of Quarter Two Financial Report
  - D. Approval of Forward Pinellas/FDOT Joint Certification Statement and Summary
  - E. Cancellation of the August Forward Pinellas Board Meeting
  - F. Approval of Transportation Performance Measures Consensus Document
  - G. Approval of Procurement #20-03 and Selection Committee Members for Auditing Services
  - H. Adoption of the FY 2020/21- 2021/22 Unified Planning Work Program (UPWP)
  - I. Approval of Proposed Amendments to the Continuity of Operations Plan (COOP)
  - J. Approval of Appointment of Local Coordinating Board (LCB) Chair
5. **PUBLIC HEARING ITEMS** – To begin at 1:00 p.m. or as soon thereafter as agenda permits  
**METROPOLITAN PLANNING ORGANIZATION** (1:30)
  - A. Proposed Modification to the FY 2019/20 – FY 2023/24 Transportation Improvement Program
  - B. Annual Adoption of Transportation Priorities (Multimodal and Transportation Alternatives)  
**PINELLAS PLANNING COUNCIL** (1:50)
  - C. Countywide Plan Map Amendment(s)
    1. Case CW 20-08 – City of Clearwater
    2. Case CW 20-09 – City of Safety Harbor
  - D. Countywide Rules Amendment - Residential Rural
6. **PRESENTATION AND/OR ACTION ITEMS** (2:30)
  - A. Ratification of Transportation Improvement Program Amendment
7. **DIRECTOR’S REPORT** (2:40)
  - A. SPOTlight Update
  - B. I-275 Supplemental Environmental Impact Study (SEIS) Update
8. **INFORMATIONAL ITEMS** (2:45)
  - A. Summary of Public Outreach and Stakeholder Meetings
  - B. CPA Actions and Tier I Countywide Plan Map Amendments
  - C. Correspondence of Interest
  - D. Letter from the Citizens Advisory Committee
  - E. Fatalities Map
  - F. Pinellas Trail Data

- G. Draft PAC Action Sheet
- H. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 1-15, 2020
- I. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 16-29, 2020
- J. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 30 – April 12, 2020
- K. Quarterly Report on Executive Director Approvals
- L. Committee Vacancies
- M. Other

9. **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.*

*Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based.*

**May 13, 2020**

### **3. Emergency Resolution**



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#### **SUMMARY**

Among the many challenges and responses caused by the COVID-19 pandemic is how local government agencies will continue to conduct public business in the Sunshine under the current State of Emergency and within the guidelines of the associated Executive Orders. With orders in place stating that all persons in Florida shall continue to limit their personal interactions outside the home, holding public meetings at a defined physical location presents significant public health and safety concerns. State Executive Order 20-69, as recently extended by Executive Order 20-112 issued on April 29, 2020, suspends any Florida Statute that requires a quorum to be present in person or requires local government bodies to meet at a specific public place.

In recognition of the need to meet federal- and state-mandated deadlines, the Forward Pinellas Board and its committees must continue to meet during the current declared emergency. To abide by all state and local safety guidelines, such meetings will be conducted virtually, pursuant to the procedures outlined in the attached resolution. This resolution provides for the methods for noticing and holding virtual public meetings, and outlines steps to ensure public participation.

This resolution is brought forth pursuant to the Executive Director's emergency authority to take measures to ensure continuity of operations, as outlined in the Internal Control Structure Policy Manual. Forward Pinellas meetings covered by this resolution include the board and its advisory committees.

The resolution will be in effect consistent with the effectiveness of State of Florida Executive Order 20-69, as extended by Executive Order 20-112, or any subsequent or similar order providing for virtual public meetings.

**ATTACHMENT(S):** Resolution 20-01

**ACTION:** Board to approve Resolution 20-01.

**FORWARD PINELLAS RESOLUTION NO. 20 - 01**

**A RESOLUTION AUTHORIZING FORWARD PINELLAS  
TO CONDUCT VIRTUAL PUBLIC MEETINGS AND  
OTHER VIRTUAL PUBLIC PARTICIPATION ACTIVITIES  
DURING THE COVID-19 PANDEMIC**

**WHEREAS**, the protection of public health, safety and welfare is a primary concern in the conduct of all Forward Pinellas activities;

**WHEREAS**, on March 1, 2020, the Florida Surgeon General and Florida Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 9, 2020, the Governor issued a State of Emergency effective across the State of Florida in response to the COVID-19 pandemic, and

**WHEREAS**, on March 13, 2020, in conjunction with the activities of the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), as well as pursuant to the emergency declarations issued by the Governor and the Health Officer for the Florida Department of Health, the Pinellas County Board of County Commissioners declared a state of local emergency pursuant to Pinellas County Board of County Commissioners Resolution 20-16 ; and

**WHEREAS**, in response to the threat of increased community spread within Pinellas County, on March 25, 2020, the Board of County Commissioners adopted Resolution 20-20, “COVID-19 – Safer at Home” Order (Pinellas County Resolution 20-20) requiring that businesses not defined as “Essential Services” operate in a manner consistent with the Order, the CDC guidelines on social distancing, and other applicable laws, and requiring individuals to comply with said CDC guidelines and limit non-essential activities; and

**WHEREAS**, on March 20, 2020, Florida Governor DeSantis issued Executive Order 20-69, which suspended any Florida Statute requiring a quorum to be present in person or local government body to meet at a specific public place, and which authorized local governments to utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes; and

**WHEREAS**, on April 1, 2020, Governor DeSantis issued Executive Order 20-91 (“EO 20-91”) ordering all persons to stay at home unless participating in an essential service or activity; and

**WHEREAS**, the Federal Highway Administration (FHWA) has provided guidance to metropolitan planning organizations that they consider adopting a resolution addressing public involvement activity during the COVID-19 pandemic; and

**WHEREAS**, in order to meet the public health objectives and requirements pursuant to Pinellas County Board Resolutions 20-26 and 20-20, and the Governor’s Emergency Order 20-91, while allowing Forward Pinellas to carry out its federal and state-prescribed duties within federal and state-prescribed timelines, it is necessary to conduct meetings of Forward Pinellas, including all advisory bodies and committees thereto, utilizing virtual communications media technology (CMT) until such time when the local and state emergency directives related to COVID-19 are lifted; and

**WHEREAS**, significant measures will be taken to provide for public engagement and participation regarding said CMT meetings; and

**WHEREAS**, the public involvement strategies referenced herein are consistent with the Forward Pinellas Public Participation Plan’s objective to ensure adequate public participation at all stages of the decision-making process.

**NOW, THEREFORE, BE IT RESOLVED** by the Forward Pinellas Board, brought forth by the Executive Director pursuant to his emergency authority to take measures to ensure continuity of operations, as outlined in the Internal Control Structure Policy Manual, as follows:

1. In-person public meetings will be limited during the state and locally declared emergencies related to COVID-19 in order to prevent the further spread of COVID-19 to the greatest extent practicable.
2. Meetings utilizing virtual communications media technology (CMT) may be conducted as needed at the discretion of the Executive Director and Board Chair, pursuant to the procedures outlined herein.
3. The public will be given multiple avenues to comment on agenda items or other matters coming before the Board for a vote at virtual meetings.
4. Given the complexities of the virtual platforms and the emergency situation under which we are operating, the “citizens to be heard” portion of the meetings will be suspended until the emergency conditions have abated. The public can comment on any item coming before the Board for a vote, and the public can always contact the Forward Pinellas Board members by visiting [forwardpinellas.org](http://forwardpinellas.org) for their contact information.
5. All virtual meetings will be noticed as a virtual meeting in the same manner as required for non-virtual meetings, and shall plainly state that such meetings will be conducted utilizing electronic and virtual communications media technology (CMT) and identify the specific type of CMT to be used. The notice shall describe how interested persons may attend and shall include instructions in the notice addressing the following:
  - a. How to view the virtual meeting through live stream or broadcast.
  - b. The web address and phone number access where an interested person may go for the purpose of attending the meeting.

- c. An address, e-mail address, and telephone number where an interested person may write or call for additional information.
  - d. An address, e-mail address, and designated person to whom a person may submit written or other physical evidence which he or she intends to offer into the record during the CMT proceedings.
  - e. Instructions, or methods of accessing instructions, addressing how to comment prior to the meeting.
6. All other usual Forward Pinellas Board meeting practices will be observed to the greatest extent practicable, subject to the discretion of the Board Chair.
  7. Alternative public involvement strategies, which include the application of web conferencing and other online and digital media tools, shall be utilized to conduct public outreach activities associated with the operations of Forward Pinellas as deemed necessary.
  8. The procedures outlined herein shall be applicable to the Forward Pinellas Board and all advisory and other committees thereto, as needed.

The authorization to conduct Forward Pinellas Board, advisory, and other committee meetings utilizing CMT as outlined herein shall be effective consistent with the effectiveness of State of Florida Executive Order 20-69, as may be amended, supplemented, or replaced by a subsequent order or declaration providing for virtual public meetings.

This Resolution offered and adopted at the May 13, 2020 meeting of Forward Pinellas as hereinafter set forth:

ATTEST:

\_\_\_\_\_  
Whit Blanton, Executive Director  
Forward Pinellas

\_\_\_\_\_  
Dave Eggers, Chair  
Forward Pinellas

\_\_\_\_\_ offered the foregoing Resolution, which was seconded by \_\_\_\_\_, and the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

APPROVED AS TO FORM

By: Chelsea Waddy  
Office of the County Attorney

**May 13, 2020**

## **4. Consent Agenda**



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### **SUMMARY**

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

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

- A. Approval of Minutes of the March 11, 2020 Meeting
- B. Approval of Committee Appointments
- C. Acceptance of Quarter Two Financial Report
- D. Approval of Forward Pinellas/FDOT Joint Certification Statement and Summary
- E. Cancellation of the August Forward Pinellas Board Meeting
- F. Approval of Transportation Performance Measures Consensus Document
- G. Approval of Procurement #20-03 and Selection Committee Members for Auditing Services
- H. Adoption of the FY 2020/21- 2021/22 Unified Planning Work Program (UPWP)
- I. Approval of Proposed Amendments to the Continuity of Operations Plan (COOP)
- J. Approval of Appointment of Local Coordinating Board (LCB) Chair

**May 13, 2020**

**4A. Approval of Minutes of the March 11, 2020 Meeting**

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**SUMMARY**

The minutes from the March 11, 2020 meeting are attached for the board's review and approval.

**ATTACHMENT(S):** Minutes of the March 11, 2020 Forward Pinellas meeting

**ACTION:** Board to review and approve the March 11, 2020 meeting minutes.

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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**The Forward Pinellas Board met in regular session in the County Commission Assembly Room, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida at 1:02 P.M. on this date with the following members present:**

Dave Eggers, Chair, Pinellas County Commissioner  
Darden Rice, Vice-Chair, City of St. Petersburg Councilmember (late arrival 1:20 p.m.)  
Janet C. Long, Secretary, Pinellas County Commissioner  
*Representing Pinellas Suncoast Transit Authority (PSTA)*  
Joanne "Cookie" Kennedy, Treasurer, City of Indian Rocks Beach Mayor  
*Representing Beach Communities*  
David Allbritton, City of Clearwater Councilmember  
Sandra Bradbury, City of Pinellas Park Mayor  
Julie Ward Bujalski, City of Dunedin Mayor  
Brandi Gabbard, City of St. Petersburg Councilmember  
Karen Seel, Pinellas County Commissioner  
Michael Smith, City of Largo Commissioner  
Suzy Sofer, City of Belleair Bluffs Commissioner  
*Representing Inland Communities*  
Kenneth T. Welch, Pinellas County Commissioner

Also Present

Whit Blanton, Executive Director, Forward Pinellas  
Chelsea D. Hardy, Assistant County Attorney  
Rodney Chatman, Al Bartolotta, Linda Fisher, Sarah Caper, Tina Jablon, Nousheen Rahman, Chelsea Favero, Jared Austin, Forward Pinellas Staff  
Other interested individuals

**The Forward Pinellas Board awarded funding for its grant programs**

- **Complete Streets**
  - Funded concept planning project
    - \$100,000 to the City of Pinellas Park for 78<sup>th</sup> Avenue
  - Funded construction project
    - \$1,000,000 to the City of Dunedin for Skinner Boulevard
    - There were concerns expressed by board members about certain aspects of the concept plan for Skinner Boulevard during the discussion. The City will continue to engage the public during the design phase of the project.
- **Planning & Place-Making**
  - Funded projects
    - \$50,000 to the City of Pinellas Park to prepare a master plan and construction documents for the City Center District
    - \$50,000 to the City of St. Petersburg to develop two Demonstration and Pilot Project Policy Guides

## **Amendments were made to the FY 2019/20-FY 2023/24 Transportation Improvement Program**

- **40<sup>TH</sup> AVENUE NE OVER PLACIDO BAYOU**  
Updated the cost estimate of the bridge replacement project from \$5,488,352 to \$10,328,093 with a local payback of \$3,750,000
- **PSTA INNOVATIVE COORDINATION ACCESS & MOBILITY**  
Provides grant funding of \$100,000 with a local match from PSTA of \$150,000 to support innovative projects for the transportation disadvantaged to improve coordination of transportation services and non-emergency medical transportation services
- **PSTA “EYES OF THE CITY” HUMAN TRAFFICKING AND CRIME PREVENTION PROGRAM**  
Provides grant funding of \$43,630 with a local match from PSTA of \$10,908 to offer training hours for employees and educational materials for training and public outreach with the goal to create awareness of human trafficking and crime related issues with an educational campaign designed for bus operators, administrative employees, and the community at large in Pinellas County
- **CENTRAL AVE BRT DOWNTOWN ST PETERSBURG TO ST PETE BEACH**  
Increased the costs for the Federal Transit Authority (FTA) portion by \$840,018 and the local funds portion by \$2.1 million for the project reflecting project funding shares of all the partners.

## **The board approved three land use amendments to the Countywide Plan:**

- An amendment brought forward by the City of Tarpon Springs to amend the local zoning designation of a property contained within the *Sponge Docks and Community Redevelopment Area Special Area Plan* Activity Center located at the northwest corner of North Safford Avenue and East Live Oak Street to allow for additional uses
- An amendment brought forward by Pinellas County to amend a property located east of McMullen Booth Road, just north of Curlew Road from Recreation/Open Space to Public/Semi-Public to allow for a medical office building
  - Concerns over traffic safety were expressed by homeowners and members of the Home Owners Association Board of Directors from the Landmark Oaks Community, which is located across the street from the proposed development
  - Those concerns were addressed by representatives for the applicant who outlined voluntary traffic control improvements at the median both developments would share that would be part of the Development Agreement
  - Board members had questions about the traffic safety and conditions being created by the proposed voluntary improvements and about the Scenic Non-Commercial Corridor designation
  - The Development Agreement provides for additional landscaping/beautification requirements in addition to traffic access management improvements
- An amendment brought forward by the City of Largo to amend a property located on Highland Avenue SE, approximately 400 feet south of East Bay Drive from Recreation/Open Space to Employment to allow for the development of a self-storage facility on a parcel that is currently vacant
  - A Development Agreement limits development to this use and provides buffering, landscape and structural requirements

## **The board received two topical presentations:**

- **Resilient Tampa Bay: Transportation**  
Karen Kiselewski of Cambridge Systematics presented to the board the recommendations from a resilience and durability to extreme weather study
  - This is a result of grant funding from an FHWA 2018-2020 pilot program
  - A regional vulnerability assessment of surface transportation needs produced a list of highly critical and highly vulnerable road segments

- The study created a toolbox of recommended strategies with implementation best practices
- The presentation entailed an overview of the estimated costs of implementation vs. the cost of doing nothing
- **Transit Oriented Development and Value Capture Study**
  - Professor Taryn Sabia, Director of the Florida Center for Community Design and Research at USF School of Architecture & Community Design, presented to the board
  - She presented case studies, best practices and key takeaways

**The board unanimously approved the transmittal of its draft FY 20/21 – 21/22 Unified Planning Work Program (UPWP)**

- Sarah Caper, Forward Pinellas staff, outlined the planning priorities and activities that would be undertaken over the two years
- She defined the tasks, work products, and budget tables associated with the planned activities
- The document will be transmitted to the review agency and then modified as needed
- The Forward Pinellas Board will adopt the final version at its May meeting
- The new UPWP will begin on July 1, 2020

**The board approved and accepted the final audits for both the PPC and MPO**

- Scott Anderson of Cherry Bekaert presented the audit findings to the board
- Both the PPC and MPO received clean audits

**The board received the 2019 Progress Report from PSTA on the Transit Development Plan**

- Heather Sobush of PSTA provided board members an overview of the Transit Development Plan and what the plan entails
- She highlighted accomplishments, grant awards received, priority projects and the mission and goals of the plan
- She discussed the public outreach that has been undertaken under the plan and the findings
- She addressed financial scenarios shown in the plan and discussed with board members additional service needs as funding becomes available

**Other Items**

- There was a moment of silence in remembrance of Pinellas Park Councilwoman Patti Johnson and she was recognized for her commitment and dedication to the Transportation Disadvantaged Program
- The board will be appointing a new member to the Local Coordinating Board to replace Councilwoman Patti Johnson at its next meeting
- The executive director recognized March as Florida Bicycle Month
- The Forward Pinellas Legislative Committee held its final meeting for this Legislative Session and will resume meeting again in October in preparation for next Session
- PSTA is partnering with the cities of Clearwater and Dunedin to provide free Park and Rides to the beach and the Toronto Blue Jays spring training games
- TBARTA has entered into a master agreement with the University of Florida's Center for Urban Transportation Research and awarded a contract to Enterprise Leasing for van pool services

**Action Sheet**  
**March 11, 2020**

At its March meeting, the Forward Pinellas Board took the following official actions:

- **Consent Agenda** (vote: 12-0)  
Approved to include the following:
  - A. Approval of Minutes of the February 12, 2020 Meeting
  - B. Approval of Committee Appointments
  - C. Approval of Procurement #20-02 Forward Pinellas Crash Data, Traffic Counts and Level of Service Database Program
  - D. Map Adjustment – City of Clearwater – Official Acceptance
  
- **Proposed Amendment(s) to the FY 2019/20 – FY 2023/24 Transportation Improvement Program (TIP)**  
Following a presentation by FDOT and public hearing, the board, in its role as the metropolitan planning organization, approved four amendments to the TIP by roll call vote. (vote: 12-0)
  
- **Countywide Plan Map Amendment(s)**  
Three cases were recommended for approval:
  - 1. CW 20-05 – City of Tarpon Springs (vote: 12-0)
  - 2. CW 20-06 – Pinellas County (vote: 10-2; Commissioners Sofer and Welch opposed)
  - 3. CW 20-07 – City of Largo (vote: 12-0)
  
- **PPC and MPO Annual Audits 2018-19 (FY19)**  
Following a presentation by the auditing firm, the board approved and accepted the annual audits of the PPC and MPO. (vote: 12-0)
  
- **Draft FY 2020/21-2021/22 Unified Planning Work Program**  
Following a presentation by Forward Pinellas staff, the board, in its role as the metropolitan planning organization, approved the transmittal of the draft UPWP. (vote: 11-0; Mayor Bujalski had stepped out of the meeting)
  
- **Forward Pinellas Grant Programs Awards**
  - **Complete Streets**  
Following a presentation by Forward Pinellas staff, the board approved the funding award for concept planning as outlined. (vote: 12-0)
  
  - **Complete Streets**  
Following a presentation by Forward Pinellas staff, the board approved the funding award for construction as outlined. (vote: 10-2; Commissioners Seel and Smith opposed)
  
  - **Planning & Place-Making**  
Following a presentation by Forward Pinellas staff, the board approved the funding awards as outlined. (vote: 11-0; Mayor Bujalski had stepped out of the meeting)

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Chair

**May 13, 2020**

## **4B. Approval of Committee Appointments**



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### **SUMMARY**

- **CAC**

**Loretta Statsick** has applied to the CAC for a Largo opening. Loretta is a graduate of St. Petersburg College with a degree in Public Policy and Administration. Loretta has been a citizen of Pinellas County for over 30 years and is interested in the future growth of Pinellas County's, especially Largo. **Anthony "Tony" Stillo** has applied to the CAC for an At-Large seat on the committee. Tony is a native of Pinellas County, graduating from St. Petersburg college with a bachelor's in public policy and administration. He is looking forward to getting involved with the transportation and planning efforts in his community.

- **STSC**

Pinellas County Public Schools (PCPS) has submitted a request to replace Terry Huberty with Jim Dzija, Engineering and replace Rick McBride with T. Mark Hagewood, Transportation.

- **TCC**

The City of Dunedin has submitted a request to replace Greg Rice with Joseph DiPasqua as alternate representative for Dunedin Planning on the TCC. St. Petersburg has submitted a request to appoint Kevin Jackson as alternate for St. Petersburg Engineering & Capital Improvement Department on the TCC.

### **ATTACHMENT(S):**

- CAC Membership Listing
- Membership Application for Loretta Statsick
- Membership Application for Anthony "Tony" Stillo
- STSC Membership Listing
- TCC Membership Listing

**ACTION:** Board, in its role as the metropolitan planning organization, to approve the appointment of Loretta Statsick, Largo representative and Anthony Stillo, At-Large representative to the CAC; Jim Dzija, PCS Engineering and T. Mark Hagewood, PCS Transportation representatives to the STSC and Joseph DiPasqua, alternate representative for Dunedin Planning and Kevin Jackson, alternate representative for St. Petersburg Engineering & Capital Improvement Department to the TCC.

**STAFF RECOMMENDATION:** Staff recommends the board approve the appointments as outlined above.

## CITIZENS ADVISORY COMMITTEE MEMBERSHIP LIST

### St. Petersburg Area

1. Dylan Carlson (02/13/19)
2. R. Lee Allen (10/10/12)
3. Vacant
4. Kimberly Connor-Savoretti (02/14/18)

### Clearwater Area

5. Luis Serna (06/14/17)
6. Bill Jonson (06/13/18)

### Dunedin Area

7. Karen Mullins (Chair) (07/09/14)
8. Bob Henion (01/08/20)

### Pinellas Park and Mid-County Area

9. Geneva Waters (02/08/17)
10. Brian Scott (09/11/19)

### Largo Area

11. Paul Wallace (03/14/18)
12. Loretta Statsick (05/13/20)

### Beaches Area

13. Terri Novitsky (12/09/15)
14. Dimitri Karides (02/13/19)

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

15. Caron Schwartz (02/14/18)

### Tarpon Springs, Oldsmar, Safety Harbor Area

16. Tammy Vrana (05/13/15)
17. Steven Graber (03/11/20)

### At Large

18. Tony Stillo (05/13/20) (Clearwater)
19. Gary Benjamin (01/08/20) (Clearwater)
20. Gloria Lepik-Corrigan (01/09/19) (Clearwater)
21. Alayna Delgado (01/09/19) (Palm Harbor)
22. Axl David (09/11/19) (Clearwater)
23. Tracey Schofield (02/12/20) (Pinellas Park)
24. Michael Mannino (02/13/19) (Clearwater)
25. Matthew Foster (11/13/19) (Tarpon Spring)
26. Thomas (Tommy) Frain (02/13/19) (Tarpon Springs)

### TRAC

27. Duncan Kovar (07/12/17)



Statsick

## ADVISORY COMMITTEE MEMBER APPLICATION

Name: Statsick Loretta J.  
Last First Middle

Home Address: 7360 Ulmerton Rd 4-C Largo, FL 33771  
Street (Apt.) City, State Zip

Work Address: \_\_\_\_\_  
Street (Apt.) City, State Zip  
(727) 409-1009

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

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

Date of Birth: 04/05/1958

Advisory committee you're interested in serving on: Citizens Advisory Committee

Why are you interested in serving on this committee? (you may add an attachment if you need additional space)

As a mature citizen of Pinellas County and a former business owner, I have seen changes over the past 30 years and am interested in the future of Pinellas County. Where I live is important not to just me but for my children and grandchildren. My membership on the CAC board will serve as a conduit to monitor and have a voice, a just a little bit louder, with a better understanding of the way our county will grow and be affected for years to come.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Education	Name and Location	Degree	Major/Subjects of Study
High School	Hackett Catholic Prep	graduated	AP English and Biology
College or University	SPC	A.A. & B.S.	Public Policy and Administration
Specialized Training, License or Certificate	Former Nurse, did not renew license PTEC and Galen School of Nursing	LPN	Nursing
Other Education			

If you are appointed, do you know of any reason whatsoever why you will not be able to attend regularly scheduled meetings or otherwise fulfill the duties of the membership to which you have been appointed?  
 Yes  No  If "Yes", please explain:  
 \_\_\_\_\_

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

Gender: Male  Female   
 Race: White  Hispanic  African American  American Indian/Alaskan Native   
 Asian/Pacific Islander  Other

\* Applications may be submitted by electronic mail, FAX or mail. E-mail address: info@forwardpinellas.org  
 Fax: (727) 464-8212 - Mailing Address: Forward Pinellas, 310 Court St., Clearwater, FL 33756.



## ADVISORY COMMITTEE MEMBER APPLICATION

**Name:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_  
Street (Apt.) City, State Zip

**Work Address:** \_\_\_\_\_  
Street (Apt.) City, State Zip

\_\_\_\_\_

<b>Home Telephone</b>	<b>Work Telephone</b>	<b>Mobile Telephone</b>	<b>E-mail Address</b>
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Do you prefer to be contacted/receive documents at your home or work address?    Home    Work

**Date of Birth:** \_\_\_\_\_

Advisory committee you're interested in serving on: \_\_\_\_\_

Why are you interested in serving on this committee? (you may add an attachment if you need additional space)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Education	Name and Location	Degree	Major/Subjects of Study
High School			
College or University			
Specialized Training, License or Certificate			
Other Education			

If you are appointed, do you know of any reason whatsoever why you will not be able to attend regularly scheduled meetings or otherwise fulfill the duties of the membership to which you have been appointed?

Yes    No    If "Yes", please explain:

\_\_\_\_\_

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

**Gender:** Male    Female

**Race:** White    Hispanic    African American    American Indian/Alaskan Native

Asian/Pacific Islander    Other

\* Applications may be submitted by electronic mail, FAX or mail. E-mail address: [info@forwardpinellas.org](mailto:info@forwardpinellas.org)

Fax: (727) 464-8212 - Mailing Address: Forward Pinellas, 310 Court St., Clearwater, FL 33756.

## **SCHOOL TRANSPORTATION SAFETY COMMITTEE MEMBERS**

### **School Board**

Bill Dudley - Chair  
Carol Cook – Vice Chair

### **Pinellas County**

Commissioner Dave Eggers

### **Clearwater**

Vacant

### **Citizen**

Doug Mullis

### **Dunedin**

Commissioner Deborah Kynes

### **PSTA**

Josh Shulman

### **Gulfport**

Vacant

### **Largo**

Commissioner John Carroll

### **Oldsmar**

Vacant

### **Gulf Beaches**

Mayor Cookie Kennedy

### **Pinellas Park**

Councilmember Keith V. Sabiel

### **Tarpon Springs**

Commissioner Jacob Karr

### **Seminole**

Councilmember Roger Edelman

### **Safety Harbor**

Commissioner Cliff Merz

### **St. Petersburg**

Councilmember Charles Gerdes

## **Non-Voting Tech Support Members**

### **Pinellas County School Board/Transportation**

Jim Dzija, Engineering  
T. Mark Hagedwood, Transportation

### **Pinellas County Long Range Planning**

Caroline Lanford

### **Pinellas County Public Works**

Joan Rice / Casey Morse

### **Pinellas County School Board**

Marshall Touchton, Demographic Specialist

### **Pinellas County School Board**

Joseph Camera, Customer Service Analyst  
Autumn, Westermann, Customer Service Analyst (Alt.)

# TECHNICAL COORDINATING COMMITTEE MEMBERSHIP LIST

## **Pinellas County Public Works (Traffic)**

Joan Rice (Chair)  
Alternates: Tom Washburn & Gina Harvey

## **Pinellas County Planning**

Caroline Lanford  
Alternate: Scott Swearingen

## **Pinellas County School Board**

Joseph Camera  
Alternate: Autumn Westermann

## **Department of Environmental Protection**

Vacant  
Alternate: Vacant

## **TBARTA**

Brian Pessaro  
Alternate: Chris DeAnnuntis

## **Clearwater Planning Department**

Vacant  
Alternate: Lauren Matzke

## **Clearwater Traffic Operations**

Cory Martens  
Alternate: Dave Larremore

## **Dunedin Traffic Engineering**

Russell Ferlita  
Alternate: Vacant

## **Indian Rocks Beach**

Hetty Harmon  
Alternate: Vacant

## **Largo Community Development –Engineering**

Barry Westmark  
Alternate: Rafal Cieslak/Megan Dion, PE

## **Pinellas Park Planning Department**

Erica Lindquist  
Alternate: Derek Reeves

## **Safety Harbor**

Brandon Henry  
Alternate: Marcie Stenmark

## **Pinellas County Public Works (Eng.)**

Ken Jacobs  
Alternate: Brent Hall and Greg Cutrone

## **Pinellas County Environmental Mgmt.**

Sheila Schneider  
Alternate: Vacant

## **Pinellas Suncoast Transit Authority**

Heather Sobush (Vice Chair)  
Alternate: Bonnie Epstein

## **Tampa Bay Regional Planning Council**

Brian Ellis  
Alternate: Vacant

## **Beach Communities**

Vacant

## **Clearwater Engineering**

Roger Johnson  
Alternate: Bennett Elbo

## **Dunedin Planning**

Frances Leong Sharp  
Alternate: Joseph DiPasqua

## **Gulfport**

Mike Taylor  
Alternate: Vacant

## **Largo Community Development**

Rick Perez  
Alternate: Vacant

## **Oldsmar**

Marie Dauphinais  
Alternate: Michele Parisano

## **Pinellas Pk. Storm Water & Transportation**

Dan Hubbard  
Alternate: David Chase

## **St. Petersburg/Clearwater Int'l Airport**

Vacant

**St. Petersburg Engineer & Capital Improve Dept.**

Evan Birk  
Alternate: Kevin Jackson

**St. Petersburg Transport. & Parking Mgmt. Dept.**

Cheryl Stacks  
Alternate: Lucas Cruse

**Seminole**

Mark Ely  
Alternate: Jan Norsoph

**Treasure Island**

Bob Bray

**St. Petersburg Plan & Econo. Develop. Dept.**

Tom Whalen  
Alternate: Derek Kilborn

**St. Pete Beach**

Wesley Wright  
Alternate: Brandon Berry

**Tarpon Springs Planning**

Pat McNeese  
Alternate: Vacant

**FDOT (technical support)**

Jenson Hackett

**May 13, 2020**

**4C. Acceptance of Quarter Two Financial Report**

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**SUMMARY**

The second quarter of FY20 ended March 31, 2020. The financial report through the end of that period is attached for the board's review.

**ATTACHMENT(S):** Financial Report through Quarter Two FY20

**ACTION:** Board to receive and accept the financial report.

**PINELLAS PLANNING COUNCIL**  
**October 2019 THRU March 2020 (Q2)**  
**FINANCIAL REPORT**



<b>REVENUES</b>	<b>10/1/2019 THRU 3/31/2020</b>	<b>FY20 BUDGET</b>	<b>VARIANCE</b>	<b>% Of Anticipated REVENUES Received</b>
Interest	179	2,600	2,421	7%
Tax Revenue	81,529	1,215,890	1,134,361	7%
Local Assistance Contract Services	-	15,000	15,000	0%
MPO Charges for Services (Revenue)	281,339	1,549,490	1,268,151	18%
<b>TOTALS</b>	<b>363,047</b>	<b>2,782,980</b>	<b>2,419,933</b>	<b>13%</b>

<b>EXPENDITURES</b>	<b>10/1/2019 THRU 3/31/2020</b>	<b>FY20 BUDGET</b>	<b>VARIANCE</b>	<b>% OF BUDGETED Expenses Allocated</b>
Salaries & Wages	503,809	1,432,580	928,771	35%
FICA & Benefits	277,405	758,340	480,935	37%
<i>Personal Services</i>	<i>781,214</i>	<i>2,190,920</i>	<i>1,409,706</i>	<i>36%</i>
Contractual Support Services	74,181	476,640	402,459	16%
Rent	47,782	78,000	30,218	61%
Equip. & Furn.	6,198	18,000	11,802	34%
Telephone	1,728	3,600	1,872	48%
Mail	770	2,700	1,930	29%
Advertising Notice	7,769	30,000	22,231	26%
Printing/Reproduction	3,163	5,000	1,838	63%
Office Supplies	(2,567)	15,000	17,567	-17%
PAO/Tax Coll Commissions	27,370	35,830	8,460	76%
Intergovernmental Services	-	267,770	267,770	0%
Risk Management	3,404	8,170	4,766	42%
Travel	2,368	10,000	7,632	24%
Communications, Advocacy, & Educ	4,008	20,000	15,992	20%
Audit	17,774	25,000	7,226	71%
Council Activities	1,673	10,000	8,327	17%
Contingency	3,752	459,020	455,268	1%
<b>TOTALS</b>	<b>980,587</b>	<b>3,655,650</b>	<b>2,675,063</b>	<b>27%</b>

*Note: Report generated on an accrual basis*

**May 13, 2020**



## **4D. Approval of Forward Pinellas/FDOT Joint Certification Statement and Summary**

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### **SUMMARY**

Forward Pinellas performs an annual joint certification review with the Florida Department of Transportation (FDOT) District 7 Office as part of its obligation as the metropolitan planning agency (MPO) for Pinellas County. This is an annual supplement to the more comprehensive quadrennial review conducted by the Federal Highway Administration and the Federal Transit Administration, as well as FDOT. The next quadrennial review and federal site visit is scheduled for 2021.

The purpose of the certification reviews is to assist in best practices guidance and ensure that Forward Pinellas is in compliance with federal and state requirements governing MPO planning processes. The FDOT conducted the last certification review of Forward Pinellas on March 10, 2020. That review found the MPO in compliance with the applicable state and federal requirements. Attached is a summary of the review, which includes a listing of the agency's notable achievements for 2019. Also attached is the MPO Joint Certification Statement provided by FDOT recommending Forward Pinellas' certification. It was approved by the Technical Coordinating Committee and Citizens Advisory Committee at their April meetings.

### **ATTACHMENT(S):**

- Joint Certification Statement
- Joint Forward Pinellas/FDOT Certification Summary

**ACTION:** Board, in its role as the metropolitan planning organization, to approve the Joint Certification Statement.

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

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

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on March 10, 2020.

Based on a joint review and evaluation, the Florida Department of Transportation and the Forward Pinellas recommend that the Metropolitan Planning Process for the Forward Pinellas be certified.

\_\_\_\_\_  
Name: David Gwynn, P.E.  
Title: District Secretary (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Dave Eggers  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

11201 N. McKinley Drive  
Tampa, FL 33612

KEVIN J. THIBAUT, P.E.  
SECRETARY

### JOINT MPO/FDOT CERTIFICATION SUMMARY

## Forward Pinellas Metropolitan Planning Organization

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The Annual Joint FDOT/MPO Certification for January 1, 2019 to December 31, 2019, review was conducted on March 10, 2020, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. **The Forward Pinellas MPO was found to be in compliance with federal and state guidelines for metropolitan transportation planning.**

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

### Notable Achievements

- **Advantage Pinellas Plan**

Forward Pinellas adopted its 2045 Long Range Transportation Plan (LRTP) "Advantage Pinellas" in November 2019. This was the first LRTP adopted after the 2014 merger of the Pinellas County MPO with the Pinellas Planning Council was firmly established. The plan reflects one of the main objectives of merging the two agencies, to integrate countywide transportation and land use planning in Pinellas County. This was evident by the introduction of new policies focusing on land use strategies to achieve the plan objective. Below are some examples.

- Forward Pinellas shall assist local governments in creating and sustaining mixed use, walkable neighborhoods, centers and districts that serve the surrounding population.
- Forward Pinellas shall encourage local governments to include transit-friendly and supportive design standards in local land development codes to create a more walkable environment for transit users between bus stops and proximate buildings.
- Forward Pinellas shall work with appropriate agencies through the use of software applications to develop and test scenarios addressing transportation and land development considerations.
- Forward Pinellas shall support activities at the local and state level to facilitate better integration of transportation and land use planning.
- Forward Pinellas shall support local land development regulations that require joint access with neighboring properties and access to secondary streets and service roads, where feasible.
- Forward Pinellas shall assist local governments in creating and sustaining mixed use, walkable neighborhoods, centers and districts that serve the surrounding population.
- Forward Pinellas will work with its partners to identify transportation and land use strategies within 'investment corridors' to link housing, jobs and workforce development.

Another significant feature of the Advantage Pinellas Plan was the commitment of nearly all flexible funding sources to projects that closely align with the Forward Pinellas goals relating to safety, multimodal accessibility, transit and advanced technology. Plan development, ensuring that outreach results were valid and representative of public sentiment.

Forward Pinellas staff recognized that while holding traditional public meetings can have some value, most residents lead busy lives and don't usually prioritize attendance at a government meeting to give feedback on items that they may not recognize as important. Knowing this, Forward Pinellas made it a priority to have a presence at various community events to engage all segments of the public, especially those who may not otherwise be familiar with transportation issues. Staff created an interactive game using rubber balls and canisters for the public to weigh in on the prioritization of transportation funding. The game was very successful, in encouraging people to participate, helping them understand the topics and to let them see how their opinions lined up with others in the community.

In 2019, Forward Pinellas also conducted an online survey of the public to assist in the development of the "Needs" Plan for Advantage Pinellas. Staff recognized that many citizens do not typically interact with large maps and can sometimes struggle to orient themselves when presented with a complex map showing the location of local projects. Understanding the need for a more transparent means of communication with the public, staff created a public survey that focused heavily on visual images of various transportation improvements that were easy to understand and provide feedback on. This allowed for people to weigh in on the types of improvements they would like to see in their communities, irrespective of where they may be located. Due to this format, the Needs Plan Online Survey received an overwhelming response from the public, at a fraction of the budget of other online outreach efforts.

- ***Advantage Pinellas Active Transportation Plan***

In 2019, Forward Pinellas developed the Active Transportation Plan. It was a departure from previous bicycle and pedestrian plans in terms of its strategic orientation to identifying key projects for LRTP funding. These projects were focused on addressing the county's most critical active transportation needs including closing gaps in the countywide network of bicycle and pedestrian facilities and improving access to underserved communities. The plan identified ten trail and four trail overpass projects that were prioritized and identified for funding in the LRTP that was adopted by the Board in November 2019.

The development of the Active Transportation Plan was also notable for its use of GIS tools to collect input from the public and to identify areas of greatest need for bicycle and pedestrian facilities. In terms of public input, an application was set up to allow people to indicate their favorite routes for bicycling as well as routes that they would take if the facilities were in place to do so.

In addition, an equity analysis was conducted using several GIS data layers that reflected various socioeconomic conditions relating to vehicle ownership, minority households,

populations below poverty level, and households with limited English proficiency. This data was overlaid on maps showing the locations of existing facilities to help identify and assess areas of greatest need in terms of bicycle and pedestrian access. The plan is scheduled for review and approval by the Forward Pinellas Board on February 12.

- ***Transportation Improvement Program (TIP) Interactive Map***

In 2019, Forward Pinellas released its new TIP Interactive Map application, which provides the public with an easy way to view information about the transportation projects in the county they are most concerned about. Through a link on the Forward Pinellas website (<http://arcg.is/1nOyq5>), they can open one of several maps showing different project types. Then by selecting the project location they can identify project names, descriptions, start and completion dates and cost.

- ***Gateway Master Plan***

As one of its SPOTlight initiatives, Forward Pinellas entered into a historic \$1 million partnership with the cities of Largo, St. Petersburg and Pinellas Park and Pinellas County and FDOT to jointly fund the development of the Gateway Master Plan. Completed in late 2019, the plan is designed to provide housing options intended to shorten the distance people have to travel to their destinations, reduce traffic congestion, spur economic development and transit investment and provide a safer and more connected bicycle and pedestrian network.

Gateway is a 30 square mile area that is strategically important for the county and regional economy. It includes multiple Fortune 500 companies, over 114 thousand jobs and the St. Pete Clearwater International Airport. A project website ([GatewayMasterPlan.org](http://GatewayMasterPlan.org)) was also developed to provide the public with access to the contents of the plan, including its major findings and recommended strategies. In the coming months, Forward Pinellas will be working closely with its partner agencies to finalize plan documentation and begin implementation of the plan.

- ***Indian Rocks Beach Visioning Project***

Forward Pinellas engaged the community of Indian Rocks Beach last year to formalize a vision for their city and the Gulf Boulevard corridor. This effort was an update of a special area plan developed through the Florida Center for Community Design and Research at USF in 2009. Forward Pinellas evaluated the findings of the 2009 plan and examined current economic conditions and indicators. Three public workshops were held, all with more than 50 people in attendance, to collect input from local residents about what they would like their community to look like.

Key themes identified for discussion at the workshops included economic vitality, community character, transportation and mobility, quality of life and environmental protection. Workshop participants crafted vision statements around these themes to reflect what they thought Indian Rocks Beach should strive toward. Forward Pinellas will produce a final report for presentation to

the Indian Rocks Beach City Commission in February that will outline guiding principles the community will use to implement its vision.

- ***Priority Transit Corridors***

One of the most critical transportation issues in Pinellas County is the shortage of funding available for transit not only to meet future demand but to adequately fund existing services. This reality was a focus of discussion at Forward Pinellas' Transportation Funding Workshop held at St. Pete College-Seminole in January 2019. Following the workshop, Forward Pinellas began working closely with Pinellas County staff on the identification of specific transit needs and potential local revenue sources.

The County Administrator was particularly interested in assessing the most pressing needs for transit in terms of getting people to their places of employment. This led Forward Pinellas to conduct an extensive analysis of population, employment, redevelopment and housing factors to identify the best routes for connecting residential areas with a high propensity for transit to job centers. These "priority corridors" became the basis for discussion in determining the level of local funding that was needed to equip them with limited stop premium transit service.

The next step in the process is for the Pinellas County Board of County Commissioners (BCC) to decide whether to initiate a sales tax referendum, gas tax or another funding source to implement the priority corridor improvements as well as other transportation needs identified by Pinellas County and other local governments. That is expected to occur with the next few months.

- ***Transit Oriented Design Planning***

On October 30, 2019, Forward Pinellas hosted a transit-oriented development (TOD) workshop at St. Pete College-Clearwater as part of its Knowledge Exchange Series Program. Guest speakers included Director of the Florida Center for Community Design and Research at USF Taryn Sabia, Lake Mary Community Development Director Stephen Noto, Lake Mary Planning and GIS Services Manager Krystal Clem and PSTA Director of Project Management Abhishek Dayal. The speakers shared their experiences and insights on TOD and identified some best practices for consideration in Pinellas County. This information will help to inform the Central Avenue TOD planning activity being conducted by PSTA, the City of St. Petersburg and Forward Pinellas in support of the Bus Rapid Transit Project. This work is being funded by a \$1.2 million federal grant.

- ***Bike Your City***

In March 2019, Forward Pinellas organized and sponsored a bike ride in Largo to promote National Bike Month and Bike to Work Day and to raise awareness among public officials and citizens about the need for bicycle safety and accessibility improvements. This event will continue in 2020 with Safety Harbor serving as the host city on March 13.

**Recommended Actions**

- The MPO should continue to enhance the QA/QC process to ensure that all supporting documentation for invoices are properly maintained.
- FDOT values the MPO's continued collaboration and partnership in the execution of reliable, safe, and efficient transportation projects.

**Corrective Actions**

- None

**May 13, 2020**

**4E. Cancellation of the August Meeting**



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**SUMMARY**

The Forward Pinellas Board traditionally cancels its August meeting to allow for a summer break when there are no pressing deadlines for work products. Despite the unforeseen cancellation of the April 2020 board meeting due to the coronavirus pandemic, staff is confident all necessary items can be brought before the board in June and July. Therefore, Forward Pinellas staff recommends that the board take action to cancel its August 2020 meeting in order to give adequate notice to affected parties. In the event of unexpected issues arising, Forward Pinellas does have the ability to call a special meeting when circumstances warrant.

**ATTACHMENT(S):** None

**ACTION:** Board to approve the cancellation of the August 2020 meeting.

**May 13, 2020**

**4F. Approval of Transportation Performance Measures (TPM)  
Consensus Planning Document**



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**SUMMARY**

Transportation Performance Measurement (TPM) is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are indicators of progress toward attaining a goal, objective or target (a desired level of future performance).

Current federal legislation requires state departments of transportation (state DOTs), metropolitan planning organizations (MPOs), and transit agencies to conduct performance-based planning by setting data-driven performance targets for several transportation performance measures, and programming transportation investments that are expected to result in achievement of defined targets.

The TPM Consensus Planning Document has been cooperatively developed by FDOT and Florida's 27 MPOs through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by their representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas. The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements established by federal regulation.

The adoption of this document by Forward Pinellas Board action will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

**ATTACHMENT(S):** Transportation Performance Measures Consensus Planning Document

**ACTION:** Forward Pinellas, in its role as the metropolitan planning organization, to approve adoption of the Transportation Performance Measures Consensus Planning Document.



## **Transportation Performance Measures Consensus Planning Document**

### **Purpose and Authority**

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

## Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

### 1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.<sup>12</sup> FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

### 2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

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<sup>1</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

<sup>2</sup> If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
  - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
  - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either<sup>3</sup>:
  - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
  - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

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<sup>3</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
  - i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
  - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

### 3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
  - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
  - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
  - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
  - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
  - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
- c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
  - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
  - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

*For more information, contact:*

*Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us*

*Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org*

**May 13, 2020**

**4G. Approval of Procurement #20-03 Auditing Services**



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**SUMMARY**

Forward Pinellas conducts an annual audit of the financial records and transactions of the Pinellas County Metropolitan Organization (MPO) and Pinellas Planning Council (PPC). The current agreement for auditing services is ending and no more renewals remain. Florida Statutes (218.391) now requires that the governing board of a special district establish an auditor selection committee consisting of at least three members, one of whom must be a member of the governing board that serves as chair of the selection committee, and that no employees of the special district serve as a member of the auditor selection committee.

Forward Pinellas is planning to conduct a procurement for auditing services with the following selection committee members. Five selection committee members are recommended, including two board members, in case a situation arises where one or more members is no longer able to serve. Forward Pinellas staff has reached out to each selection committee member to confirm their interest and ability to serve on the committee. They include: Mayor Joann “Cookie” Kennedy, Forward Pinellas Treasurer; Commissioner Ken Welch; PSTA Chief Financial Officer Debbie Leous; PSTA Accounting Director Julie Lupis; and John Ondrovic, Pinellas County Office of Management and Budget.

**ATTACHMENT(S):** Procurement #20-03 Forward Pinellas Auditing Services

**ACTION:** Board to approve procurement #20-03, authorize staff to conduct a competitive procurement process and approve selection committee members.

**STAFF RECOMMENDATION:** Staff recommends the board approve procurement #20-03 and authorize staff to conduct a competitive procurement process with the selection committee members outlined above.



## Procurement by Competitive Proposals

### FORWARD PINELLAS AUDIT SERVICES #20-03

Information on all Forward Pinellas procurements is available online at [forwardpinellas.org](http://forwardpinellas.org).

1. **Purpose and Services.** Forward Pinellas is requesting proposals from qualified firms to provide auditing services. The full scope of services is available in Exhibit A (Scope of Services). The firm should have a strong governmental background and will work with the Forward Pinellas accounting and financial support staff, Forward Pinellas management, and Forward Pinellas on-call accounting services support team, as needed.
2. **Background.** Forward Pinellas is the fictitious name for the Pinellas Planning Council (PPC) and Pinellas County Metropolitan Planning Organization (MPO). The PPC and MPO governing board memberships are the same and the unified agency has a shared Executive Director.

The MPO receives federal and state grant funding to conduct transportation planning efforts. This funding is detailed in the Unified Planning Work Program (UPWP), a two-year document that is the basis for work conducted under MPO tasks. The MPO is primarily funded through federal grant programs administered by the Florida Department of Transportation and is also a Federal Transit Administration designed recipient.

The PPC was established by a Special Act of the Florida legislature. It is a dependent special district primarily funded through local property tax and has an established budget that is adopted annually.

Forward Pinellas is focused on the integration of land use and transportation planning throughout Pinellas County. The agency works closely with its partners throughout the county and region. Pursuant to agreement, the PPC provides staff services to the MPO.

3. **Proposal Requirements.** Each respondent must contain and/or address:
  - Name and address of the submitting firm;
  - Email address and phone number for the proposed project manager;
  - A written narrative addressing:
    - Key personnel, including titles and/or classifications with qualifications and overall roles and responsibilities;
    - The firm's understanding of Forward Pinellas's needs;
    - The approach in which the auditor proposes to satisfy the scope of services;
  - Minimum of three references for whom you have performed similar work;

- Disadvantaged Business Enterprise (DBE) certification and participation status, or other MBE, SBE participating status and supporting certificate;
- Proposed fee for each year including the two options for renewal, broken out by MPO and PPC;
- A copy of the firm’s most recent external quality control review report; and
- Certificate of Insurance.

No more than 20 single-sided pages may be submitted. Resumes will not count towards the page limit and may be included as part of an appendix. Certificates may also be included as part of an appendix. Lengthy appendices are highly discouraged.

**4. Selection Schedule.**

Forward Pinellas reserves the right to change the schedule below as necessary. Any changes will be posted to the Forward Pinellas website.

Procurement issued	May 14, 2020
Questions due*	May 27, 2020, 2 p.m.
Responses to questions posted	May 29, 2020, 2 p.m.
Proposals due to Forward Pinellas	June 15, 2020, 1 p.m.
Selection committee meeting	June 30, 2020, 9:30 a.m.
Recommendation to Forward Pinellas Board	July 8, 2020

\*Questions must be submitted via email to [scaper@forwardpinellas.org](mailto:scaper@forwardpinellas.org).

\*\*Forward Pinellas reserves the right to shortlist firms if necessary.

**5. Response Evaluation.** Respondents must be licensed by the State to do business in Florida and be qualified to perform the advertised work requirements.

A selection committee of Forward Pinellas Board Members and partner agency staff shall review and rank the proposals. Proposals are to remain in effect for 120 calendar days from the date of submission. Forward Pinellas reserves the right to reject any or all proposals, or negotiate changes to the proposals whenever such rejection, waiver or negotiations is in the best interest of Forward Pinellas.

Forward Pinellas staff will negotiate contracts with the highest ranked and qualified firms. Forward Pinellas anticipates selecting a single auditor. Forward Pinellas reserves the right to reject any or all proposals for any reason, including but not limited to if the procurement does not elicit at least three competitive solicitations from qualified sources. The contract shall be in substantial compliance with the contract attached hereto as Exhibit B.

The award shall be made to a responsible firm whose proposal is most advantageous to Forward Pinellas, taking into consideration price and other relevant factors, listed below along with total possible points. Disadvantaged Business participation is automatically assigned based on the use of appropriately certified DBEs, MBEs, or SBEs. All proposals must address the factors used in the evaluation process.

Evaluation of all firms:

- Understanding of requested services (0-20 points)
- Proposed approach and workplan, including schedule and ability to provide required services (0-30 points)
- Experience, including ability of professional personnel (0-25 points)
- Price (0-10 points)
- Participation by Certified Disadvantaged Businesses (e.g. DBE, MBE, SBE) (0 or 10 points)
- Completeness of Proposal (0 or 5 points)

The award shall take into account all of the evaluation factors, for a possible total of 100 points per selection committee member. Cost scoring is automatically assigned based on the cost spread. Participation by Certified Disadvantaged Businesses is automatically assigned based on use. The total points from each selection committee member will be added together for a final score.

6. **Contact and Submittal Information.** All correspondence concerning this procurement must be submitted to:

Sarah Caper, AICP  
310 Court Street  
Clearwater, Florida 33756  
[scaper@forwardpinellas.org](mailto:scaper@forwardpinellas.org)  
727-464-5695

Questions are allowed and all responses will be posted to the Forward Pinellas website. All questions and corresponding responses will follow the schedule on page 2.

Interested firms must mail five hard copy responses and one electronic copy (flash drive or CD) in pdf format to arrive no later than the scheduled due date and time. Proposals may also be hand delivered.

**7. Additional Requirements.**

**Funding:** Forward Pinellas, in both its roles as the MPO and PPC, is a bona fide agency of the State of Florida with its fiscal year ending on September 30 of each calendar. Further, this effort may be funded by federal grants that Forward Pinellas receives as the MPO and also with local funding that Forward Pinellas receives as the PPC. If Forward Pinellas does not have appropriate sufficient funds to continue making the payments required under this agreement or any of its agreements for any fiscal year subsequent to the one in which this agreement is executed or entered into, including but not limited to the result of the receipt of insufficient funds from the Florida Department of Transportation or Federal Highway Administration, then this agreement shall be terminated effective upon expiration of the fiscal year in which sufficient funds were last appropriated, without penalty or expense to Forward Pinellas. In this event, Forward Pinellas shall not be obligated to make any further payments due beyond said fiscal year.

**State and Federal Funding Requirements:** The following requirements are required of proposers and are reflected in the draft agreement (Exhibit B). **Proposers are strongly encouraged to notify Forward Pinellas in advance of the deadline with any proposed changes to the Exhibit B.** Proposed changes shall not be taken into account during the selection process, but may not be accepted by Forward Pinellas.

**Notification of Crime Conviction:** Each applicant shall notify Forward Pinellas within 30 days after a conviction of a contract crime applicable to it or any officers, directors, executive, shareholders active in management, employees, or agents of its affiliates. Under Section 337.164, F.S., the privilege of conducting business with Forward Pinellas shall be denied to applicants so convicted until such applicant is properly reinstated pursuant to Section 337.165, F.S., and Rule 14-75, F.A.C.

**Federal Debarment:** By signing and submitting a Proposal, the firm certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any federal department or agency.

**Equal Opportunity and Disadvantaged Business Enterprise Program Statement:** Forward Pinellas, as the metropolitan planning organization for Pinellas County, does not discriminate on any basis, as required by 49 USC 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended 42 USC 2000d to 2000d-4, and Title 49 CFR, Part 21. Forward Pinellas ensures, in accordance with 49 CFR Part 26, that certified Florida Department of Transportation DBE participants have an equal opportunity to receive and participate in FDOT assisted contracts. More information on the MPO's DBE Program may be found on the Forward Pinellas website.

**Lobbying.** Lobbying of Forward Pinellas employees and elected officials regarding this procurement by any member of a proposer's staff, or those people who are members of, or employed by, any legal entity affiliated with an organization that is responding to the procurement is strictly prohibited. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. Such actions shall cause your proposal, or the proposal you are supporting, to be rejected.

**Truth in Negotiations:** The firm certifies to the truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the Forward Pinellas determines that costs were increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs.

8. **Dispute Resolution.** The following procedures apply to protests and the resolution of disputes, based on the [Forward Pinellas Internal Control Structure Policy Manual](#).

**Applicability.** Any actual or prospective bidder or proposer, or contractual party, who is allegedly aggrieved in connection with the issuance of a bid/proposal or pending award or validly executed contract may protest to the Executive Director.

**Filing.** A formal written protest shall be filed no later than 5:00pm on the fifth (5th) full business day after issuance of the bid or proposal, or alleged violation of a contract, unless altered by the specific provisions in the bid/request for proposal or contract. Written protest shall be addressed to the Forward Pinellas Executive Director. A protest is considered filed when the Executive Director actually receives it. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest. If the deadline to file falls on a County or legal holiday, the deadline shall be extended to 5:00pm of the next full business day.

**Written protest requirements.** The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protesting party deems applicable to such grounds.

**Authority to resolve.** The Executive Director shall have authority to resolve the protest in a fair and equitable manner and shall render a written decision stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons no later than 5:00pm on the fifth (5th) full business day after the filing thereof. If the deadline to respond falls on a County or legal holiday, the deadline shall be extended to 5:00pm of the next full business day.

If it is determined that the solicitation or award is in violation of law or regulations and procedures of the bid/proposal package, the Executive Director shall immediately cancel or revise the solicitation or award as deemed appropriate. If the Executive Director determines that the contract has been breached, the Executive Director shall take immediate steps to cure said breach.

If it is determined that the solicitation or award shall be upheld, or that the contract at issue has not been breached, the Executive Director shall issue a decision in writing pursuant to the requirements herein, which shall be final and conclusive as to Forward Pinellas, unless any further action is taken with the appropriate Federal entity or the protester commences an action in court.

The Executive Director shall inform the Board of the protest, at a minimum, but may seek Board approval or guidance in the resolution process.

**Sole remedy/exhaustion of administrative remedies.** These procedures shall be the sole remedy for challenging an award of bid and the terms of the final contract. A protestor must seek a remedy pursuant to these procedures before pursuing a protest with the applicable Federal agency.

**Stay of procurement and performance during protests.** There shall be no stay of procurement or contract performance during protests.

**Exhibit A**

**Forward Pinellas  
Audit Services  
Scope of Services**

Forward Pinellas is looking for a qualified auditing firm to provide audits of the financial records and transactions of the Metropolitan Planning Organization (MPO) and the Pinellas Planning Council (PPC) for Pinellas County for the year ending September 30, 2020 and September 30, 2021, with an option to provide such services for two additional two-fiscal years.

The audits shall be conducted pursuant to all applicable laws, rules, and regulations governing each entity. This may include but not necessarily limited to the (single audit act, 2 CFR Part 200). The audits shall include a review of the accounting control structures and of the compliance with budgetary and legal requirements of the MPO and PPC, respectively, in conformity with accounting principles generally accepted by the US GAAP. Both audits shall be conducted in accordance with generally accepted auditing standards (US GAAS) and the standards for financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. As required by Chapter 10.550, Rule of the Auditor General for Local Governmental Entity Audits, the auditor will issue a written management letter upon completed of the audits.

Written reports of the audits are required containing expressions of opinion that the financial statements are fairly stated or, if a qualified or adverse or disclaimer of opinion is necessary, the reasons therefore. A draft of the financial reports for staff review is required by January 31 of each year, and the final reports by March 31 of each calendar year of the agreement. The auditor shall formally present its findings and recommendations to the Forward Pinellas Board upon completion of the audits. The auditor will provide one electronic and 10 bound copies of the final audit documents. All working papers and reports must be retained at the auditor's expense, for a minimum of five years.

An exit conference meeting with the Forward Pinellas Executive Director will be conducted at the audit conclusion. Draft copies of the audit reports and related management letters shall be made available by the auditor for inspection prior to the meeting. The purpose of this meeting is to summarize the audit results and to review any significant findings.

Forward Pinellas shall provide office space deemed adequate by the auditor to efficiently conduct the audit. Forward Pinellas staff will provide all feasible assistance, including preparation of schedules required by the auditor to expeditiously conduct the engagement.

Exhibit B

DRAFT

Agreement for Audit Services

This agreement (AGREEMENT) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, between Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization (MPO) and the Pinellas Planning Council (PPC) and \_\_\_\_\_ (AUDITOR), collectively referred to as the "Parties."

Witnesseth:

Whereas, Forward Pinellas wishes to engage the services of an auditor to audit the MPO's and PPC's financial statements; and

Whereas, Forward Pinellas solicited competitive proposals to assist with such efforts, and selected AUDITOR as a successful applicant; and

Whereas, the AUDITOR is qualified and has express willingness and ability to provide aforementioned services.

Now, therefore, in consideration of the mutual covenants and promises contained hereinafter, the Parties agree as follows:

1. Services to be Furnished by the AUDITOR

The services described and provided for in Exhibit A (Scope of Services), attached hereto and incorporated herein, which are based on Forward Pinellas competitive proposal solicitation #20-03, constitutes the Scope of Services to be performed by AUDITOR under this AGREEMENT. Materials or services requested by Forward Pinellas shall be provided by the AUDITOR in a timely manner.

The AUDITOR shall maintain and adequate and competent professional staff so as to enable the AUDITOR to timely perform work under this AGREEMENT. The AUDITOR agrees that whenever, for any reason, one or more of the key personnel are unavailable for performance under this AGREEMENT, Forward Pinellas may require the AUDITOR to replace such individual(s) with an individual(s) of substantially equal abilities and qualifications. Forward Pinellas may require the AUDITOR to submit a resume giving the full name, title, qualifications and experience for all successors and/or new persons assigned to perform work under this AGREEMENT. Prior written consent of Forward Pinellas may be required before the AUDITOR may utilize said new personnel to perform work associated with this AGREEMENT.

The AUDITOR agrees to acquire and maintain sufficient legal, financial, technical and managerial capacity to plan, manage and complete the work under this AGREEMENT. The AUDITOR may associate with specialists for the purpose of its services hereunder without additional cost to Forward Pinellas other than those costs negotiated within the limits and terms of this AGREEMENT. The AUDITOR is fully responsible for the satisfactory completion of all subcontracted work and must require in all of its subcontracts that subcontractors are bound by all the terms of this AGREEMENT.

Assignments shall be made through work task orders negotiated between Forward Pinellas and the AUDITOR.

## 2. Term

This AGREEMENT shall be effective August 1, 2020 upon proper execution by both Parties and shall remain in effect until July 30, 2022. Two two-year extensions may be executed if agreed upon in writing by all Parties.

## 3. Services to be Furnished by Forward Pinellas

Forward Pinellas shall provide the AUDITOR copies or all existing and previously prepared files/documents pertinent to the AGREEMENT, which Forward Pinellas may have in its possession, when available. However, the onus is on the AUDITOR 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 Agreement.

Under no circumstances will Forward Pinellas 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 needed by the AUDITOR.

Forward Pinellas personnel shall coordinate all releases of information to the public or other outside agencies, unless otherwise discussed and documented by both parties. The AUDITOR 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 this AGREEMENT without first notifying Forward Pinellas and securing its prior written consent.

## 4. Invoice Requirements

The AUDITOR shall be compensated on a reimbursement basis. The AUDITOR 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. All progress reports and invoices shall be emailed to the attention of the Forward Pinellas Executive Director, [wblanton@forwardpinellas.org](mailto:wblanton@forwardpinellas.org), or his Forward Pinellas staff designee. Forward Pinellas may request additional information and evidence to support any and all invoices for fees claimed to be earned by the AUDITOR before Forward Pinellas processes the invoices for payment. Invoices for fees or other compensation for services and expenses shall be submitted to Forward Pinellas in detail sufficient for a proper pre-audit and post-audit.

Invoice submittals including a Disadvantaged Business Enterprise (DBE) shall include a DBE utilization schedule, DBE usage and payments to a DBE as a separate line item and must be supported with the DBE's original invoice.

All services to be provided by the AUDITOR under the provisions of this AGREEMENT shall be performed to the reasonable satisfaction of the Forward Pinellas Executive Director. If the services provided are not performed to the reasonable satisfaction of the Forward Pinellas Executive Director, the Parties will agree upon steps to reach reasonable satisfaction. If this cannot be reached, this AGREEMENT may be terminated.

Forward Pinellas shall not approve payment for work done in order to correct errors or omissions on the part of the AUDITOR. Forward Pinellas in no way obligates itself to check or be liable for the AUDITOR's work.

Within 60 calendar days of the AGREEMENT's completion date or termination, the AUDITOR agrees to submit a final invoice, progress report, a certification of AGREEMENT expenses and third party audit reports, as applicable.

#### 5. Compensation

Upon Executive Director or designee approval of submitted invoices, Forward Pinellas shall make payments as invoiced to the AUDITOR in accordance with the following terms. These terms are applicable to all fees incurred.

In consideration of the satisfactory performance of the provisions of this AGREEMENT, Forward Pinellas shall compensate the AUDITOR based on the maximum fee schedule set forth below:

<INSERT>

Interim progress billings may be submitted for services rendered to date, but not more than monthly, upon submission of a statement of all services itemized sufficiently to enable Forward Pinellas to identify the costs.

The general cost principles and procedures for 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, state, and local regulations, as applicable. In the event there is a conflict between federal, state, and local regulations, the more restrictive of the applicable regulations will govern.

#### 6. Records

The AUDITOR agrees to establish and maintain a set of accounts within the framework of an established accounting system and procedures that can be identified with the AGREEMENT, in accordance with applicable federal and state regulations and other requirements that FDOT and FHWA may impose.

The AUDITOR agrees that all checks, payrolls, invoices, contracts, vendors, expenses, orders, or other accounting documents related in whole or in part to the AGREEMENT shall be clearly identified, readily accessible, and available to Forward Pinellas upon its request and, to the extent feasible, kept separate from documents not related to the AGREEMENT. All costs charged to the AGREEMENT, including any approved services contributed by the AUDITOR or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers describing the detail in nature and propriety of the charges.

The AUDITOR agrees to refrain from drawing checks, drafts, or orders for goods or services to be charged against the AGREEMENT until the AUDITOR has received and filed in its records a properly signed voucher describing in proper detail the purpose for the expenditure.

#### 7. Reporting, Record Retention and Access

The AUDITOR agrees to maintain intact and readily accessible all data, documents, reports, accounting records, contracts, change order files (including documentation covering negotiated settlements), and supporting materials relating to the AGREEMENT that the federal government, the state government or Forward Pinellas may require during the course of the AGREEMENT and for five years thereafter, or for the applicable Public Records retention schedule, whichever is longer. Upon request, the AUDITOR agrees to permit Forward Pinellas, 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 AGREEMENT work, materials, payrolls, and other data, and to audit the books, records, and accounts of the AUDITOR pertaining to the AGREEMENT as required by 49 U.S.C. § 5325(g).

For the purpose of such audits, inspections, examinations and evaluations, Forward Pinellas'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 Forward Pinellas to the AUDITOR pursuant to this AGREEMENT, or for the State of Florida's applicable public records retention schedule, whichever is longer.

Forward Pinellas' agent or authorized representative shall have access to the AUDITOR's facilities and all necessary records in order to conduct audits in compliance with this Section. Forward Pinellas' agent or authorized representative shall give the AUDITOR reasonable advance notice of intended inspections, examinations, and/or audits.

The AUDITOR agrees that all reports and other documents or information intended for public availability developed under this AGREEMENT and required to be submitted to Forward Pinellas must be prepared and submitted in the original electronic format and in accordance with requirements that Forward Pinellas may specify, understanding that Forward Pinellas reserves the right to request records in other formats.

#### 8. Ownership of Documents

All records, electronic files, documents, plans, specifications, evaluations, reports and other technical data, other than working papers, prepared or developed by the AUDITOR under this AGREEMENT are the property of Forward Pinellas without restriction or limitation on their use and shall be made available upon request to Forward Pinellas at any time. All such documents shall be delivered to Forward Pinellas upon completion or termination of this AGREEMENT. The AUDITOR, at its own expense, may retain copies for its files and internal use.

Any and all reports, documents provided or created in connection with this AGREEMENT are and shall remain the property of Forward Pinellas. In the event of termination of this AGREEMENT, any reports, documents and other data prepared by the AUDITOR, whether finished or unfinished, shall become the property of Forward Pinellas and shall be delivered to Forward Pinellas' Executive Director within seven (7) days of termination of the AGREEMENT by either party.

#### 9. Indemnification

The AUDITOR shall indemnify and hold harmless Forward Pinellas from all suits, actions, or claims of any character brought on account of any injuries or damages received or sustained by any person, persons, or property by, or in consequence of any neglect in safeguarding the work; or by on account of any act or omission, neglect, or misconduct of the AUDITOR; or by, or on account of any claim or amounts recovered under the "Workers' Compensation Law" or a law, bylaws, ordinance, order, or decree.

The AUDITOR shall pay Forward Pinellas all losses, damages, expenses, and costs that Forward Pinellas sustains by reason of any default, any negligent act, error or omission, including patent infringements on the part of the AUDITOR, in connection with the performance of this AGREEMENT.

Nothing herein shall be construed as a waiver of Forward Pinellas' sovereign immunity or further limitation thereof beyond §768.28, Florida Statutes.

#### 10. Required Certifications

The AUDITOR shall obtain, execute and comply with the following certifications:

**Insurance.** The AUDITOR shall obtain adequate insurance and provide a certificate of said insurance pursuant to Exhibit C.

**Truth-In-Negotiation and Public Entity Crimes Certification.** The AUDITOR agrees to execute the Truth-In-Negotiations Certificate as required by Section 11.45, Florida Statutes, attached to this AGREEMENT as Exhibit, as well as a Public Entity Crimes Certificate, as required by Section 287.133(3)(a), Florida Statutes, and attached to this AGREEMENT as Exhibit D. The original AGREEMENT price and any additions thereto shall be adjusted to exclude any significant sums by which Forward Pinellas determines the AGREEMENT price was increased due to inaccurate or incomplete factual unit costs. All such AGREEMENT adjustments shall be made within one (1) year following the end of the AGREEMENT.

**Lobbying.** In connection with this AGREEMENT, the AUDITOR is required to complete Exhibit E "Certification Regarding Lobbying."

**Debarment, Suspension, and Other Responsibility Matters.** In connection with this AGREEMENT, the AUDITOR is required to complete Exhibit F "Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions."

#### 11. Prohibition Against Contingent Fee

The AUDITOR warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the AUDITOR, 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 AUDITOR, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT.

#### 12. Default and Termination

If the AUDITOR fails to keep or perform any of the terms, covenants, conditions or provisions in this Agreement that the Auditor is required to keep or perform, then within fifteen (15) days of Forward Pinellas becoming aware of the default, Forward Pinellas shall notify the AUDITOR of the default and demand the default to be cured. Upon receipt of said notice, the AUDITOR shall have fifteen (15) days from the date of the receipt to cure said default. Forward Pinellas shall have the right to temporarily withhold payment pending correction of any identified deficiencies or disallow funding for all or part of an activity not in compliance with this AGREEMENT. All defaults shall be cured at the sole cost of the AUDITOR.

Upon the AUDITOR's failure to cure such default, Forward Pinellas may terminate this AGREEMENT and may seek any and all such other remedies available in law or equity. Failure to elect any of the available remedies upon the occurrence of any default shall not operate as a waiver of any further election of remedies.

#### 13. Title VI and Disadvantaged Business Enterprise Program

The AUDITOR will not discriminate on any basis, as required by 49 USC 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d through 2000d-4, and Title 49 CFR, Part 21, or any other protected class as defined by state or federal law.

#### 14. Assignment

The AUDITOR shall not assign or transfer its interest in this AGREEMENT without the written consent of Forward Pinellas.

#### 15. Fiscal Funding

Forward Pinellas, in both its roles as the MPO and PPC, is a bona fide agency of the State of Florida with its fiscal year ending on September 30 of each calendar. If Forward Pinellas does not have appropriate sufficient funds to continue making the payments required under this AGREEMENT or any of its agreements for any fiscal year subsequent to the one in which this AGREEMENT is executed or entered into, including but not limited to the result of the receipt of insufficient funds from the Florida Department of Transportation or Federal Highway Administration, then this AGREEMENT shall be terminated effective upon expiration of the fiscal year in which sufficient funds were last appropriated, without penalty or expense to Forward Pinellas. In this event, Forward Pinellas shall not be obligated to make any further payments due beyond said fiscal year.

#### 16. Prohibition Against Contingency Fees

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

#### 17. Observance of Laws

The AUDITOR agrees to observe, comply with and execute promptly at its expense during the term hereof, all laws, rules, requirements, orders, directives, codes ordinances, and regulations of any and all governmental authorities or agencies, of all municipal departments, bureaus, boards and officials, of all County, State, and Federal boards and agencies, and of insurance carriers. The AUDITOR specifically acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et. seq, and regulations relating thereto. Failure to comply with this provision of this AGREEMENT shall be considered a material breach and shall be grounds

for immediate termination of this AGREEMENT. If a dispute arises regarding this AGREEMENT, the Laws of Florida shall govern. Proper venue shall be in Pinellas County, Florida.

#### 18. Independent AUDITOR

The AUDITOR acknowledges that it is functioning as an independent AUDITOR in performing under the terms of this AGREEMENT, and it is not acting as an employee or agent of Forward Pinellas.

#### 19. Severability

If any provision of this AGREEMENT is held invalid, the remainder of the AGREEMENT will not be affected thereby, and all other parts of this AGREEMENT will remain in full force and effect.

#### 20. Waiver

Waiver of one or more covenants or conditions of this AGREEMENT by Forward Pinellas shall not be construed as a waiver of a subsequent breach of the same covenant or conditions, and the consent or approval by Forward Pinellas to or if any act by the AUDITOR requiring Forward Pinellas' consent or approval shall not be construed as consent or approval to or of any subsequent similar act by the AUDITOR.

#### 21. Entire Agreement

This AGREEMENT represents, together with all Exhibits, the entire written AGREEMENT between Forward Pinellas and supersedes all prior communications and proposals, whether electronic, oral, or written between Forward Pinellas and the AUDITOR with respect to this AGREEMENT. This AGREEMENT may be amended only by written instrument signed by both Forward Pinellas and the AUDITOR.

#### 22. Notice and Contacts

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:

Forward Pinellas:  
Whit Blanton, FAICP, Executive Director  
310 Court Street  
Clearwater, Florida 33756  
[Wblanton@forwardpinellas.org](mailto:Wblanton@forwardpinellas.org)

AUDITOR:

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

#### 23. Conflict of Interest

By accepting award of this AGREEMENT, the AUDITOR, 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 AUDITOR'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 AUDITORS who will be eligible to supply material and equipment for the AGREEMENT for which furnishing its services is required hereunder.

The AUDITOR further covenants and agrees that, when a former Forward Pinellas employee is employed by the AUDITOR, the AUDITOR 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 AUDITOR 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.

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

#### 24. Final Closeout

Forward Pinellas may perform a final audit of the records of the AUDITOR to support the compensation paid to the AUDITOR under this AGREEMENT. The audit would be performed as soon as practical after completion and acceptance of all contracted services. The final payment to the AUDITOR may be adjusted for audit results.

#### 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 written above.

PINELLAS PLANNING COUNCIL AND PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

Attest:

By: \_\_\_\_\_  
Whit Blanton, FAICP  
Forward Pinellas Executive Director

By: \_\_\_\_\_  
Dave Eggers  
Forward Pinellas Chair

Approved as to form:

By: \_\_\_\_\_  
Chelsea Hardy  
Assistant County Attorney

AUDITOR

Attest:

Exhibit A: Scope of Services

(The remainder of this exhibit is intentionally left blank and will be completed based on the procurement.)

Exhibit B: Rate Schedule

(The remained of this exhibit is intentionally left blank and will be completed based on the procurement.)

(This exhibit will be required of AUDITOR, but does not need to be submitted with proposals.)

Exhibit C: Certificate of Insurance and Insurance Requirements, Minimum Insurance Requirements

Prior to the time the AUDITOR is entitled to commence any part of the project, work, or service under this agreement, the AUDITOR shall procure, pay for and maintain at least the insurance coverage limits specified below. Said insurance shall be evidenced by delivery to Forward Pinellas of: 1) a 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 Forward Pinellas, and listing all carriers issuing said policy; 2) a copy of each policy, including all endorsements listed below. The insurance requirement shall remain in effect throughout the term of this agreement.

1. Workers' compensation limits are required by law; employers' liability insurance of not less than \$500,000 for each accident.
2. Comprehensive general liability insurance including, but not limited to, independent contractor, contractual, premises/operations, products/completed operations, and personal injury covering the liability assumed under indemnification provisions of this Agreement, with limits for liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000 combined single limits. Coverage shall be on an "occurrence" basis.
3. Professional liability insurance from management AUDITOR errors and omissions liability insurance including but not limited to, general accounting, feasibility analysis, cost analysis with minimum limits of \$1,000,000 per occurrence if Occurrence Form is available; or Claims Made Form with "tale coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tale coverage" to be submitted with the invoice for final payment. In lieu of "tale coverage," the AUDITOR may submit annually to Forward Pinellas current Certificate of Insurance proving claims made insurance remains in force throughout the same (3) years. Any failure to comply with the provisions of this paragraph will be considered a material breach of this Agreement.
4. Comprehensive automobile and truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$1,000,000 each occurrence. (Combined single limits of not less than \$1,000,000, each occurrence, will be acceptable unless otherwise stated.) Coverage shall be on an-occurrence basis, such insurance to include coverage for loading and unloading hazard. Each insurance policy shall include the following conditions by endorsement to the policy:
  - a. Companies issuing the insurance policy, or policies, shall have no recourse against Forward Pinellas for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of the AUDITOR.
  - b. The term Forward Pinellas shall include all authorities, boards, bureaus, commissions, divisions, departments, committees, and offices of Forward Pinellas and individual members, employees thereof in their official capacities, and/or while acting on behalf of Forward Pinellas.
  - c. Forward Pinellas shall be endorsed to the required policy or policies as an additional insured exclusive of professional liability insurance and workers' compensation insurance.
  - d. The policy clause "other insurance" shall not apply to any insurance coverage currently held by Forward Pinellas to any such future coverage or to Forward Pinellas' self-insured retention or whatever nature.
5. The AUDITOR hereby waives subrogation rights for loss or damage against Forward Pinellas.

(This exhibit will be required of AUDITOR, but does not need to be submitted with proposals.)

Exhibit D. Truth in Negotiation Certificate

In compliance with this Agreement dated \_\_\_\_\_, between Forward Pinellas and the AUDITOR, the AUDITOR 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.

Annual maximum compensation rate is as specified this AGREEMENT.  
Standard compensation rate for this type engagement is as negotiated.

\_\_\_\_\_  
AUDITOR

By:

Date:

(This exhibit will be required of AUDITOR, but does not need to be submitted with proposals.)

Exhibit E. Public Entity Crimes Certificate

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, means 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:

- A. A predecessor or successor of a person convicted of public entity crime; or
- B. 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 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)

City of \_\_\_\_\_

STATE OF FLORIDA

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 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)

(This exhibit will be required of AUDITOR, but does not need to be submitted with proposals.)

Exhibit F: Certificate Regarding Lobbying

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 AUDITOR, (name), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the AUDITOR 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: \_\_\_\_\_

(This exhibit will be required of AUDITOR, but does not need to be submitted with proposals.)

Exhibit G: Certificate Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions

(1) The prospective primary participant hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The prospective primary participant also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

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Signature/Authorized Certifying Official Typed Name and Title

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Applicant/Organization

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Date Signed

**May 13, 2020**

## **4H. Adoption of the FY 21-22 Unified Planning Work Program**



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### **SUMMARY**

Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, is required to adopt a Unified Planning Work Program (UPWP) every two years. The UPWP identifies all transportation planning activities from July 1, 2020 through June 30, 2022 and the associated funds to complete these activities. The UPWP includes introductory sections that discuss the MPO's functions and planning priorities of the MPO, state and federal governments. This is followed by task pages and budget information that detail staff support activities, consultant work and associated grant funding.

The Technical Coordinating Committee and Citizens Advisory Committee reviewed the draft UPWP at their February meetings. The board reviewed the UPWP at its March meeting and submitted the draft for federal and state agency review. Since then, the review agencies have provided comments, which have been incorporated into the document and are addressed in Appendix I. Following the schedule set forth by the Florida Department of Transportation, the MPO must approve the UPWP by May 15, 2020 and submit it to federal and state agencies for final approval.

The attached resolution authorizes the submittal of the UPWP and permits the Executive Director to execute supporting and related documents, such as the associated grant applications, participation agreements, authorized reimbursement requests and authorized expenditures in support of the UPWP. It also authorizes the Executive Director to make non-substantive modifications and amendments involving text changes, monetary changes of less than or equal to 10 percent or \$25,000 (whichever is greater) of an individual task, task budget changes associated with Board-approved project budgets and accompanying scopes of services, and amendments that are less than five percent of the overall UPWP balance. The amounts listed in the resolution were determined based on an analysis of recent UPWP modifications and amendments, which can vary greatly. For example, modifications of amounts under \$3,000 were made in the current UPWP cycle that were greater than 10 percent of the task line item. The Executive Director will report any actions taken per this resolution to the Forward Pinellas Board.

### **ATTACHMENT(S):**

- [Unified Planning Work Program](#)
- Unified Planning Work Program Resolution 20-02
- Joint Planning Agreement

**ACTION:** Board, in its role as the metropolitan planning organization, to approve Resolution 20-02.

**STAFF RECOMMENDATION:** Staff recommends the board approve Resolution 20-02.

**Resolution #20-02**

**A RESOLUTION OF FORWARD PINELLAS, IN ITS ROLE AS THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, APPROVING THE STATE FYS 21 AND 22 UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization, is the designated entity responsible for transportation planning in Pinellas County, and is also the designated official planning agency in coordinating transportation for the transportation disadvantaged; and

**WHEREAS**, Forward Pinellas has developed a Unified Planning Work Program for State Fiscal Years 21 and 22 covering a period from July 1, 2020 through June 30, 2022, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes Section 339.175(9).

**NOW, THEREFORE, BE IT RESOLVED** by Forward Pinellas as follows:

1. The Unified Planning Work Program for State Fiscal Years 21 and 22 is approved and authorized to be submitted to state and federal agencies; and
2. The Forward Pinellas Executive Director is hereby authorized to develop and execute all supporting and program objective related grant applications, participation agreements, authorized reimbursement requests and authorized expenditures in support of the UPWP. The Forward Pinellas Executive Director is also authorized to make UPWP non-substantive modifications and amendments involving text changes, monetary changes of less than or equal to ten percent or \$25,000 (whichever is greater) of an individual task, task budget changes associated with Board-approved project budgets and accompanying scopes of services, and amendments that are less than five percent of the overall UPWP balance. The Forward Pinellas Executive Director will report these actions to the Forward Pinellas Board.

This resolution offered and adopted at the May 13, 2020 meeting of Forward Pinellas as hereinafter set forth:

\_\_\_\_\_ offered the foregoing resolution which was seconded by

\_\_\_\_\_ and the vote was:

AYES:

NAYS:

Absent and not voting:

ATTEST:

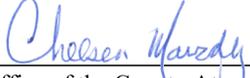
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Whit Blanton, Executive Director  
Forward Pinellas

---

Dave Eggers, Chair  
Forward Pinellas

APPROVED AS TO FORM

By:   
Office of the County Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>439338-3-14-01 &amp; 439338-3-14-02</u> <hr/> (item-segment-phase-sequence) <hr/> Contract No.: _____ <hr/> CFDA Number & Title: <u>20.205 Highway Planning &amp; Construction</u>	Fund: <u>PL &amp; SU</u> <hr/> Function: <u>215</u> <hr/> Federal Award Identification No. (FAIN): <u>0057-058-M</u> <hr/> MPO DUNS No.: <u>135944887</u>	FLAIR Approp.: <u>088854</u> <hr/> FLAIR Obj.: <u>780000</u> <hr/> Org. Code: <u>55072010730</u> <hr/> Vendor No.: <u>F592931456002</u>
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THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 11201 N. McKinley Dr., Tampa, FL 33612, and the Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization (MPO), whose address is 310 Court St., Clearwater, FL 33756, and whose Data Universal Numbering System (DUNS) Number is: 135944887 (collectively the "parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$3,067,896. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
439338-3-14-01 (PL Funds)	\$2,217,896
439338-3-14-02 (SU Funds)	\$850,000

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2020 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2022. If the Agreement is fully executed after July 1, 2020, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2022. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

- 6. Renewals and Extensions:** This Agreement shall not be renewed or extended.
- 7. Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
- A. Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.
- 8. General Requirements:**
- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
  - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv.** Effective control over, and accountability for, all funds, property, and other assets.
  - v.** Comparison of expenditures with budget amounts for each Federal award.
  - vi.** Written procedures to implement the requirements of §200.305 Payment.
  - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

**9. Compensation and Payment:**

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

the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

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

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

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

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

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

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

#### 10. Procurement and Contracts of the MPO

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

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

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

Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

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

Office of Comptroller

605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

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

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

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

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

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

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

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

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

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

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

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

- A. **Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion

between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

- 15. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

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

**16. Compliance with Federal Conditions and Laws:**

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

subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

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

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

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

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

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

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

## **18. Miscellaneous Provisions**

### **A. Public Records:**

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

for immediate unilateral cancellation of this Agreement by the Department.

- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.
- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement..
  - C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
  - D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
  - E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
  - F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
  - G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
  - H. The MPO:
    - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
    - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
  - I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
  - J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
  - K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.
- 19. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:
- A. Exhibit "A", UPWP
  - B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
  - C. Exhibit "C", Title VI Assurances

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

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

MPO  
Forward Pinellas, in its role as the Pinellas County  
Metropolitan Planning Organization  
\_\_\_\_\_  
MPO Name

Florida Department of Transportation

Whit Blanton, FAICP  
\_\_\_\_\_  
Signatory (Printed or Typed)

Richard Moss, PE  
\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Executive Director  
\_\_\_\_\_  
Title

Director of Transportation Development  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Legal Review  
MPO

\_\_\_\_\_  
Legal Review  
Department of Transportation

**EXHIBIT B**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** [20.205](#)

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

**\*Award Amount:** \$3,067,896

**Awarding Agency:** Florida Department of Transportation

**Indirect Cost Rate:** 0

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

\*The federal award amount may change with supplemental agreements

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

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

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

[www.ecfr.gov](http://www.ecfr.gov)

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

Title 23 – Highways, United States Code

<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code

<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century, P.L. 112-141

[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division

[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

[www.fsrs.gov](http://www.fsrs.gov)

**Exhibit "C"**  
**TITLE VI ASSURANCES**

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

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on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**May 13, 2020**

**4I. Approval of Proposed Amendments to the Continuity of Operations Plan**



**SUMMARY**

Forward Pinellas, as the metropolitan planning organization (MPO) for Pinellas County, maintains a Continuity of Operations Plan (COOP) to ensure the continuity of essential office functions in the event of a terrorist attack, fire, emergency or other natural or man-made disaster. The plan establishes procedures for emergency response, continuation of essential functions, and office evacuation and relocation procedures. In addition, the agency is required to test the plan each year. As a result of this test, a number of additional emergency situations have been identified that were not currently covered by the COOP, including situations highlighted by the current COVID-19 pandemic. These items were added to describe how the agency would handle emergency situations and ensure the continuity of its operations.

**ATTACHMENT(S):** Continuity of Operations Plan

**ACTION:** Board to approve the amendments to the Continuity of Operations Plan.



## I. SUMMARY

This document provides a structure for formulating a Continuity of Operations (COOP) Plan.

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order 12656 (dated November 18, 1988) and the Department of Homeland Security Headquarters Continuity of Operation Guidance Document dated April 2004, this document serves as the Continuity of Operations Plan (COOP) for Forward Pinellas. Local assistance in the development of the COOP was provided by the Pinellas County Emergency Management Department ~~and the Planning Department~~. It was developed to ensure the continuity of essential office functions in the event of a terrorist attack, fire, ~~emergency or~~ natural disaster, pandemic, or other emergency. The plan establishes procedures for the following:

- Emergency response;
- Continuation of essential functions; and
- Office evacuation and relocation procedures.

## II. INTRODUCTION

Forward Pinellas performs essential functions and services that may be adversely affected in the event of an emergency or disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. ~~Since~~ Given the threat a natural or man-made disaster presents to an organization's continuity of operations is great during a natural or man-made disaster, it is important to have a Continuity of Operations Plan (COOP) in place to ensure we can carry out essential functions and services. While Forward Pinellas may be forced to suspend some operations due to the severity of an emergency, an effective COOP can assist in efforts to remain operational, as well as strengthen ~~the ability~~ its capacity to resume operations after the emergency situation has passed.

Forward Pinellas serves as the planning council and metropolitan planning organization for Pinellas County. In its role as the Pinellas Planning Council (PPC), Forward Pinellas is governed by a special act of the State Legislature (Chapter 2012-245, Laws of Florida) and the Pinellas County Charter. The agency PPC is ~~tasked with~~ responsible for administering the Countywide Plan and for providing policy advice and recommendations to the Board of County Commissioners, in its role as the Countywide Planning Authority. ~~In its role as~~ As the metropolitan planning organization (MPO) for Pinellas County, ~~the agency~~ Forward Pinellas operates in accordance with Federal Law (23 USC 134 and 135) and Chapter 339.175, Florida Statutes to address the mobility needs of people and freight while fostering economic growth and minimizing fuel consumption, air pollution, and greenhouse gas emissions. The Pinellas MPO was established in 1977 following the passage of the Federal Highway Act of 1974. Forward Pinellas facilitates the coordination of transportation and land use planning regionally and countywide by providing a forum for local governments to cooperate on multi-jurisdictional issues and to work out any disputes that may arise. The agency also provides for countywide visioning, strategic planning and project programming.

While the planning council function is not subject to the requirements of Executive Order 12656, both the planning council and MPO ~~roles~~ operate under the same policy board and have integrated administrative and planning functions. Therefore, all agency staff share responsibility in ensuring that the essential operations of the office are maintained in the event of an emergency. ~~Some agency~~ Forward Pinellas staff is responsible for assisting the Pinellas County Emergency Management Department in coordinating disaster response and recovery for the ~~County~~ pending execution of an inter-agency agreement that ensures Forward Pinellas is appropriately reimbursed for its services. Staff that has received supervisory approval of a request for disaster assignment reporting is exempt from this requirement. In this capacity, staff serves as part of the ~~County's~~ Logistics Group (LG), which manages and coordinates the distribution of resources needed for recovery within Pinellas County, as well as coordinating Special Needs registrations and serving in the Citizens Information Center. Although the most likely cause for activation would be a hurricane, Forward Pinellas must be prepared to respond to any natural or manmade event that may occur.

Should an event threaten or occur in Pinellas County, all ~~County and~~ Forward Pinellas employees must be ~~available-prepared to continue the operations of Forward Pinellas the agency. lend disaster assistance before, during and after an event.~~ Therefore, Forward Pinellas will provide for continuation of its essential functions in addition to voluntarily fulfilling its any disaster assistance commitments to assisting the residents and visitors of Pinellas County.

Forward Pinellas offices are located approximately one block from the Gulf of Mexico at 310 Court Street in downtown Clearwater on the second floor of a two-story glass and masonry building. Though not located in a flood zone, broken windows and subsequent fresh water damage are considered to be the biggest threat to Forward Pinellas offices should a natural event such as a hurricane occur. The 310 Court Street location does not have an onsite generator to supply power. Forward Pinellas offices will be contacted by the Emergency Management Department if the building is rendered unavailable or if an evacuation has been called for the county. This COOP also provides for other emergency events, such as a pandemic, that may impact the ability of Forward Pinellas staff to report to work, without the office spaces being damaged.

**Forward Pinellas Location:**  
310 Court Street, 2<sup>nd</sup> Floor  
Clearwater, FL 33756  
(727) 464-8250  
(727) 464-8212 (FAX)

### III. PURPOSE, APPLICABILITY AND SCOPE

This COOP was prepared to ensure the continued performance of Forward Pinellas' essential functions following a major event, emergency or disaster. It provides instructions and related information concerning actions to be taken to ensure the continuity of essential office functions in case of an event. The COOP is designed to function in coordination with the Pinellas County departments of Emergency Management ~~and Planning.~~

**IV. ESSENTIAL FUNCTIONS**

Priority	Essential Functions
1	Provide Technical Support and information to assist in planning and restoration of the county's transportation system. Provide Technical Support and information related to the Countywide Plan, <u>and amend the Countywide Rules, as necessary,</u> to assist in the reconstruction of impacted areas <u>or to support essential recovery actions of local governments.</u>
2	Ensure that the integrity and compliance of the MPO and PPC planning programs are maintained.
3	Maintain contact with the Florida Department of Transportation (FDOT) District 7 Office, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).
4	Provide compensation associated with MPO agreements and maintain MPO grant invoicing.
<u>5</u>	<u>Approve the Unified Planning Work Program and amend/adopt the Transportation Improvement Program to ensure continued flow of federal and state funds in Pinellas County.</u>

**V. VITAL FILES, RECORDS, AND DATABASES**

Forward Pinellas’ vital files include hard copies of executed Interlocal Agreements, Memorandums of Agreement, Memorandums of Understanding, Joint Participation Agreements and other contracts, including those with general planning consultants. These documents are considered official records. In the event of total destruction of Forward Pinellas offices, copies of these documents should be retrievable from the agency offices or other sources. File copies of most of the Forward Pinellas planning documents are available from the FDOT, FHWA and/or FTA. Several regional and interlocal agreements are available from the Pinellas County Clerk of the Court. Forward Pinellas’ essential planning documents include the Countywide Plan, Transportation Improvement Program, Unified Planning Work Program and the Long Range Transportation Plan. ~~and~~ These are all available in hardcopy, online, or CD ROM, and are also stored electronically on the county’s main computer network. ~~In the event that Forward Pinellas offices are not destroyed, but agency staff are not able to report to the office location, electronic copies of these vital files, records and databases will be continue to be maintained on and accessed from XYZ(??)the main computer network. and access to (this location) Access to the network files will be provided to each member of staff needing suchas needed.~~

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location on Main County Computer
COOP Plan	Electronic and hard copy	X	X	X
Phone Roster	Electronic and hard copy	X	X	X
Legal Authority List	Electronic and hard copy	X	X	X
Forward Pinellas Agreements/ Contracts	Hardcopy	X (copies)	X	X
Personnel Information	Hardcopy		X	X
Countywide Plan	Electronic and hardcopy			X
Transportation Data Base Files (operations data, accident records, traffic counts, etc.)	Electronic and hardcopy			X
Transportation Planning Documents (TIP, LRTP, UPWP)	Electronic and hardcopy			X

## VI. CONCEPT OF OPERATIONS

### PHASE I: ACTIVATION AND RELOCATION

#### 1. Decision Process

The Forward Pinellas Executive Director, or in their absence, a Planning Division Manager, has the authority to activate the COOP. In the event of a countywide emergency, such as a hurricane, Forward Pinellas will follow direction from the ~~Emergency Management Department for determining actions to be taken regarding office relocations and emergency response roles, activation instructions for each employee's assigned role. Executive Director on staffing, procurement, and continuity of operations as needed and in documented consultation with the Chair of the Board, or other members of the Executive Committee, when conditions warrant and in accordance with the Internal Control Structure Policy Manual.~~

#### 2. Alert, Notification, and Implementation Process

If during work hours, and if time allows due to the nature of the event, the Forward Pinellas Executive Director will call a meeting and detail the COOP activation plans. Those not present will be notified by phone upon activation. If activation occurs after hours, each staff member will be notified by phone or e-mail by their immediate supervisor. ~~If communications are down, staff members are instructed to call the Employee Emergency Information Hotline at (727) 453-EMER (3637) to check in, or to obtain information or help. The Hotline is an information line maintained by the Pinellas County Human Resources Department to communicate with employees during a disaster response effort. When Human Resources activates the line, it will have a recorded message stating whether the County government is open or closed. There will be operators after a hurricane and/or emergency situation has passed to respond to calls and provide information to employees.~~

Employees should monitor their phones and e-mail as well as local television and radio stations, National Oceanic and Atmospheric Administration (NOAA) weather radio ([for weather-related events](#)) and related communication sources following any disaster. Employees may also tune in to Pinellas County Radio AM 940 to receive instructions from the Emergency Management Department. Employees who are unable to receive information through the information line or broadcast should report to their local fire or police department. All police department radios, except those associated with the City of Clearwater, have a [Pinellas County EOC channel \(EOC-A\)](#). Officers can utilize this channel to verify employee assignments. Clearwater officers should contact their city EOC via their radio system. The City EOC has a [County radio](#) to reach the County EOC.

If an emergency alert comes during normal working hours, and if time [allows permitting](#), each employee will execute the necessary actions immediately. All visitors will be escorted to safety and the senior Forward Pinellas staff member in the office will refer to the staff sign-out board to account for the location of each staff member. Staff not assigned to specific preparation procedures will take appropriate action to protect their family and property. Those with extenuating circumstances requiring their prompt attention may attend to them upon approval of their supervisor. In the event of a hurricane, preparation should occur 24 to 36 hours in advance of the

storm. ~~Staff members who have phase assignments in the EOC must make themselves available unless they are ill, incapacitated or are out of town and unable to return.~~ Forward Pinellas staff members leaving the county, without prior supervisory authorization in anticipation of hurricane evacuation or COOP activation would be subject to dismissal.

### **3. Initial Emergency Procedures for Forward Pinellas Staff**

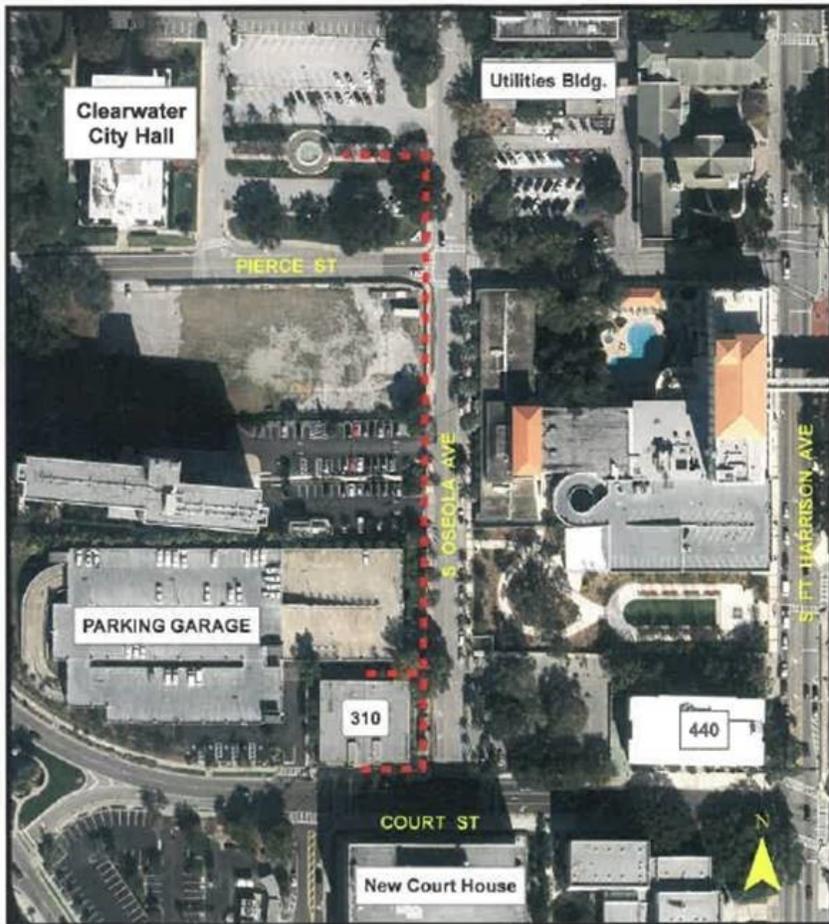
#### **a. Fire Threats**

All fire alarms should be treated as real events.

If the fire alarm goes off, strobe lights come on, it is a fire alarm. Always treat any fire alarm as if it is real. Remain calm and leave the building immediately via the nearest escape route. Take your keys/phone/county ID with you as you may not be able to return to the building if there is fire damage (you should be able to do this in under three minutes).

- Do not use elevators as they might not function in a fire.
- Escort visitors out of the building as they may not be aware of exits.
- Your Fire Monitor or Office Manager will take the staff list with them to account for any staff and those out of the office at lunch or meetings.
- Close doors behind you to isolate the fire. Oxygen is fuel for the fire. If you are unable to close the doors the fire monitor will do so. Please watch this short 5 minute video on how important it is to have doors closed during a fire:  
<https://www.facebook.com/ULfirefightersafety/videos/close-before-you-doze-see-the-dramatic-life-saving-difference-a-door-can-make/15167799111677/>
- Once outside the building, proceed to the designated assembly area (see map below) and report to your supervisor/fire monitor and await further instructions.

**IN CASE OF AN EMERGENCY OR FIRE ALARM  
AT THE 310 COURT STREET LOCATION  
PLEASE EVACUATE NORTH ON S. OSCEOLA AVE.  
TO THE CLEARWATER CITY HALL PARKING LOT**



**WATCH FOR TRAFFIC WHEN CROSSING THE STREET**

- Do not re-enter the building until told to do so by the Fire Department, Risk Management, or Real Estate Management.



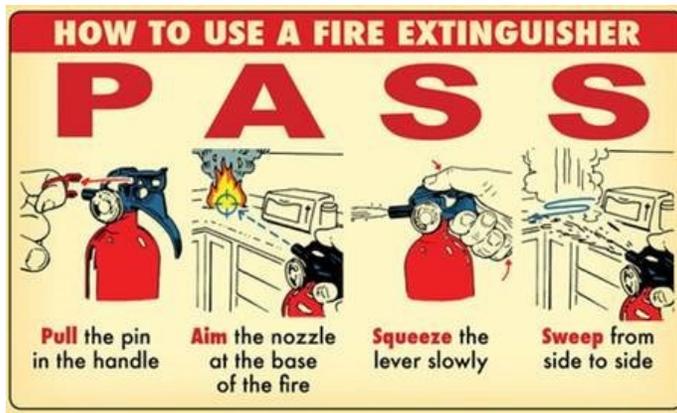
When a fire alarm has not sounded, but a fire emergency is detected:

- Remain calm and alert co-workers and guests in the immediate area of the fire emergency.
- Locate and activate the nearest fire pull station.
- Leave the building immediately by the nearest escape route.
- Do not use the elevators.
- The Fire Monitor or Office Manager will take the staff list with them to account for staff out of the office.
- Close doors behind you to isolate the fire. If you are unable the fire monitor will do so.

- Once outside the building, proceed to the designated assembly area (see enclosed graphics for your buildings evacuation route) and report to your supervisor and await further instructions.
- Do not re-enter the building until told to do so by the Fire Department, Risk Management, or Real Estate Management.

Always remember to stay low to avoid rising superheated air that could scorch your lungs. If in a stair well, check the exit door for heat. If the door is hot, proceed to the other stairway to exit.

Because Forward Pinellas is renting space within a Pinellas County building, we must follow the county's policy with regard to the use of fire extinguishers. Per county policy, only those staff who have been trained to use fire extinguishers should use them. The two exceptions to this are if you are in immediate life-threatening danger or other staff is in immediate life-threatening danger. Remember "PASS," pull safety pin, aim the hose, squeeze handle and sweep the base of the fire.



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## **b. Bomb Threats**

Every phone in the building should have a -Bomb Threat Instruction card nearby. If it does not, please notify your supervisor.

- If you receive a bomb threat, pull the card out from under your phone and calmly ask the questions listed. **DO NOT PUT THE CALLER ON HOLD!**
- Discreetly notify a fellow employee or cube mate of the bomb threat so they can notify your supervisor and call 911 from a different phone, then Risk Management (4646-3664) and Emergency Management (464-5550).
- The person taking the bomb threat should never hang up the phone or make another call from that phone (this open phone line will help authorities to be able to trace the location of the call).
- The decision to evacuate will be made by the lead emergency agency.
- If the order to evacuate is issued, all building occupants will report to your assigned assembly area. Take keys, phones, County IDs, purses with you.
- Supervisors/fire monitors will conduct a roll call of their personnel for accountability.
- Under NO circumstances will staff re-enter the building until instructed by the lead emergency agency in charge.

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## **c. Suspicious Packages**

- Anyone discovering a suspicious package should call 911 and report the location of the package. If possible, take a quick picture of the package.
- The same person should then call their supervisor and inform them of the suspicious package.
- Do not touch the suspicious package!
- All radio and mobile computer transmissions, including cellular telephone calls, shall be prohibited within 500 yards of the suspected explosive device location.

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## **d. Hurricane or Storm Threats**

Forward Pinellas staff should observe the emergency procedures described below in the event of an emergency related to a hurricane or storm threat.

- Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main county server or backup your files to ~~CD-ROMs~~, OneDrive and/or USB flash drives. ~~Bundle and label the CDs/~~ Place USB flash drives and place into the waterproof containers, and take them with you if you are ordered to report to the alternate location ~~ammunition canisters located on the 2nd floor in the storage closet off of the rear hallway.~~

- If you have any unprotected work considered as important to your job or task that may be needed for future reference, it should be labeled and placed in the 2nd floor printer area or interior cubicle. If it is crucial to your daily functions, take your work with you if you are ordered to report to the alternate location.
- If you are in a window office, disconnect the computer and place in the 2nd floor printer area or an interior cubicle. Also, tape all openings on file cabinets to help minimize wind and water damage should the windows be blown out. Close your office door.
- After you have secured your work area and moved your computer equipment into the interior printer area or interior cubicles designated for computer equipment storage, you may be needed to assist in securing other equipment and/or files, etc. Clerical staff will secure the main Forward Pinellas file cabinets containing the official records and Forward Pinellas operating financial account information.

**4. Contingencies for Staff Shortages**

It is not imperative for Forward Pinellas staff to be present in the office to maintain the essential operations of the agency. However, some staff should continue to be present in the office for purposes of conducting routine functions such as to pay invoices and sign checks, handle mail deliveries, greet office guests and to respond to calls. Forward Pinellas shall ensure at least two to three staff members are present in the office in situations when workers are directed or encouraged to telework.

**5. Health Emergency Procedures for ~~Forward Pinellas Staff for~~ Pandemics**

**a. Social Distancing Strategies**

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. It involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace and following proper personal hygiene practices.

**Initial Screening of Employees**

**b.**

An initial screening of employees should consist of the questions below.

- Do you have a fever?
- Do you have a worsening cough or flu-like symptoms?
- Have you traveled internationally in the last 14 days?
- Have you been in close contact with someone, including health care workers, confirmed to have the coronavirus disease?

Direct employees who answer positive to any of the above questions to work from home. Employees who have symptoms of acute respiratory illness are recommended to stay home

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and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees who are scheduled to attend meetings at locations outside the office will be encouraged to attend and/or participate by phone if possible.
- Employees not required to work in the office will be encouraged to work from home as necessary.
- If warranted by the threat of the virus spreading in Pinellas County and as advised by the Pinellas County Emergency Management Department, Forward Pinellas will postpone all meetings until the threat has passed and it is deemed safe to return to normal operations.

#### **A-C. Additional Precautions for Pandemics**

- Emphasize respiratory etiquette and hand hygiene by all employees
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- **Perform routine environmental cleaning**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

- o Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Employees who are well but who have a sick family member at home with should notify their supervisor and refer to Centers of Disease Control (CDC) guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have a virus confirmed to be part of a pandemic, the employee should inform fellow employees of their possible exposure to the virus in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed pandemic-related virus should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Forward Pinellas staff should observe the emergency procedures described below in the event of an emergency:

In an event related to a hurricane or storm threat:

- ~~Assess your work area. Secure necessary files and computer equipment. Save all electronic files to the main county server or backup your files to CD-ROMs or USB flash drive. Bundle and label the CDs/USB flash drives and place into the waterproof ammunition canisters located on the 2nd floor in the storage closet off of the rear hallway.~~
- ~~If you have any unprotected work considered as important to your job or task that may be needed for future reference, it should be labeled and placed in the 2nd floor printer area or interior cubicle. If it is crucial to your daily functions, take your work with you if you are ordered to report to the alternate location.~~
- ~~If you are in a window office, disconnect the computer and place in the 2nd floor printer area or an interior cubicle. Also, tape all openings on file cabinets to help minimize wind and water damage should the windows be blown out. Close your office door.~~
- ~~After you have secured your work area and moved your computer equipment into the interior printer area or interior cubicles designated for computer equipment storage, you may be needed to assist in securing other equipment and/or files, etc. Clerical staff will secure the main Forward Pinellas file cabinets containing the official records and Forward Pinellas operating financial account information.~~

6. In response to non-hurricane or storm threats:

- Save documents that are critical to daily functions to a USB drive or organization OneDrive account.
- Secure desktop work station, if employee has one.
- If assigned an agency laptop, employee must take the laptop and charging cable home with them upon leaving the building.

- Sign out on back board in office.
- Maintain consistent communication with direct supervisor regarding alternative work locations and status

### 347. Leadership

#### a. Orders of Succession

The order of succession, in terms of supervisory responsibility for the ~~MPO-Forward Pinellas~~ office during activation of the COOP, is shown below.

- Whit Blanton, Forward Pinellas Executive Director
- ~~Sarah Ward, Forward Pinellas Division Manager~~
- Rodney Chatman, Forward Pinellas Division Manager
- Al Bartolotta, Forward Pinellas ~~Special Projects Manager~~Division Manager
- Chelsea Favero, Forward Pinellas Planning Manager

If the senior ranking staff member is incapacitated or out of the area at activation or during the plan implementation, the next ranking staff member shall assume responsibility for implementing and fulfilling the COOP's objectives. ~~Ideally, all staff with COOP functions, shall be assembled at the control center (Forward Pinellas offices) or, if not available, the EOC, prior to full activation.~~The primary method of contact shall be via telephone.

#### b. Delegations of Authority

The Forward Pinellas Executive Director shall remain in authority unless incapacitated or out of the area. They may appoint a successor, or if unable to do so, the next person in succession shall assume responsibility.

#### c. Devolution

The primary function of Forward Pinellas is land use and transportation planning. Staff are not engaged in the physical construction or day-to-day operations of transportation facilities. However, should an emergency occur requiring activation of the COOP, Forward Pinellas' planning priorities are to provide support necessary to maintain the existing transportation system and for payment to those associated with Forward Pinellas agreements and contracts.

In the event of a worst-case scenario in which the offices are completely destroyed and/or the entire leadership is incapacitated, Forward Pinellas functions may be handled at a lower staff level. In the event of total destruction of the Forward Pinellas offices, the Florida Department of Transportation and Federal Highway Administration have ~~file~~copies of the agency's major planning documents, including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements should it become necessary for re-establishment of Forward Pinellas operations in an alternate location. Electronic files containing the Planning Council's main planning documents are maintained by the Pinellas County Business Technology

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Services (BTS) unit and are accessible should the need arise to re-establish the land use functions of Forward Pinellas after a disaster. The agency's banks, BB&T and Regions, the United States Treasury Department and the State of Florida Office of the Comptroller have account information on file should a situation arise where neither Forward Pinellas nor a county authority is available to access the agency's account.

## **PHASE II: ALTERNATE TELECOMMUTING AND/OR FACILITY OPERATIONS**

### **1. Alternate Telecommuting Operations (in Conjunction with BTS)**

Assess need for virtual private network (VPN) connections for employees to work from home. Acquire VPN connections for those who need them. Authorize employees to telework as needed.

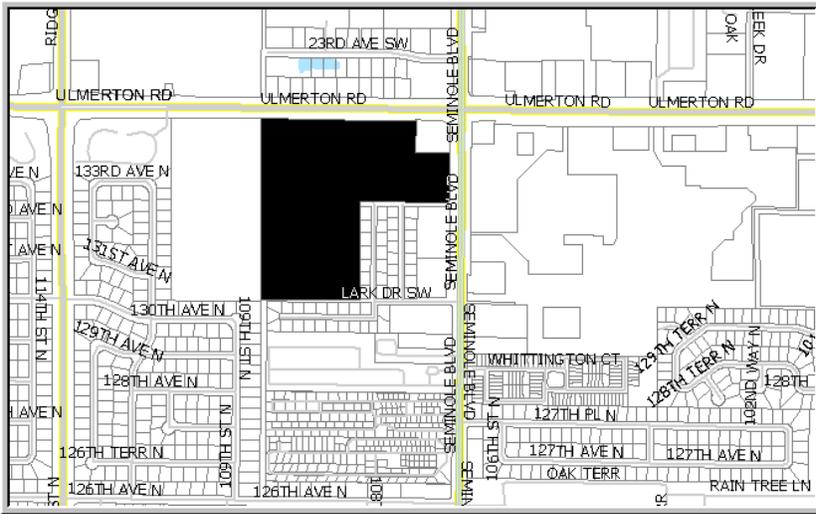
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### **2. Alternate Facility Operations**

Should Forward Pinellas offices be completely destroyed, the Pinellas County Real Estate Management Department will locate a suitable facility for Forward Pinellas staff not assigned to the Emergency Operations Center (EOC). Upon arrival at the alternative facility, the highest ranking Forward Pinellas staff member should delegate shifts for available staff, connect the agency laptop computers to the main County server, establish e-mail if possible and determine if land telephone lines are operable. Staff assigned to the EOC will be located at 10750 Ulmerton Road, Largo. In the event of an emergency where offices are not destroyed, but agency staff is unable to come to the main office, staff may work remotely from home, as determined by the agency director.

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**Pinellas County EOC**

The EOC facility is equipped with water, food (MREs), generators, computers, e-mail access, an 800 MHz radio system and land, cell and satellite phones. ~~Designated Forward Pinellas staff that is obligated to staff the EOC pursuant to inter-agency agreement, along with county department staff, will be required to shall~~ carry out their assigned duties ~~from the EOC~~ after the Forward Pinellas offices are secured.

~~Many Forward Pinellas staff members have been assigned a response level (see following page) under the Department of Emergency Management's Phase Reassignment of Employees in Pinellas (PREP) Program. Those not assigned a response level must make themselves available following the emergency event to assist in resuming regular office responsibilities. If a disaster is anticipated, such as a hurricane, the Phase I staff members would be instructed by the Forward Pinellas Executive Director or their successor to report to the EOC 24 hours before the event occurs and will be required to stay at the EOC until the storm has passed and winds have dropped below tropical storm strength. The Phase I staff will help organize the disaster relief effort. After the storm, Phase II staff will be contacted for activation information. The Phase II staff will serve as the countywide contact to administer the relief effort. They may be responsible for dispatching emergency road crews for debris removal, utility restoration and other work necessary to provide for public safety purposes. Under the PREP program, Phase III staff will either volunteer for or be assigned to a position matching their current knowledge, skills and abilities. When activated, they would provide relief support in various communities around the county as needed (e.g., food and water distribution, operating the Points of Distribution or county staging areas, directing deliveries at checkpoints). More information about this program as well as additional information for employees in the event of a disaster is available online at <http://intraweb.co.pinellas.fl.us/ema/>.~~

**1. Mission Systems**

Response Level Phase I	Response Level Phase II (Personnel Pool)
Jared Austin (Logistics) Marc Hanger (Logistics)	Al Bartolotta (Logistics) Brett Burks
Chelsea Favero (Special Needs) Al Bartolotta (Logistics)	Sarah Ward (Logistics) Linda Fisher
Whit Blanton (Planning Section)	Rodney Chatman (Logistics) Joanne Jacobs
Sarah Caper (Logistics)	Sarah Caper (Logistics) Rebecca Stysly
Rodney Chatman (Logistics)	Susan Miller (Special Needs)
Maria Kelley (Logistics)	
Susan Miller (Logistics)	

**Critical**

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System Name	Current Location	Other Locations
Transportation Planning and Project Development	Primary Facility Forward Pinellas Offices	Alternate Facility
Compensation Associated with Forward Pinellas Contracts	Primary Facility Forward Pinellas Offices	Alternate Facility
Countywide Plan (Rules, Map and Strategies)	Primary Facility Forward Pinellas Offices	Alternate Facility

**PHASE III: RECONSTITUTION**

**Returning to normal operations**

In the event of total destruction of the Forward Pinellas offices, staff will be assigned a new location by the Pinellas County Real Estate Management Department. A pre-assigned location has yet to be determined, but it is anticipated Forward Pinellas operations would be housed in an existing County facility. In the event of an emergency where staff is unable to report to any office location, employees may work remotely from home, upon direction from the Executive Director. After the emergency has passed, Forward Pinellas staff shall contact their supervisors for instructions on when and where to report to duty.

**VII. COOP PLANNING RESPONSIBILITIES**

Responsibility *	Position
Review and Update the COOP Annually	Program Planner
Update Telephone Numbers Monthly	Program Planner
Review Status of Vital Files	Accounting Services Coordinator
Conduct Alert and Notification Tests	Program Planner
Plan COOP Exercises	Program Planner

**VIII. LOGISTICS**

**ALTERNATE LOCATION**

~~Should the Forward Pinellas offices be completely destroyed, the Pinellas County Real Estate Management Department will locate a suitable facility for agency staff not assigned to the EOC. Employees may be permitted work remotely from home, pending direction from the Executive Director.~~

**INTEROPERABLE COMMUNICATIONS**

~~800-MHz emergency radios and satellite phones are available for Forward Pinellas staff assigned to the Logistics Group (LG).~~

**IX.VII. COOP TEST**

~~The COOP will be examined on an annual basis by June 1. By June 1<sup>st</sup> of each year, Forward Pinellas will conduct~~This will include a test of the COOP Training and Exercise Plan. This is to ensure that the plan can be implemented effectively while allowing staff to make adjustments to the COOP where needed. Each staff member will identify their critical and necessary files and documents, be familiarized with their responsibilities in carrying out the plan's procedures during an emergency and equipment will be maintained in a constant state of readiness. Batteries and supplies will be checked. A test of alert and notification procedures will be conducted.

**IX. MULTI YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN**

~~The COOP will be examined on an annual basis by June 1. It is not anticipated that Forward Pinellas should need a multi-year strategy and program management plan.~~

**X. COOP PLAN MAINTENANCE**

The COOP will be maintained and updated by Forward Pinellas as necessary following the annual examination. The personnel and emergency telephone lists will be reviewed and updated each month. Emergency equipment such as flashlights will be checked each year by June 1.

**XI. OFFICE EVACUATION**

~~While some major events allow for advance notice, there could be emergencies that strike suddenly where it may be necessary for Forward Pinellas offices to be evacuated. Pinellas County provides a Fire Emergency and Evacuation directive for all owned or leased buildings. Applicable portions of the directive are provided below.~~

~~Employee Responsibilities~~

~~When a fire alarm is sounded, follow the steps below:~~

~~Remain calm and follow instructions.~~

~~Leave the building immediately by the nearest escape route.~~

~~Do not use elevators.~~

~~Once safely outside the building, proceed to the designated assembly area and await further instructions.~~

~~Do not re-enter the building until told to do so by the Fire Department, Risk Management or Real Estate Management.~~

~~When a fire alarm has not sounded, follow the steps below:~~

~~Alert co-workers in the immediate area of the fire emergency.~~

~~Locate and activate the nearest fire pull station.~~

~~Close doors behind you.~~

~~Leave the building immediately by the nearest escape route.~~

~~Do not use elevators.~~

~~Once safely outside the building, proceed to the designated assembly area and await further instructions.~~

~~Do not re-enter the building until told to do so by the Fire Department, Risk Management or Real Estate Management.~~

~~The designated assembly area for Forward Pinellas offices is in the parking lot to the east of the building, next to 440 Court Street. A map is included at the end of this document for reference.~~

**VIII. Operational Checklists and Contacts**

1. Secure workstation. Place necessary computer CDs and USB flash drives in one of the four secure Forward Pinellas ammunition canisters located on the 2nd floor. These four canisters will be located in the storage closet. Take canister to the alternate location if an evacuation is ordered.
2. Secure the department laptop computers. Bring to the alternate location.
3. Secure personnel roster and phone list. Bring to the alternate location.
4. Secure emergency calling directory. Bring to the alternate location.
5. Secure emergency operation records. Bring to the alternate location.
6. Secure predetermined critical files necessary to carry out Forward Pinellas activities. Bring to the alternate location.

**EOC Facility Information**

10750 Ulmerton Road  
Largo, FL 33778  
(727) 453-3637

**Transportation Agency Emergency Phone List**

Florida Department of Transportation District 7

~~Stephen Benson~~ Jensen Hackett

(813) 975-6427

~~Stephen.benson@dot.state.fl.us~~ jensen.hackett@dot.state.fl.gov

~~Brian Beaty 813-975-6283~~

~~Brian.beaty@dot.state.fl.us~~

Federal Highway Administration

Teresa Parker

[Teresa.parker@dot.gov](mailto:Teresa.parker@dot.gov)

407-867-6415

Lee-Ann Jacobs

850-553-2219

[leeann.jacobs@dot.gov](mailto:leeann.jacobs@dot.gov)

Federal Transit Administration

Christopher White 404-865-5619

[Christopher.white@fta.dot.gov](mailto:Christopher.white@fta.dot.gov)

*Note: Contact list of Forward Pinellas staff members is maintained on file in the agency offices and is also available to staff via online platforms.*

*~~Note: Contact list of Forward Pinellas staff members is maintained on file in the agency offices~~*

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**May 13, 2020**

**4J. Approval of Appointment of the Local Coordinating Board  
(LCB) Chair**



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**SUMMARY**

The Local Coordinating Board (LCB) provides policy guidance and oversight for the operation and planning activities associated with the Transportation Disadvantaged Program. During the March Forward Pinellas Board meeting, it was announced that the LCB chairman position became vacant following the passing of Pinellas Park Councilwoman and LCB Chair, Patti Johnson. Candidates were solicited during March and April, and Commissioner Michael Smith has expressed interest in serving as the new LCB chair. Forward Pinellas staff subsequently received additional interest in serving from other potential candidates that the board can consider in the future.

The LCB meets quarterly in February, May, September and November at 9:15 a.m. at 310 Court Street in Clearwater. The remaining dates for 2020 are May 19, September 15 and November 17. The May 19<sup>th</sup> meeting will be held virtually.

**ATTACHMENT(S):** None

**ACTION:** Board to appoint Commissioner Michael Smith as the LCB Chair.

**May 13, 2020**

## **5A. Proposed Modification to the Transportation Improvement Program (TIP)**

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### **SUMMARY**

Forward Pinellas occasionally must reconcile changes in funding allocations that occur during the fiscal year with its budgeting and programming documents. The Unified Planning Work Program (UPWP) is a two-year budget to account for the federal and state funds Forward Pinellas receives through the Florida Department of Transportation (FDOT). The FDOT is proposing a TIP amendment to adjust the amount of planning funds identified in the FY 19/20-23/24 TIP to match the UPWP. This accounts for the final funding amounts provided by FDOT and the de-obligation of funding in the FY 18/19-19/20 UPWP. This de-obligation would make these planning funds available in the new FY 20/21-21/22 UPWP.

The funding adjustments associated with the proposed amendments are itemized below.

- FY 2020 Federal Highway Planning (PL) funds are being adjusted from \$1,614,350 to \$1,392,350
- FY 2021 Federal Highway Planning (PL) funds are being adjusted from \$1,022,963 to \$1,219,948.
- FY 2022 Federal Highway Planning (PL) funds are being adjusted from \$1,022,963 to \$997,948

**ATTACHMENT(S):** [Presentation](#)

**ACTION:** Board, in its role as the metropolitan planning organization, to approve the modification to the TIP.

**STAFF RECOMMENDATION:** Forward Pinellas staff recommends the board approve the TIP modification as outlined.

**ADVISORY COMMITTEE RECOMMENDATION(S):** The Technical Coordinating Committee reviewed the proposed modification at its April 22, 2020 meeting and recommended approval. The Citizens Advisory Committee reviewed the modification at its April 23, 2020 meeting and recommended approval.

May 13, 2020

## 5B. Annual Adoption of Transportation Priorities



### SUMMARY

Forward Pinellas adopts project priority lists for its Transportation Improvement Program (TIP) on an annual basis. These lists are used for the allocation of state and federal funding. These lists include Multimodal Transportation Priority and Transportation Alternatives (TA) Program projects. The approved priority lists are used by the Florida Department of Transportation (FDOT) in the development of its Five-Year Work Program. A description of these lists and proposed changes is provided in the sections that follow.

#### A. Multimodal Priority List

With the development of a new draft Work Program and the completion of some projects on the current list, it is necessary to update the multimodal priority list. Once the list is adopted, these multimodal priorities will be transmitted to FDOT for consideration in the development in the next five-year Work Program. Since the last update of the priority list in 2019, three projects received funding for implementation and are being moved from the 'Unfunded' section of the list. Those projects are shaded in grey at the bottom of that portion of the list. Staff is also proposing to add a few projects to the Unfunded portion of the list. These new projects are shaded in yellow and include one complete streets construction project, the bicycle and pedestrian projects identified as the first priorities in the Active Transportation Plan, and the resulting safety and operational improvements from the Pasadena Avenue Corridor Study. Those projects with grey shading in the Unfunded portion of the list reflect those with a minor change to project descriptions or phasing. One project is being proposed for removal from the priority list because the details of the project have not yet been sufficiently identified and is shown with strike-through text.

All projects proposed for addition to the list are in support of the implementation of the Advantage Pinellas Long Range Transportation Plan. No new projects were solicited for addition to the priority list this year as Forward Pinellas staff works to develop selection criteria and a formal process to call for projects consistent with Advantage Pinellas. Forward Pinellas staff will provide an overview of proposed changes to the list.

#### ATTACHMENTS:

- Draft 2020 Multimodal Transportation Project Priorities
- [Presentation](#)

**ACTION:** Approval of the 2020 Multimodal Transportation Project Priorities

**COMMITTEE RECOMMENDATIONS:** The Technical Coordinating Committee approved the Multimodal Transportation Project Priorities by unanimous vote. The Citizens Advisory Committee approved the Multimodal Transportation Project Priorities by a vote 17 in favor and one in opposition. The CAC also made a separate motion to request that the Forward Pinellas Board ask the Board of County Commissioners to advance improvements to the intersection of Gulf to Bay Boulevard (SR 60) and Belcher Road, seeking state and federal funding to expedite the project.

## **B. Transportation Alternatives (TA) Program Priority List**

In 2019, Forward Pinellas solicited applications for projects eligible for Transportation Alternatives (TA) funding. The TA grant program provides funding for bicycle and pedestrian projects. The application and scoring criteria had been developed by a subcommittee of Bicycle Pedestrian Advisory Committee (BPAC) and Technical Coordinating Committee (TCC) members. Forward Pinellas received four applications for funding through the call for projects. The list of projects with corresponding funding requests and points assigned are shown below.

1. City of St. Petersburg - \$1,941,347.36 for 28th Street North from the Pinellas Trail to 1st Avenue North (75 points)
2. City of St. Petersburg - \$1,000,990.63 for Central Avenue from 34th Street to 31st Street (65 points)
3. City of St. Petersburg - \$1,966,953.91 for 22nd Street South from 5th Avenue South to 1st Avenue North (60 points)
4. City of Treasure Island - \$557,698 for the East Treasure Island Causeway Trail (50 points)

During internal and committee review of the applications, the City of Treasure Island elected to withdraw its application from consideration for TA Program funds. Therefore, the three applications received from the City of St. Petersburg are being proposed for addition to the TA Priority List in the order of the points they received. These projects will be forwarded to FDOT upon approval for consideration in the development of the next Work Program.

### **ATTACHMENTS:**

- Draft 2020 Transportation Alternatives Program Priority List
- [Presentation](#)

**ACTION:** Approval of the 2020 Transportation Alternatives Program Priority List

**COMMITTEE RECOMMENDATIONS:** The Technical Coordinating Committee approved the Transportation Alternatives Program Priority List by unanimous vote. The Citizens Advisory Committee also approved the Transportation Alternatives Program Priority List by unanimous vote.

**DRAFT 2020 FORWARD PINELLAS MULTIMODAL TRANSPORTATION PROJECT PRIORITIES**

Proposed Priority	FPN	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
<b>PRIORITY PROJECTS UNDER CONSTRUCTION OR FUNDED FOR CONSTRUCTION/IMPLEMENTATION</b>									
P	43380-1	FDOT	SR 686/Roosevelt Boulevard (CR 296 Connector) CR 296 (Future SR 690)/East-West 118th Avenue Expressway/Gateway Express	49th Street North US 19 SR55	I-275/SR 93 East of 40th Street	Construction of grade separated toll facility linking US 19 and the Bayside Bridge with I-275	CST	2017/18	Underway
P	256774-2 256774-3	FDOT	US 19/SR 55 (including Republic Dr Overpass and Curlew Road Interchanges) Phase I – Boy Scout Overpass Phase II – Curlew Road Interchange	North of SR 580 Northside Drive	Northside Drive North of CR 95	Construction of grade separated roadway improvements	CST CST	2021/22 2021/22	
P	422904-2	FDOT	I-275/SR 93/Howard Frankland Bridge Replacement	North of SR 687 (4th St. N.)	North of Howard Frankland Bridge	Bridge Replacement, addition of express lanes, and a multiuse trail.	Design-Build	2019/20	
P	424501-2	FDOT	I-275 Express Lanes	South of SR 694/Gandy Boulevard	North of 4th Street North	Construction of one managed lane in each direction providing interregional connectivity from Gateway Expy and south of Gandy Blvd to Howard Frankland Bridge	Design-Build	2017/18	Underway
P	4366771	PSTA/ HART	PSTA Regional Farebox	N/A	N/A	Implementation of a regional farebox system			Funded in Hillsborough and Pinellas
P	4377362	Pinellas County	Phase II - Park/Starkey Sidewalks	Ulmerton Road	East Bay Drive	Construction of continuous sidewalks along both sides of corridor	PE CST	2019/20 2021/22	
P	4400931	Pinellas County	Pinellas Trail Loop, Phase 2 North Gap (partially on Duke Energy ROW)	Enterprise Road	Chesnut Park	Construction of Phase 2 of the Pinellas Trail Loop	Design-Build	2016/17	Underway
P	437498-1 #30-TA	FDOT	Courtney Campbell Causeway Trail Overpass	SR 60/Gulf-to-Bay Boulevard at Bayshore Boulevard	N/A	Construction of a bicycle/pedestrian overpass over SR 60 near Bayshore.	CST	2023/24	Design underway
P	440246-1	FDOT	U.S. 19	54th Avenue South	22nd Avenue North	\$1 million Complete Streets upgrade to FDOT resurfacing project to construct a wide sidewalk on west side of roadway	CST	2021/2022	
P	443928-1	Oldsmar	St. Petersburg Drive	Dartmouth Avenue	Bayview Boulevard	\$1 million to supplement a City of Oldsmar Complete Streets project.	CST	2023/24	
P	443929-1	Largo	Rosery Road	Missouri Avenue	Eagle Lake Park	\$1 million to supplement a City of Largo Complete Streets project.	CST	2023/24	

Proposed Priority	FPN	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
P	437710-1	FDOT	Alt. US 19	South of Curlew Place	North of Country Club	Add SB left turn lane	CST	2023/24	
P	444332-1	FDOT	St. Petersburg Greater Downtown Area Network Alternatives Analysis	Downtown St. Petersburg Area		Funding to study traffic circulation in the downtown St. Petersburg area.	Study	2019/20	Underway
P	2568815	FDOT	Harn Boulevard Overpass	Harn Boulevard	North of 1st Street	Construction of a pedestrian overpass across US 19	CST	2020/21	Design of alternatives is underway
P	424501-5	FDOT	I-275	South of 54th Avenue South	South of Roosevelt Boulevard	Lane continuity improvements throughout the corridor. And a hardened shoulder for transit operations from I375 to Gandy Boulevard.	ROW	2020/21	
							DSB	2023/24	
P	440093-2	Pinellas County	Pinellas Trail Loop	Ulmerton Road	Belleair Road	South Gap - Phase 2, 3, 4	CST	2023/24	
	#15 TA								
P	440093-3	Pinellas County	Pinellas Trail Loop	126th Ave N	Ulmerton Road	South Gap - Phase 1	CST	2023/24	
	#15 TA								
P	437807-2	FDOT	4th Street North and South	5th Avenue S	5th Avenue N	Urban corridor improvements including sidewalks, pedestrian signal modification and high emphasis crosswalks	CST	2022/2023	
P	445649-1	St. Petersburg	22nd Street South	11th Avenue South	5th Avenue South	\$1 million for St. Petersburg Complete Streets Project	CST	2024/25	Funding added in Work Program
P	446142-1	PSTA	Bus Replacement Capital Funding	N/A	N/A	Up to \$1.5 million of capital funding for PSTA Bus Replacements	Capital	2024/25	Funding added in Work Program
P	437636-1	FDOT	Alt. US 19	at Florida Avenue	N/A	Roundabout to improve intersection safety	PE	Underway	Funding added in Work Program
							ROW	2020/21	
							CST	2021/22	

Proposed Priority	FPN	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
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**UNFUNDED MULTIMODAL TRANSPORTATION PRIORITY PROJECTS**

1	439338-2 439338-3	Forward Pinellas	Systems and Operations Planning Funds	N/A	N/A	\$600,000 annually for planning activities	N/A	N/A	N/A
2	438747-2	FDOT	Pinellas County Model Studies	N/A	N/A	\$148,000 annually to conduct surveys to update planning models	N/A	N/A	N/A
3	N/A	Dunedin	Skinner Boulevard Complete Streets	Alt US 19	SR 580	\$1 million for complete streets project	N/A	N/A	N/A
4	N/A	PSTA	Bus Replacement Capital Funding	N/A	N/A	Up to \$1.5 million of capital funding for PSTA Bus Replacements	N/A	N/A	Seeking recurring funding
5	N/A	St. Petersburg	18th Ave S Salt Creek Trail Ext	37th St S 18th Ave S	4th St S 26th Ave S	Construction of separated bike lanes, trail, bike boulevard and pedestrian crossings	N/A	N/A	
6	N/A	Pinellas County	Duke Energy Trail Overapss	SR 60	N/A	Construction of a bicycle/pedestrian overpass at SR 60	N/A	N/A	
7	N/A	Pinellas County	Dunedin Causeway Operational Improvements	Honeymoon Island State Park	Alt US 19	Operational improvements to mitigate congestion on the Dunedin Causeway	N/A	N/A	
8	N/A	PSTA	Central Ave Bus Rapid Transit	N/A	N/A	Limited stop transit service from downtown St. Petersburg to the beaches	Design	2018/19	CST unfunded
9	N/A	FDOT	Drew Street	Osceola Avenue	McMullen Booth Road	Operational and safety improvements along the corridor.	N/A	N/A	Corridor study in 2020
10	N/A	FDOT	Gateway Intermodal Center	Gateway Area of Pinellas County	N/A	ROW acquisition	N/A	N/A	
11	256931-4 441250-2	FDOT	SR 694/ Gandy Boulevard	East of 4th Street	West of Gandy Bridge	Construction of grade separated overpass at Brighton Bay Blvd. and a trail facility crossing Tampa Bay in the corridor.	PD&E	2024/25	PD&E of both FPIDs to go together. CST unfunded
12	433799-1	FDOT	US 19/SR 55 (including Tampa and Nebraska Interchanges)	North of CR 95	South of Pine Ridge Way South	Construction of grade separated roadway interchanges with frontage roads and pedestrian crossings every 1/4 mile.	Design ROW	Underway 2020/24	ROW and CST unfunded
13	440743-1	PSTA	Clearwater Beach to TIA Regional Transit Service	Clearwater Beach	Tampa International Airport	Regional Express transit service from downtown Clearwater to Clearwater Beach.	Capital	2021/22	Formerly merged with Priority #14
14	N/A	FDOT	Clearwater Busyway	Clearwater Beach	Downtown Clearwater	PD&E Study of connections from downtown Clearwater to Clearwater Beach	N/A	N/A	Formerly merged with Priority #13
45	N/A	PSTA	US 19 Transit Corridor Investments	54th Avenue South	Gateway Area	Corridor investments to support express transit service	N/A	N/A	Being removed until further defined
15	256998-1	FDOT	SR 686/Roosevelt Boulevard	I-275/SR 93	West of 9 <sup>th</sup> Street North/Dr Martin Luther King Jr Street North	Construction of a connection between the Gateway Express and Roosevelt Blvd.	Design	Underway	CST unfunded
16	257086-1	FDOT	SR 694/Gandy Boulevard	40th Street	East of I-275 (SR 93)	Construction of frontage roads and a ramp from NB I-275 to WB Gandy Blvd.	ENV	2021/22	CST unfunded
16	445376-1 #15-TA	Pinellas County	Pinellas Trail Loop (South Gap) Phase 5	126th Avenue North	Roosevelt Boulevard	Shared Use Bike Path/Trail	N/A	N/A	
17	445376-1	Pinellas County	126th Avenue North	US 19/SR 55	34th Street	Construction of 2 lane divided continuous roadway	N/A	N/A	PDE Underway

Proposed Priority	FPN	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
18	433797-1	FDOT	US 19/SR 55 (including Alderman Interchange)	North of Nebraska Avenue	South of Timberlane Road	Capacity, operational and safety improvements with pedestrian crossings every 1/4 mile.	Design	Underway	ROW and CST unfunded
							ROW	2024/22	
19	433796-1	FDOT	US 19/SR 55 (including Klosterman Interchange)	South of Timberlane Road	South of Lake Street	Capacity, operational and safety improvements with pedestrian crossings every 1/4 mile.	Design	Underway	ROW and CST unfunded
							ROW	2022/23	
20	435914-2	FDOT	U.S. 19	66th Avenue North	118th Avenue North	Operational improvements along the corridor	ROW	2023/24	Corridor study underway; partial ROW funding in work program
21	435909-4	FDOT	Alt. US 19	Belleair Road	Pasco County Line	Operational improvements along the corridor	PE	2020/21	Corridor study underway
22	435909-3	FDOT	Alt. US 19	Park Street North	Belleair Road	Operational improvements along the corridor	PE	2020/21	Corridor study underway
23	N/A	FDOT	SR 60 Multiuse Accommodations	Courtney Campbell Causeway Trail	Druid Road Trail	Multiuse accommodations connecting the Courtney Campbell Causeway Trail to the Druid Road Trail per the SR 60 Multimodal Implementation Plan	N/A	N/A	
24	N/A	FDOT	Gulf Boulevard Sidewalk Improvements	195th Street	Walsingham Road	Construction of sidewalk with drainage improvements	N/A	N/A	
25	N/A	Forward Pinellas	Aerial Transit Feasibility and Operations Plan	N/A	N/A	Clearwater and downtown St. Petersburg	N/A	N/A	
26	N/A	PSTA	Downtown Clearwater Intermodal Center	N/A	N/A	PSTA Intermodal Center for the downtown Clearwater area.	N/A	N/A	
27	444244-1	FDOT	4th Street Trail Connection	Gandy Boulevard	Big Island Gap Bridge	Trail connection to the Howard Frankland Bridge	N/A	N/A	
28	444243-1	FDOT	Ulmerton Trail Connection	Fountain Parkway North	I-275	Trail connection to the Howard Frankland Bridge	N/A	N/A	
29	444064-1	FDOT	SR 580 Corridor Study	Alt US 19	SR 584	Operational and safety improvements along the corridor.	Planning	2019/20	Corridor study underway
30	440254-1	FDOT	SR 693/Pasadena Ave/66th St N	Park St	N Tyrone Blvd	Operational improvements along the corridor	N/A	N/A	Corridor study completed

1) Project #1 is intended for recurring annual funding of \$600,000. This includes \$100,000 for Complete Streets planning projects. This annual allotment will be set aside as higher priority projects are considered in the development of the annual FDOT Work Program. A portion of this funding is intended to support annual survey efforts to support the regional travel demand model and other transportation planning initiatives.

2) DSB = Design-Build (combines construction and design/preliminary engineering phases to reduce costs and expedite construction); PD&E-Project Development and Environment; DGN-Design; ROW-Right of Way; CST-Construction; ENV-Environmental; FY-Fiscal Year; TIP-Transportation Improvement Program; LRTP-Long Range Transportation Plan; CMAQ-Congestion Mitigation and Air Quality Improvement Program

3) Projects on this priority list need not be limited to STP funds and may be funded by other available funding sources.

## Draft 2020 FORWARD PINELLAS TRANSPORTATION ALTERNATIVES PROGRAM PRIORITY PROJECTS

Priority	Project Number	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
<b>PRIORITY PROJECTS UNDER CONSTRUCTION OR FUNDED FOR CONSTRUCTION/IMPLEMENTATION</b>									
P	4344971	City of St. Petersburg	Sexton Elementary School – sidewalk along 19 <sup>th</sup> St N	38th Ave N	52nd Ave N	Sidewalk	Construction	2018/19	Construction scheduled in TIP for FY 2018/19
P	4245329	City of Largo	Citywide Sidewalk and Trails Initiative – Adrian Ave and Gladys St Sidewalk Improvements	Indian Rocks to Trotter Rd	and from Drye to Hillsdale	Sidewalk	Construction	FY 2015/16	Construction complete
P	4245647/2686A	Pinellas County	Hercules Ave/Greenbriar Blvd Sidewalk - Phase II	Sherwood St	Sunset Point Rd	Sidewalk	Construction	FY 2017/18	Scheduled in TIP for construction in FY 2019/20
P	4245644/1512A	Pinellas County	Park Blvd/CR 694 ADA Ramp and Sidewalk Improvements	Starkey Rd	66th St N	Sidewalk	Construction	FY 2018/19	Scheduled in TIP for construction in FY 2018/19
P	4245646/	Pinellas County	Haines Bayshore Rd Sidewalk	US 19	Sunrise Blvd	Sidewalk	Construction	FY 2017/18	Construction underway
P	4344961	City of Largo	West Bay Dr Pinellas Trail Gateway	Washington Ave	4th Ave SW	Shared Use Bike Path/Trail	Construction	FY 2018/19	Construction scheduled in TIP for FY 2018/19
P	4157387	City of Oldsmar	Oldsmar Trail Phase 6 Extension	along Douglas Rd between Racetrack Rd and Tampa Rd	N/A	Shared Use Bike Path/Trail	Construction	FY 2018/19	Construction scheduled in TIP for FY 2018/19
P	4325871	City of St. Petersburg	Bayway South Trail Connection (Phase I) on the Pinellas Bayway South (SR 679) from N end of Boca Ciega Bridge to SR 682/54th Ave S	North end of Boca Ciega Bridge	SR 682/ 54th Ave S	Shared Use Bike Path/Trail	Design-Build	FY 2017/18	Construction completed
P	4107552	City of St. Petersburg	Bayway South Trail Connection (Phase II) on the Pinellas Bayway South (SR 679)	South end of Boca Ciega Bridge	City limits south of Madonna Blvd	Shared Use Bike Path/Trail	Design-Build	FY 2017/18	Construction underway
P	4377362	Pinellas County	Starkey Rd Corridor Sidewalk Project	Bryan Dairy Rd	East Bay Dr	Sidewalk	Construction	FY 2021/22	Scheduled in TIP for construction in FY 2021/22
P	4380221/3306A	Pinellas County	62nd Ave N Sidewalk Project	62nd St N	55th St N	Sidewalk	Construction	FY 2019/20	Scheduled in TIP for construction in FY 2019/20
P	4400931/186A/186B	Pinellas County	Duke Energy Trail (North gap on the Duke Energy right-of-way)	the pedestrian overpass at US Hwy 19 ant Enterprise Rd	Chesnut Sr Park	Shared Use Bike Path/Trail	Construction (Design-Build)	FY 2016/17	Construction underway
	186A		Phase 1 (North Gap) on the Duke Energy right-of-way	Sunset Point Rd	the pedestrian overpass at US Hwy 19 and Enterprise Rd		Construction	FY 2016/17	Construction completed for this portion of the North Gap
	186B		Phase 2 (North Gap) on the Duke Energy right-of-way	NE Coachman Rd/SR 590	Sunset Point Rd		Construction	FY 2016/17	Construction underway

## Draft 2020 FORWARD PINELLAS TRANSPORTATION ALTERNATIVES PROGRAM PRIORITY PROJECTS

Priority	Project Number	Responsible Agency	Project	From	To	Description	Funded Phase	Year Funded	Status
P	4157432	City of St. Petersburg	Treasure Island Causeway/Fred Marquis Pinellas Trail Connection (linking the west end of Treasure Lane to the existing Fred Marquis Pinellas Trail) (Phase II)	west end of Causeway Blvd N	east end of Causeway Blvd N	Bike Path/Trail	Construction	FY 2018/19	Construction completed
P	4374981	City of Clearwater/FDOT/SUNTrail	Courtney Campbell Causeway Recreational Trail Overpass	SR 60/Gulf-to-Bay Blvd at Bayshore Blvd	N/A	Pedestrian/Trail Overpass	Construction	FY 2023/24	Construction scheduled in TIP for 2023/24
P	4400932	Pinellas County	Pinellas Trail Loop (South Gap)	Ulmerton Rd	Belleair Rd	Shared Use Bike Path/Trail	CST	FY 2023/24	Construction funded in TIP 2023/24 with SU funds
P	4400933	Pinellas County	Pinellas Trail Loop (South Gap)	126th Ave N	Ulmerton Rd	Shared Use Bike Path/Trail	CST	FY 2023/24	Construction funded in TIP in 2023/24 with Suntrail funds
P	4429551	Pinellas County	42nd Ave N Sidewalk Project	46th St N	35th St N	Sidewalk	N/A	FY 2022/23	Construction funded in TIP in 2022/23
P	4412151	City of St. Petersburg	71st St N Trail - Pinellas Trail Connector	Fred Marquis Pinellas Trail	38th Ave N	Shared Use Bike Path/Trail	Design	FY 2023/24	Construction scheduled in TIP for 2023/24

### UNFUNDED TRANSPORTATION ALTERNATIVES PROGRAM PRIORITY PROJECTS

1	N/A	City of St. Petersburg	28th St. Complete Streets	Pinellas Trail	1st Ave N	Complete Streets Treatments	N/A	N/A	new project
2	N/A	City of St. Petersburg	Central Ave Complete Streets	34th St	31st St	Complete Streets Treatments	N/A	N/A	new project
3	N/A	City of St. Petersburg	22nd St S. Complete Streets	5th Ave S	1st Ave N	Complete Streets Treatments	N/A	N/A	new project

FY = fiscal year; P = programmed

**May 13, 2020**

**5C1. Case CW 20-08 – City of Clearwater**



**SUMMARY**

From: Public/Semi-Public  
To: Office  
Area: 0.729 acres m.o.l.  
Location: 407 N. Belcher Road,

This proposed amendment is submitted by the City of Clearwater and seeks to amend property totaling approximately 0.729 acres from Public/Semi-Public (intended to recognize institutional and transportation/utility uses that serve the community or region, especially larger facilities having acreage exceeding the thresholds established in other plan categories, which are consistent with the need, character, and scale of such uses relative to the surrounding uses, transportation facilities, and natural resource features, and may include residential as part of the mix of uses) to Office (intended to accommodate areas developed, or appropriate to be developed, with office uses, low-impact employment uses, and residential uses (subject to an acreage threshold), in areas characterized by a transition between residential and commercial uses and in areas well-suited for community-scale residential/office mixed-use development).

The property is currently being used as a medical office. It is the owner’s intention to lease the building for use as a financial office, an office type which is not permitted under the current land use classification. The property is surrounded by commercial uses, additional office buildings and detached dwellings. The City of Clearwater is committed to preserving land and buildings that are needed to attract target industries and accommodate higher-wage jobs, such as the ones provided by a financial office.

**FINDINGS**

Staff submits the following findings in support of the recommendation for approval:

- A. The Office category is appropriate for the proposed use of the property and is consistent with the criteria for utilization of this category.
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of these findings.

**LIST OF MAPS & ATTACHMENTS:**

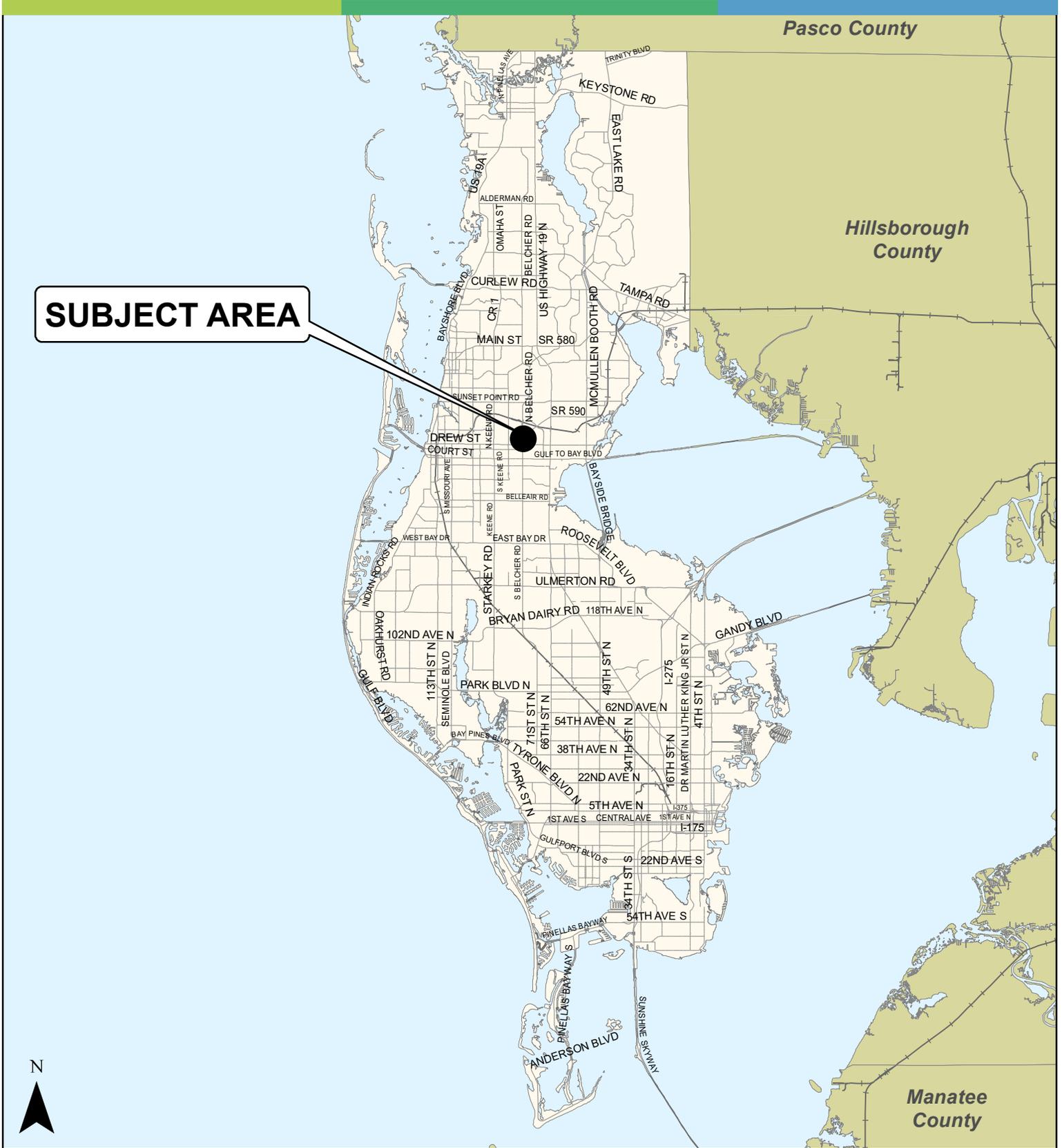
- Map 1 Location Map
- Map 2 Jurisdictional Map
- Map 3 Aerial Map
- Map 4 Current Countywide Plan Map
- Map 5 Proposed Countywide Plan Map
- Map 6 Scenic Non-Commercial Corridor Map

Attachment 1 Forward Pinellas Staff Analysis  
[Presentation](#)

**MEETING DATES:**

Planners Advisory Committee, May 4, 2020 at 1:30 p.m.  
Forward Pinellas, May 13, 2020 at 1:00 p.m.  
Countywide Planning Authority, Date To Be Determined

**ADVISORY COMMITTEE RECOMMENDATION:** At its May 4, 2020 meeting, the Planners Advisory Committee voted 13-0 to recommend approval of this amendment.

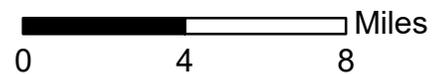


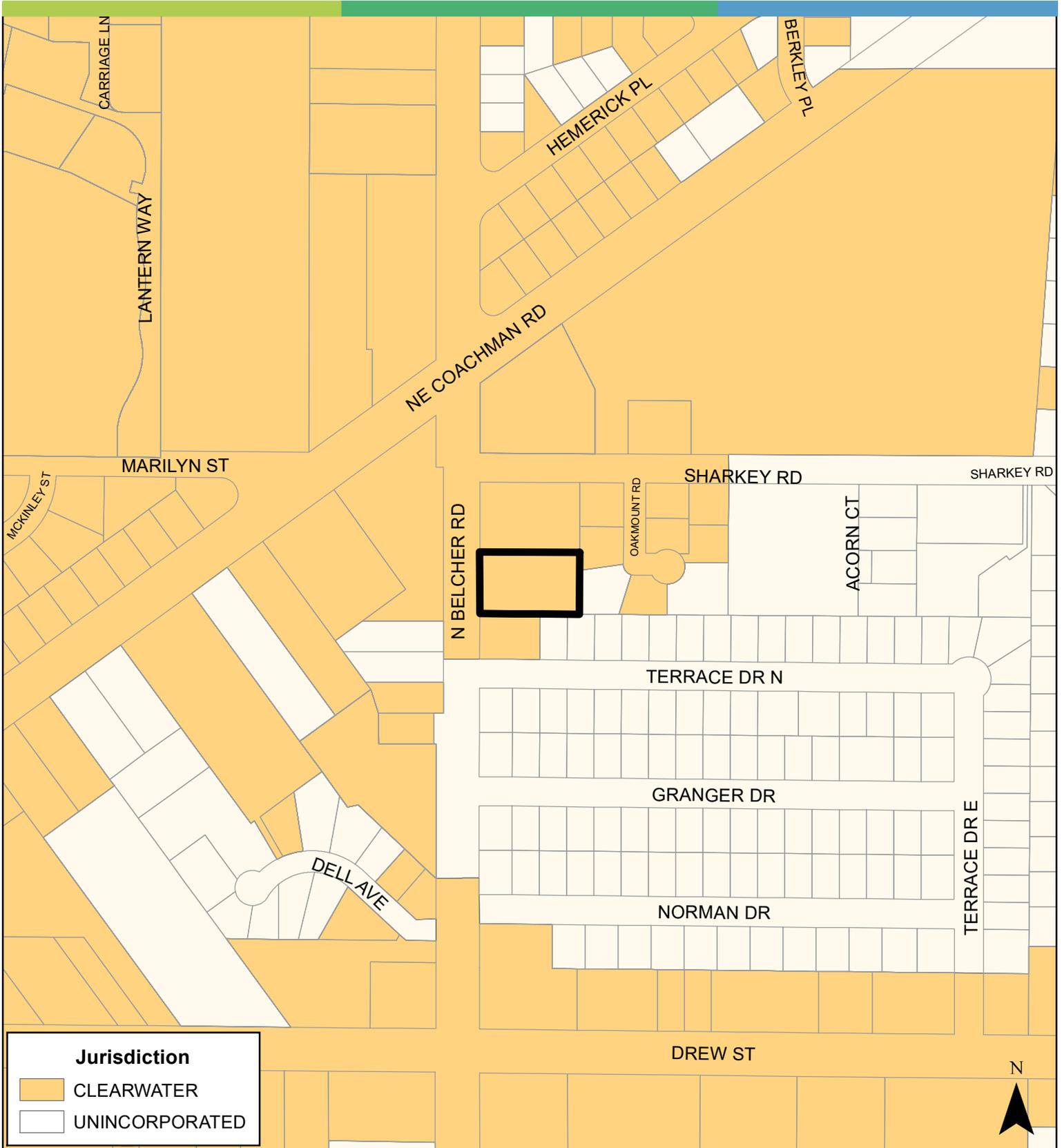
**JURISDICTION:** Clearwater

**FROM:** Public/Semi-Public

**AREA:** 0.729 Acres

**TO:** Office





Jurisdiction	
	CLEARWATER
	UNINCORPORATED

<b>JURISDICTION:</b> Clearwater	<b>FROM:</b> Public/Semi-Public	 0 250 500 Feet
<b>AREA:</b> 0.729 Acres	<b>TO:</b> Office	

# Case CW20-08

## Map 3: Aerial Map

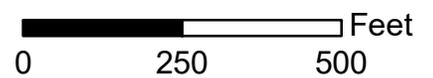


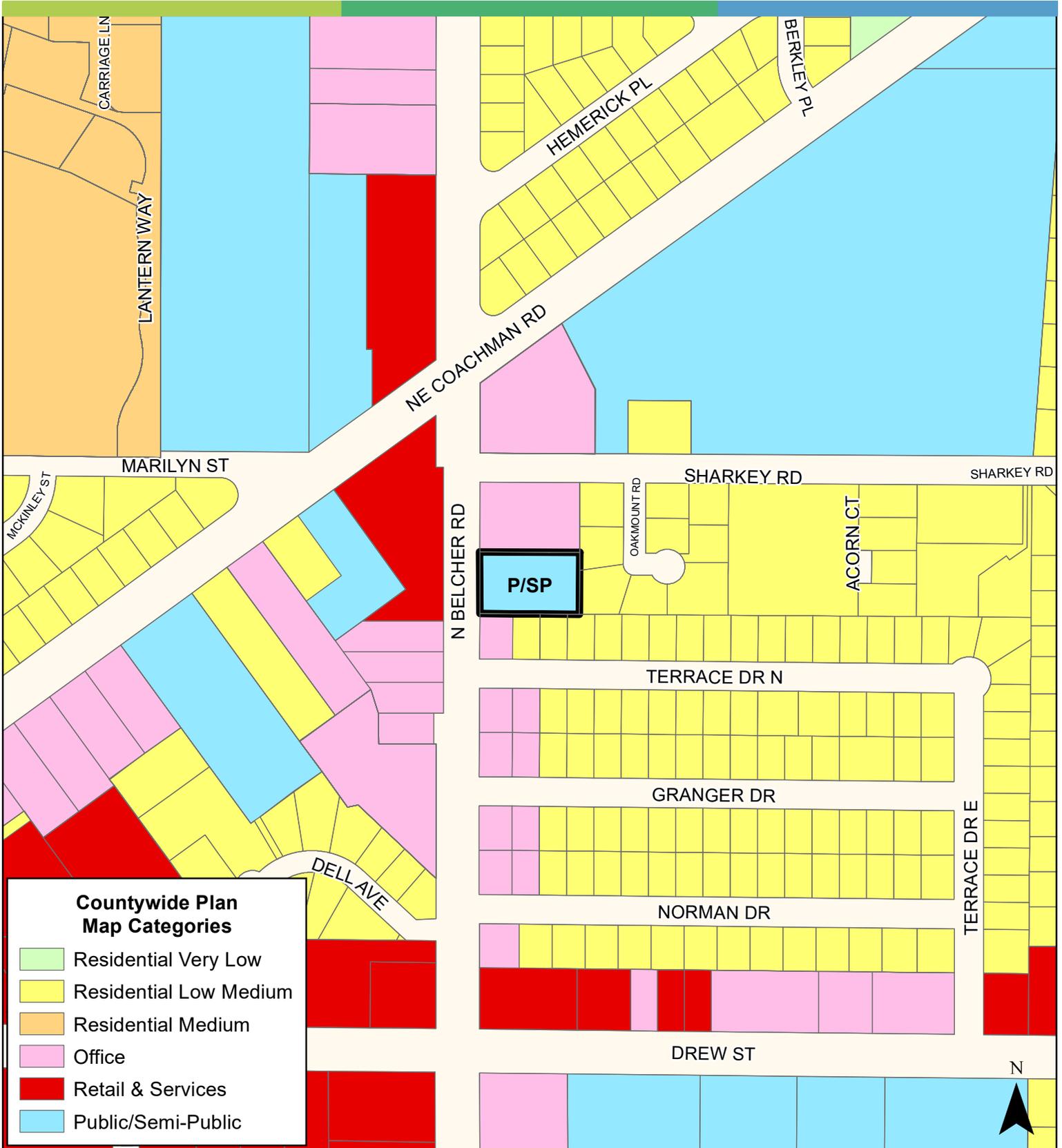
**JURISDICTION:** Clearwater

**FROM:** Public/Semi-Public

**AREA:** 0.729 Acres

**TO:** Office





**Countywide Plan Map Categories**

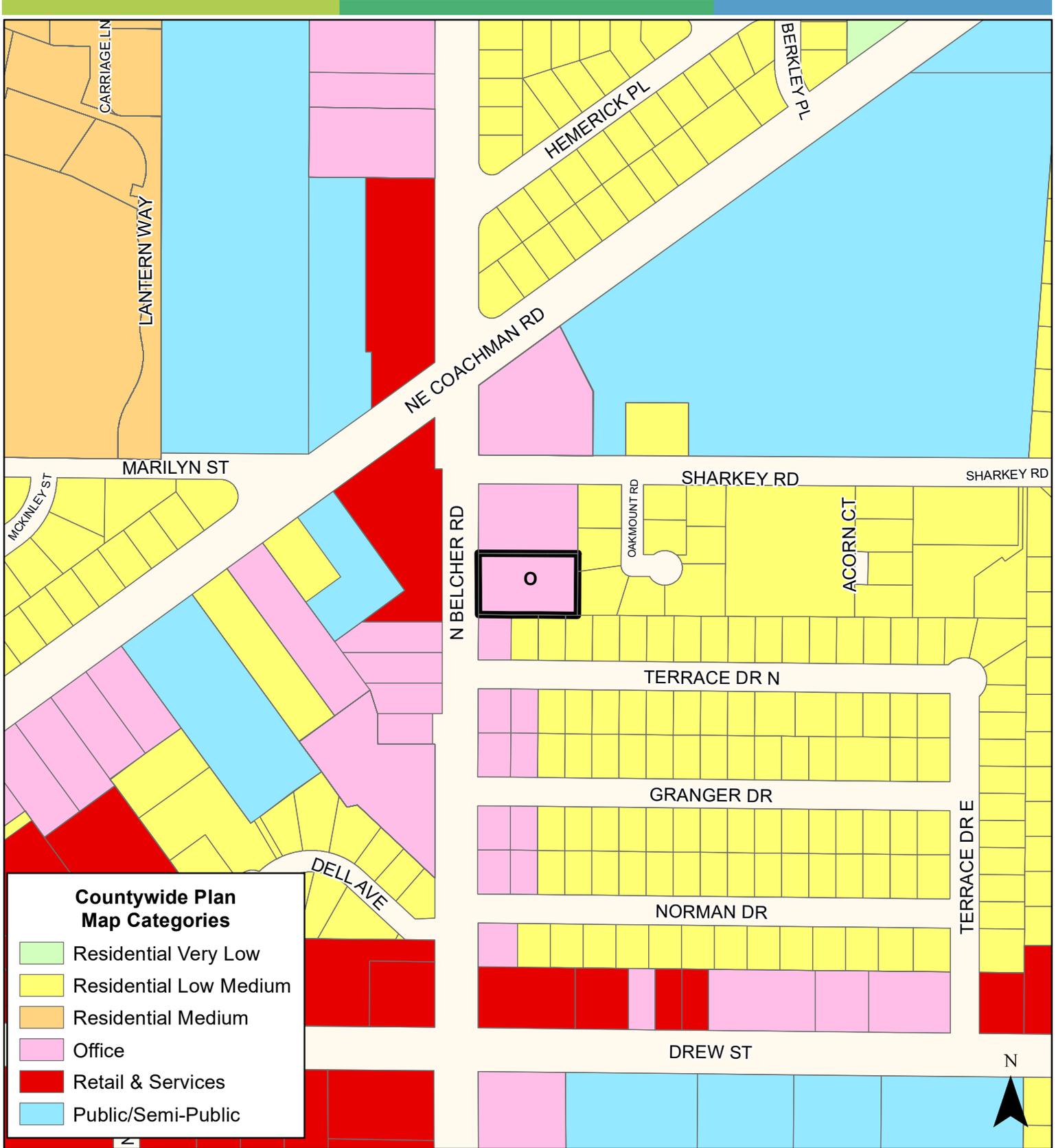
- Residential Very Low
- Residential Low Medium
- Residential Medium
- Office
- Retail & Services
- Public/Semi-Public

**JURISDICTION:** Clearwater      **FROM:** Public/Semi-Public

**AREA:** 0.729 Acres      **TO:** Office

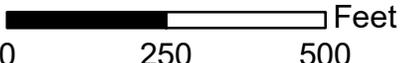
0      250      500 Feet

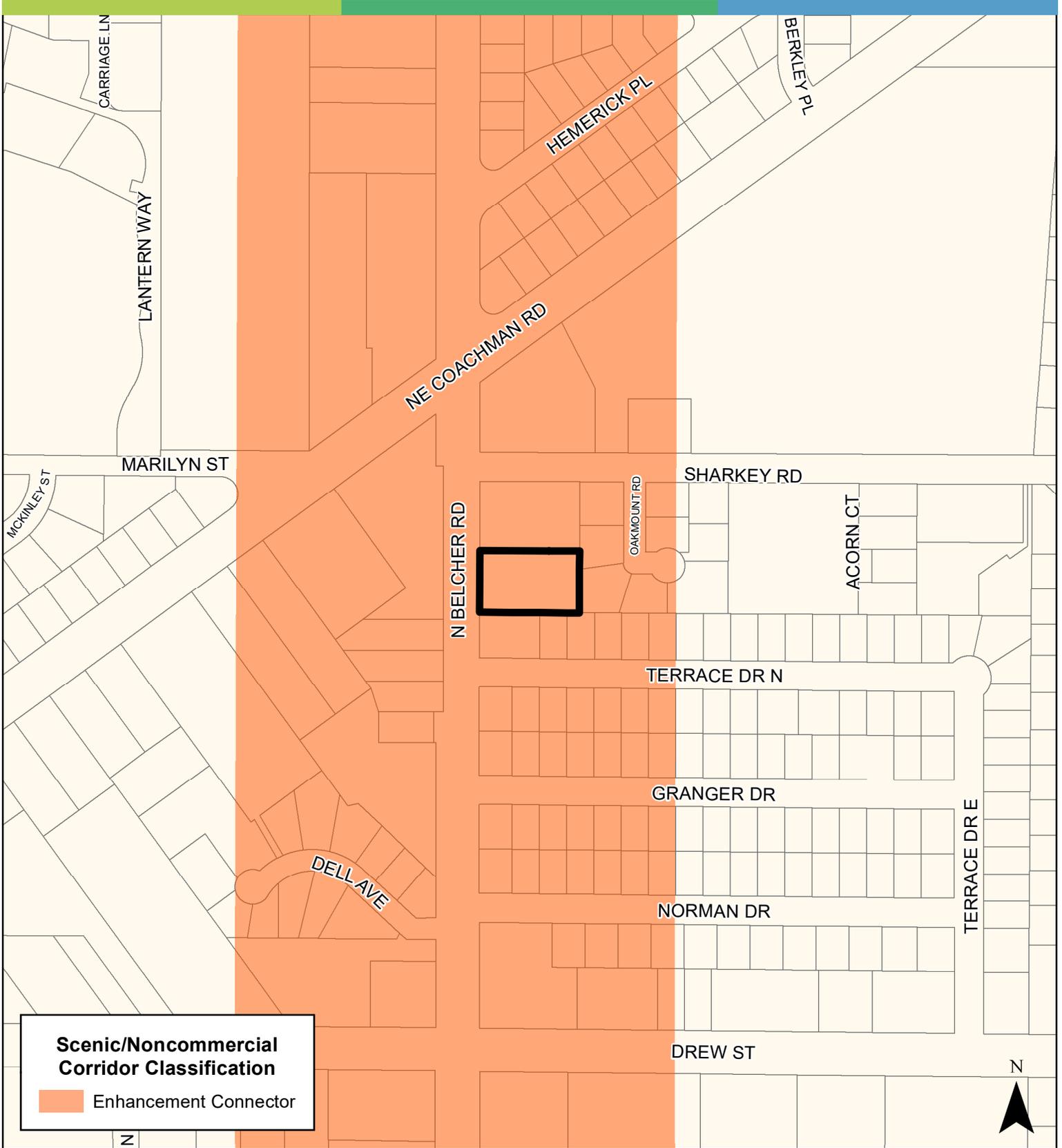




**Countywide Plan Map Categories**

- Residential Very Low
- Residential Low Medium
- Residential Medium
- Office
- Retail & Services
- Public/Semi-Public

<b>JURISDICTION:</b> Clearwater	<b>FROM:</b> Public/Semi-Public	
<b>AREA:</b> 0.729 Acres	<b>TO:</b> Office	<p>0      250      500      Feet</p>



**Scenic/Noncommercial  
Corridor Classification**

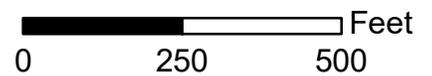
 Enhancement Connector

**JURISDICTION:** Clearwater

**FROM:** Public/Semi-Public

**AREA:** 0.729 Acres

**TO:** Office



**CW 20-08**  
**Forward Pinellas Staff Analysis**

**RELEVANT COUNTYWIDE CONSIDERATIONS:**

- 1) **Consistency with the Countywide Rules** – The proposed amendment is submitted by the City of Clearwater and seeks to amend the designation of approximately 0.729 acres of property from Public/Semi-Public to Office.

The Countywide Rules state that the Office category is “...intended to accommodate areas developed, or appropriate to be developed, with office uses, low-impact employment uses, and residential uses (subject to an acreage threshold), in areas characterized by a transition between residential and commercial uses and in areas well-suited for community-scale residential/office mixed-use development.”

The property is currently being used as a medical office. It is the owner’s intention to lease the building for use as a financial office, an office type which is not permitted under the current land use classification. The property is surrounded by commercial uses, additional office buildings and detached residential dwellings. The City of Clearwater is committed to preserving land and buildings that are needed to attract target industries and accommodate higher-wage jobs, such as the ones provided by a financial office.

This amendment can be deemed consistent with this Relevant Countywide Consideration.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located near a roadway segment where the existing Level of Service is operating at a LOS “D” or better; therefore, those policies are not applicable.
- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is located on a Scenic Non-Commercial Corridor, with an Enhancement Connector classification. Per the Countywide Rules, the proposed amendment category is consistent with the SNCC classification.
- 4) **Coastal High Hazard Areas (CHHA)** – The amendment area is not located within a CHHA; therefore, those policies are not applicable.
- 5) **Designated Development/Redevelopment Areas** – The amendment area is not located within a designated development/redevelopment area, so those policies are not applicable.
- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The proposed amendment is adjacent to a public educational facility. The proposed amendment will not increase the number of school-age children within the area, thus, the amendment will not significantly impact the adjoining educational facility. The proposed amendment is adjacent to Unincorporated Pinellas County. Pinellas County staff reviewed the application and found no issues with the amendment.
- 7) **Reservation of Industrial Land** – The proposed amendment area does not involve the reduction of land designated as Industrial or Employment; therefore, those policies are not applicable.

**Conclusion:**

On balance, it can be concluded that the proposed amendment is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

**May 13, 2020**

**5C2. Case CW 20-09 – City of Safety Harbor**



**SUMMARY**

From: Residential Low Medium  
To: Recreation/Open Space  
Area: 1.05 acres m.o.l.  
Location: 1550 Martin Luther King Jr. Street North

This proposed amendment is submitted by the City of Safety Harbor to amend a property totaling approximately 1.05 acres from Residential Low Medium (intended to depict areas 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) to Recreation/Open Space (intended to recognize recreation/open space uses that serve the community or region).

The subject property currently contains a single-family detached dwelling. It is surrounded by Recreation/Open Space land to the east and south, which represents the existing Folly Farms Nature Preserve. The amendment intends to maintain the site as a passive park setting and as an extension to the Folly Farms Nature Preserve. The Recreation/Open Space category recognizes conditions which contribute to the passive open space character of such uses, hence the proposed category.

**FINDINGS**

Staff submits the following findings in support of the recommendation for approval:

- A. The Recreation/Open Space category is appropriate for the proposed use of the property and is consistent with the criteria for utilization of this category.
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of these findings.

**LIST OF MAPS & ATTACHMENTS:**

- Map 1 Location Map
- Map 2 Jurisdictional Map
- Map 3 Aerial Map
- Map 4 Current Countywide Plan Map
- Map 5 Proposed Countywide Plan Map

Attachment 1 Forward Pinellas Staff Analysis  
[Presentation](#)

**MEETING DATES:**

Planners Advisory Committee, May 4, 2020 at 1:30 p.m.  
Forward Pinellas, May 13, 2020 at 1:00 p.m.  
Countywide Planning Authority, Date To Be Determined

**ADVISORY COMMITTEE RECOMMENDATION:** At its May 4, 2020 meeting, the Planners Advisory Committee voted 13-0 to recommend approval of this amendment.

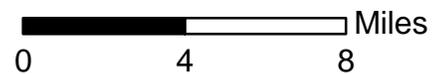


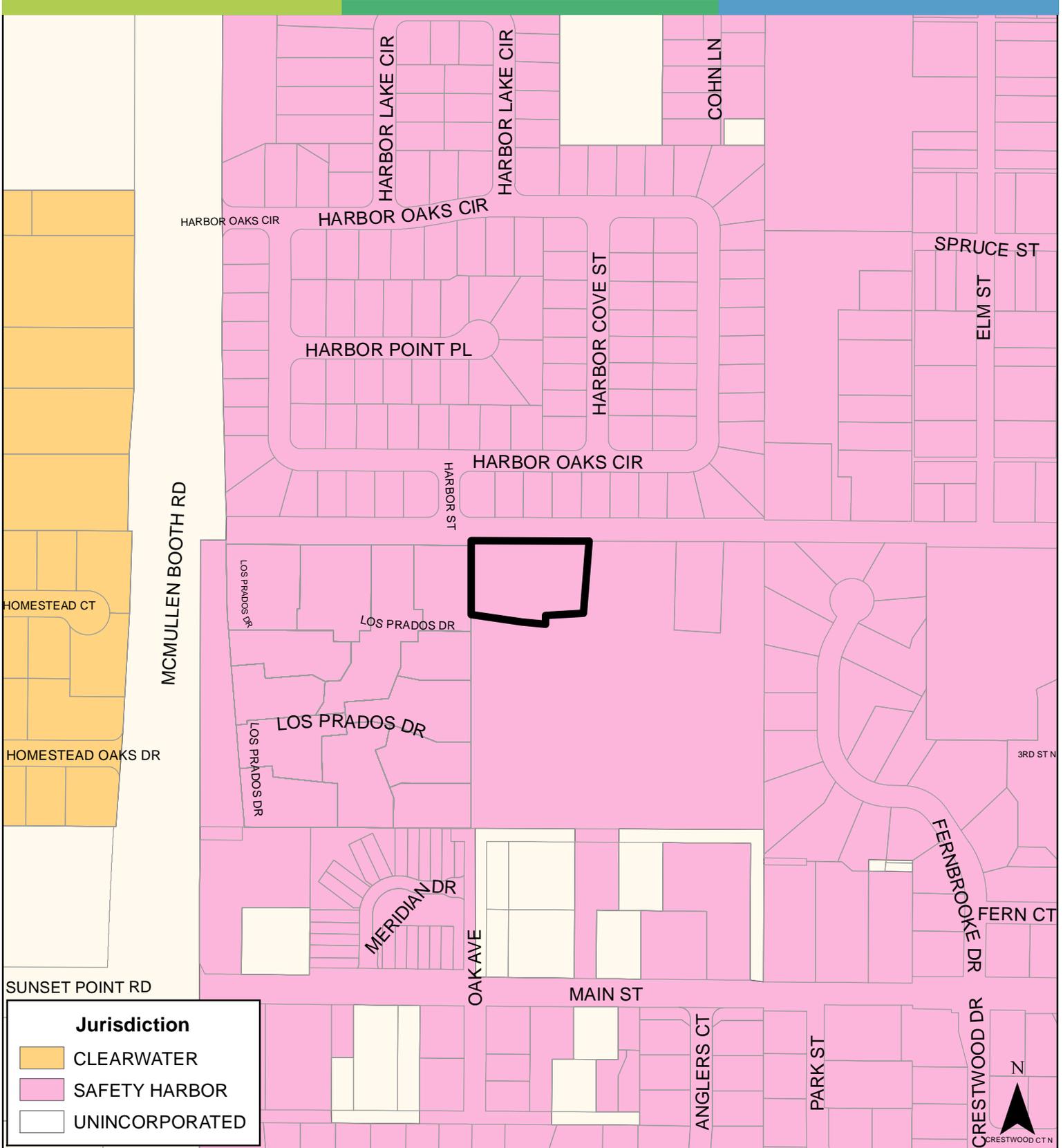
**JURISDICTION:** Safety Harbor

**FROM:** Residential Low Medium

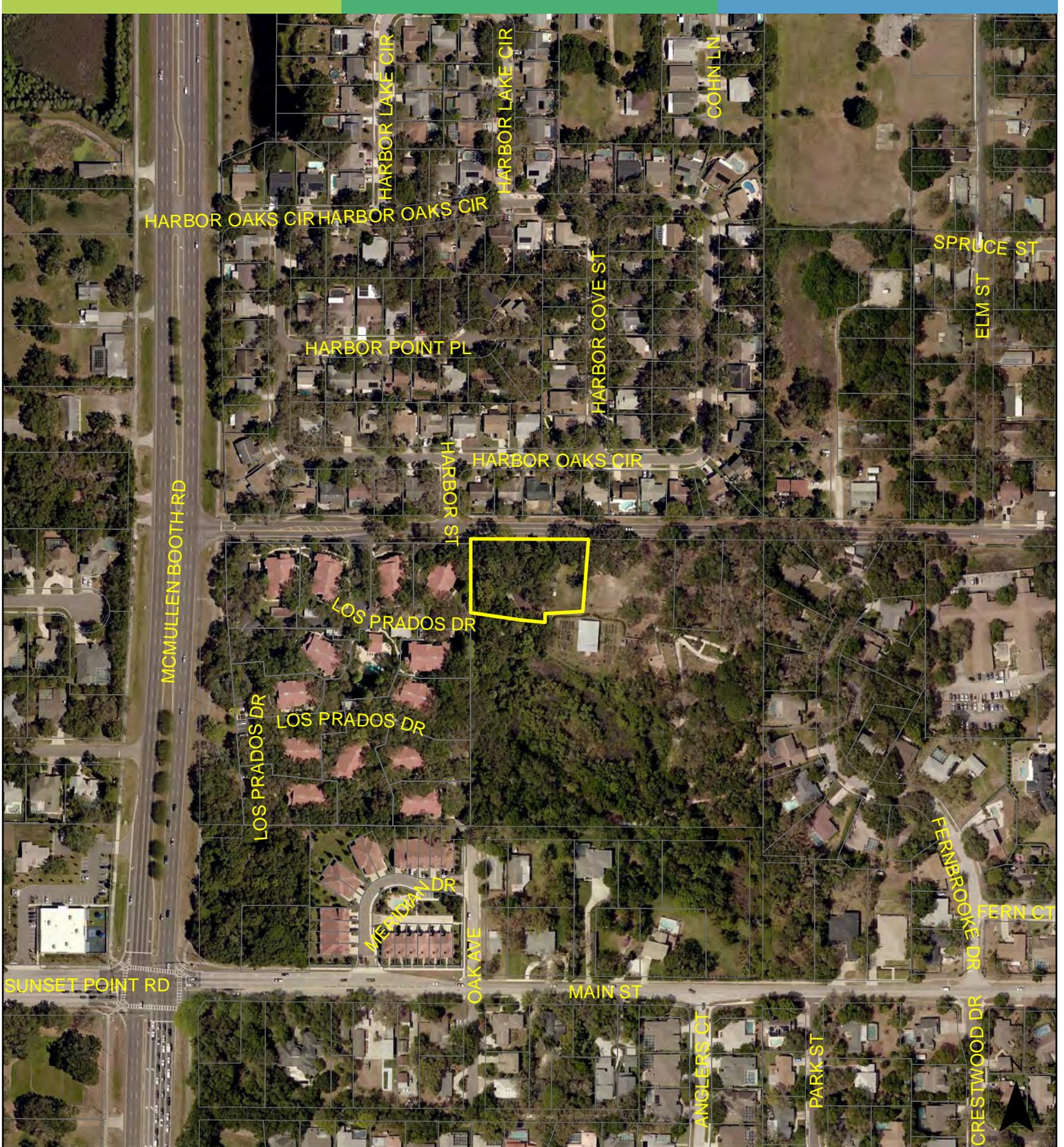
**AREA:** 1.05 Acres

**TO:** Recreation/Open Space





<b>JURISDICTION:</b> Safety Harbor	<b>FROM:</b> Residential Low Medium	 0 250 500 Feet
<b>AREA:</b> 1.05 Acres	<b>TO:</b> Recreation/Open Space	

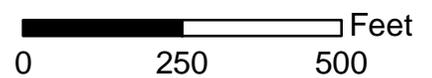


**JURISDICTION:** Safety Harbor

**FROM:** Residential Low Medium

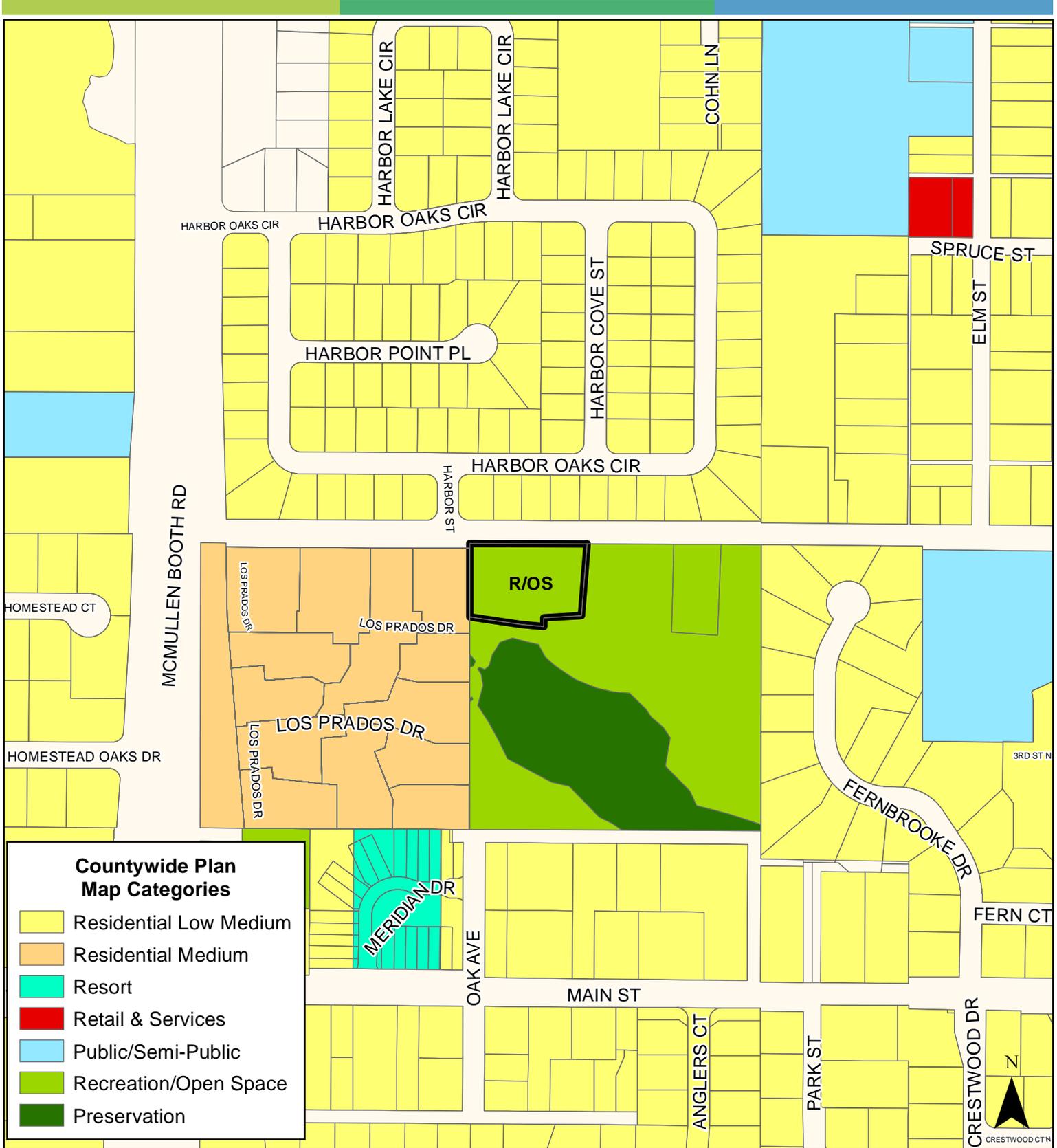
**AREA:** 1.05 Acres

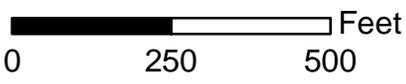
**TO:** Recreation/Open Space





## Map 5: Proposed Countywide Plan Map



<b>JURISDICTION:</b> Safety Harbor	<b>FROM:</b> Residential Low Medium	
<b>AREA:</b> 1.05 Acres	<b>TO:</b> Recreation/Open Space	

**CW 20-09**  
**Forward Pinellas Staff Analysis**

**RELEVANT COUNTYWIDE CONSIDERATIONS:**

- 1) **Consistency with the Countywide Rules** – The proposed amendment is submitted by the City of Safety Harbor and seeks to amend the designation of approximately 1.05 acres of property from Residential Low Medium to Recreation/Open Space.

The Countywide Rules state that the Recreation/Open Space category is "...intended to recognize recreation/open space uses that serve the community or region."

The subject property currently contains a single-family detached dwelling. It is surrounded by Recreation/Open Space land to the east and south, which represents the existing Folly Farms Nature Preserve. The amendment intends to maintain the site as a passive park setting and as an extension to the Folly Farms Nature Preserve. The Recreation/Open Space category recognizes conditions which contribute to the passive open space character of such uses, hence the proposed category.

This amendment can be deemed consistent with this Relevant Countywide Consideration.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located near a roadway segment where the existing Level of Service is operating at a LOS "D" or better; therefore, those policies are not applicable.
- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is not located within a SNCC; therefore, those policies are not applicable.
- 4) **Coastal High Hazard Areas (CHHA)** – The amendment area is not located within a CHHA; therefore, those policies are not applicable.
- 5) **Designated Development/Redevelopment Areas** – The amendment area is not located within a designated development/redevelopment area, so those policies are not applicable.
- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The proposed amendment area is not adjacent to an adjoining jurisdiction or public educational facility; therefore, those policies are not applicable.
- 7) **Reservation of Industrial Land** – The proposed amendment area does not involve the reduction of land designated as Industrial or Employment; therefore, those policies are not applicable.

**Conclusion:**

On balance, it can be concluded that the proposed amendment is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

**May 13, 2020**

**5D. Countywide Rules Amendment – Residential Rural**



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**SUMMARY**

On February 25, the Pinellas County Board of County Commissioners approved a resolution requesting that a Residential Rural category be added to the Countywide Rules. Residential Rural, with a maximum density of .5 units per acre, existed in the Countywide Plan prior to 2015, when it was consolidated into the Residential Very Low category. Pursuant to Section 7.8.5 of the Rules, amendment language restoring the category has been drafted and will be considered by the Forward Pinellas Board and Countywide Planning Authority (CPA).

If the Rules amendment is approved, the category can only be applied to parcels on the Countywide Plan Map if requested by the local government with jurisdiction. However, unincorporated parcels designated Residential Rural on the Countywide Plan Map would retain that designation upon annexation into a municipality.

The resolution also requests that subsequent to the Rules amendment, the Countywide Plan Map be amended to designate Residential Rural on parcels so designated on the future land use map for unincorporated Pinellas County. Because that request will trigger a Countywide Plan Map amendment where no local future land use map amendment is needed, language clarifying that process is also proposed.

In addition, minor amendments are proposed to:

- Update the purpose and traffic generation characteristics of the Residential Very Low category to recognize the distinction from Residential Rural;
- Add Residential Rural to applicable category references throughout the Rules;
- Update section numbers and references changed by the amendments; and
- Non-substantive housekeeping amendments to correct inconsistent wording and scriveners' errors.

**ATTACHMENT(S):**

- Board of County Commissioners Resolution 20-9, February 25, 2020
- Draft Countywide Rules Resolution and Ordinance
- Exhibit A - Draft Countywide Rules Amendment
- [Presentation](#)

**ACTION:** Board, in its role as the Pinellas Planning Council, to adopt Resolution 20-03 and transmit the proposed ordinance and plan to the CPA.

**STAFF RECOMMENDATION:** Staff recommends that the board approve Resolution 20-03 and transmit the proposed ordinance and proposed plan to the CPA.

**ADVISORY COMMITTEE RECOMMENDATION:** At its May 4, 2020 meeting, the Planners Advisory Committee voted 13-0 to recommend that the board approve the resolution and transmit to the CPA.

RESOLUTION NO. 20-9

RESOLUTION REAFFIRMING THE INTENT OF THE EAST LAKE OVERLAY AND SPECIFIC POLICIES OF THE PINELLAS COUNTY COMPREHENSIVE PLAN RESTRICTING DENSITY TO .5 UNITS PER ACRE IN THE NORTH PORTION OF PLANNING SECTOR TWO; REQUESTING THAT THE PINELLAS PLANNING COUNCIL AMEND THE COUNTYWIDE PLAN RULES TO ESTABLISH A RESIDENTIAL RURAL LAND USE MAP CATEGORY LIMITING DENSITY TO .5 UNITS PER ACRE; AND REQUESTING THAT UPON COMPLETION OF THE AMENDMENT TO THE COUNTYWIDE PLAN RULES THAT THE COUNTYWIDE PLAN MAP FOR THE AREA IDENTIFIED IN ATTACHEMNT "A" BE AMENDED FROM 1 UNIT PER ACRE TO .5 UNITS PER ACRE

WHEREAS, the Goals, Objectives and Policies of the Pinellas County Comprehensive Plan provide specific guidance for future development in the unincorporated County; and

WHEREAS, Objective 1.8 states that Pinellas County shall continue to implement future land use policies which restrict the proliferation of urban sprawl at a density which is not compatible with support facilities; and

WHEREAS, Policy 1.8.1 states that the County shall continue to utilize a maximum density of .5 units per gross acre in the norther portion of Planning Sector 2 as a mechanism to contain urban sprawl and protect the County's wellfields; and

WHEREAS, in 2012, Pinellas County adopted ordinance No. 12-13 establishing the East Lake Tarpon Community overlay with associated objectives and policies that define the characteristics of the area and further the community's vision for the future;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pinellas County in regular session duly assembled this 25th day of February 2020, that the Pinellas County Board of County Commissioners seeks to further protect the East Lake Tarpon community through additional density limitations incorporated into the Pinellas Countywide Plan Rules and subsequent map amendment to the Countywide Plan Map as follows:

- 1) The Pinellas County Board of County Commissioners hereby requests that the Pinellas Planning Council add an additional land use map category of “Residential Rural”, limiting density to .5 units per acre, to the Countywide Plan Rules
- 2) Upon completion of amendments specified in 1) above that the Pinellas Planning Council amend the Countywide Land Use Map from Residential Very Low (1 unit per acre) to Residential Rural (.5 units per acre) for the parcels identified as Residential Rural in Attachment A.

Commissioner       Eggers       offered the foregoing resolution and moved its adoption, which was seconded by Commissioner       Welch       upon the roll call the vote was:

Ayes: Gerard, Eggers, Justice, Long, Peters, Seel, and Welch

Nays: None

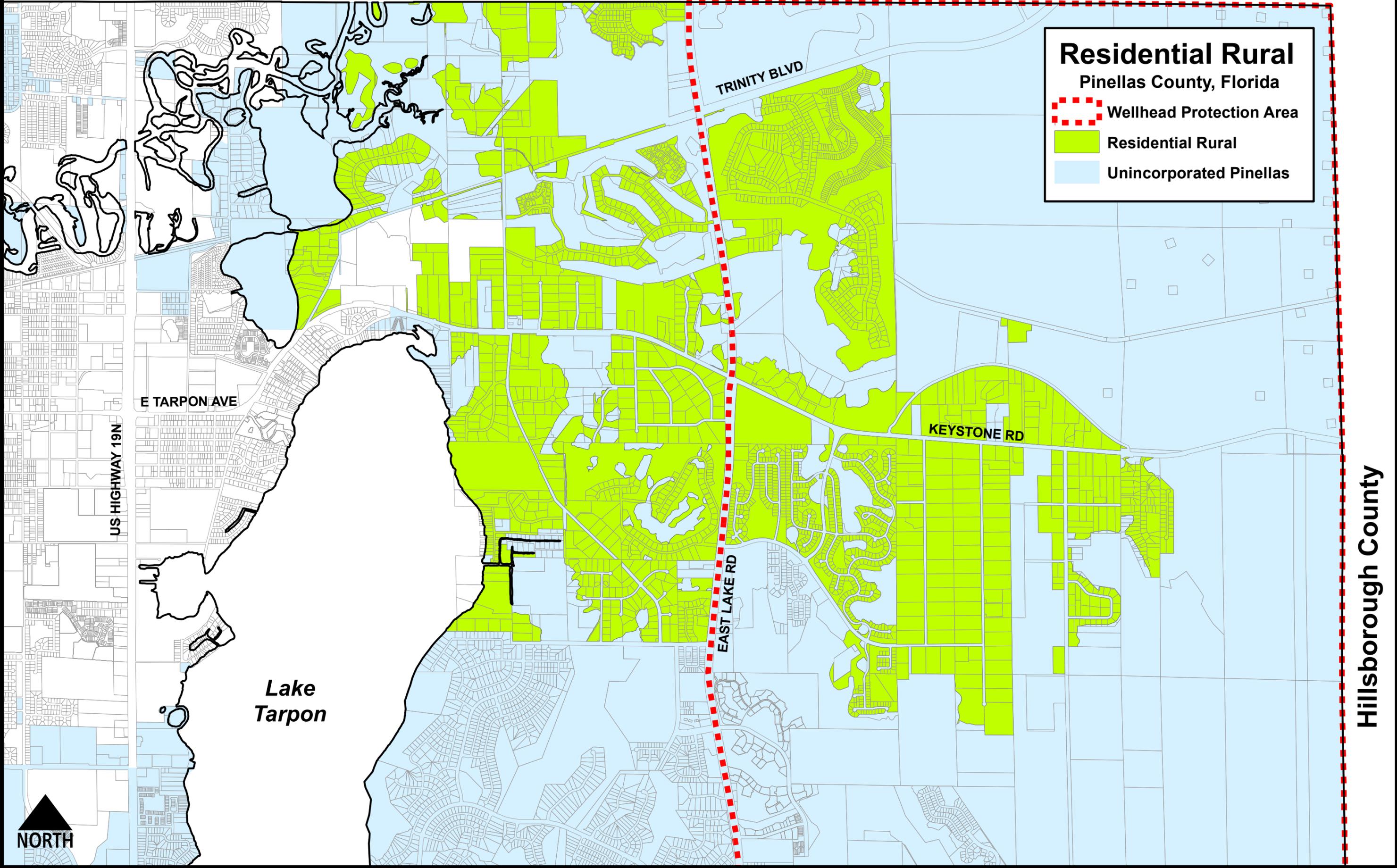
Absent and not voting: None

APPROVED AS TO FORM

By:   
Office of the County Attorney

**Residential Rural**  
Pinellas County, Florida

-  Wellhead Protection Area
-  Residential Rural
-  Unincorporated Pinellas



E TARPON AVE

US HIGHWAY 19N

Lake Tarpon

TRINITY BLVD

KEYSTONE RD

EAST LAKE RD

Hillsborough County



NORTH

RESOLUTION NO. 20-03

A RESOLUTION OF FORWARD PINELLAS, IN ITS ROLE AS THE PINELLAS PLANNING COUNCIL, RECOMMENDING APPROVAL OF THE AMENDMENT OF THE COUNTYWIDE RULES; ADDING THE RESIDENTIAL RURAL CATEGORY; CLARIFYING THE PROCESS FOR AMENDING THE COUNTYWIDE PLAN MAP WHEN NO LOCAL FLUM AMENDMENT IS NEEDED; UPDATING SECTION NUMBERS, REFERENCES AND TERMINOLOGY FOR INTERNAL CONSISTENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners, acting pursuant to its countywide planning authority, has repealed the former Countywide Comprehensive Plan and replaced it by adoption of Ordinance No. 15-30 on August 7, 2015, which has been subsequently amended; and

WHEREAS, as part of Ordinance 15-30, the Board adopted the Countywide Plan Strategies, Countywide Plan Map, and the Countywide Rules, which collectively comprise the Countywide Plan; and

WHEREAS, the Pinellas Planning Council, pursuant to Section 6(7)(b), Chapter 2012-245, Laws of Florida, is authorized to develop rules, standards, policies, and objectives that will implement the Countywide Plan; and

WHEREAS, the Pinellas Planning Council pursuant to Section 10(3)(a), Chapter 2012-245, Laws of Florida, is authorized to initiate amendment to a rule or strategy of the Countywide Plan, as determined necessary by the Council to establish effective countywide planning; and

WHEREAS, in 2015, the Pinellas Planning Council amended the Countywide Rules to eliminate multiple Countywide Plan Map categories, including the Residential Rural category; and

WHEREAS, the Board of County Commissioners, in its role as the local government for unincorporated Pinellas County, has requested that the Residential Rural category be readopted to protect the character of rural low-density unincorporated areas; and

WHEREAS, Forward Pinellas, in its role as the Pinellas Planning Council, has determined that readopting the Residential Rural category is necessary and appropriate; and

WHEREAS, the Countywide Rules set forth a process for local government requests to amend the Countywide Plan Map; and

WHEREAS, Forward Pinellas, in its role as the Pinellas Planning Council, recommends revisions to the Countywide Plan Map amendment process as set forth in Exhibit A to allow the Residential Rural category to be designated on the Countywide Plan Map when no local Future Land Use Map (FLUM) amendment is needed; and

WHEREAS, the requisite procedures concerning notice and public hearing for amendment of the Countywide Rules have been met.

NOW, THEREFORE, BE IT RESOLVED by Forward Pinellas, in its role as the Pinellas Planning Council, that:

SECTION 1. Forward Pinellas hereby recommends approval of the amended Countywide Rules attached hereto as Exhibit "A".

SECTION 2. Forward Pinellas hereby transmits a copy of this Resolution, including Exhibit "A," to the Pinellas County Board of County Commissioners, acting pursuant to its countywide planning authority, for consideration and action.

SECTION 3. Forward Pinellas hereby recommends said amendments to the Countywide Rules, as set forth in Exhibit "A", be approved by the Pinellas County Board of County Commissioners, acting pursuant to its countywide planning authority.

This Resolution offered and adopted at the May 13, 2020 meeting of Forward Pinellas as hereinafter set forth:

\_\_\_\_\_ offered the foregoing Resolution

which was seconded by \_\_\_\_\_ and the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

ATTEST:

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Whit Blanton, Executive Director  
Forward Pinellas

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Commissioner Dave Eggers, Chairman  
Forward Pinellas

APPROVED AS TO FORM

By: Chelsea Wazdy  
Office of the County Attorney

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE COUNTYWIDE RULES; ADDING THE RESIDENTIAL RURAL CATEGORY; CLARIFYING THE PROCESS FOR AMENDING THE COUNTYWIDE PLAN MAP WHEN NO LOCAL FLUM AMENDMENT IS NEEDED; UPDATING SECTION NUMBERS, REFERENCES AND TERMINOLOGY FOR INTERNAL CONSISTENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners, acting pursuant to its countywide planning authority, has repealed the former Countywide Comprehensive Plan and replaced it by adoption of Ordinance No. 15-30 on August 7, 2015, which has been subsequently amended; and

WHEREAS, as part of Ordinance 15-30, the Board adopted the Countywide Plan Strategies, Countywide Plan Map, and the Countywide Rules, which collectively comprise the Countywide Plan; and

WHEREAS, the Pinellas Planning Council is operating under the fictitious name of Forward Pinellas; and

WHEREAS, the Pinellas Planning Council, pursuant to Section 6(7)(b), Chapter 2012-245, Laws of Florida, is authorized to develop rules, standards, policies, and objectives that will implement the Countywide Plan; and

WHEREAS, the Pinellas Planning Council pursuant to Section 10(3)(a), Chapter 2012-245, Laws of Florida, is authorized to initiate amendment to a rule or strategy of the Countywide Plan, as determined necessary by the Council to establish effective countywide planning; and

WHEREAS, the Countywide Plan provides for the coordination of land use and transportation planning; and

WHEREAS, in 2015, the Pinellas Planning Council amended the Countywide Rules to eliminate multiple Countywide Plan Map categories, including the Residential Rural category; and

WHEREAS, the Board of County Commissioners, in its role as the local government for unincorporated Pinellas County, has requested that the Residential

Rural category be readopted into the Countywide Rules to protect the character of rural low-density unincorporated areas; and

WHEREAS, Forward Pinellas, in its role as the Pinellas Planning Council, has determined that readopting the Residential Rural category is necessary and appropriate; and

WHEREAS, the Countywide Rules set forth a process for local government requests to amend the Countywide Plan Map; and

WHEREAS, Forward Pinellas, in its role as the Pinellas Planning Council, recommends revisions to the Countywide Plan Map amendment process as set forth in Exhibit A to allow the Residential Rural category to be designated on the Countywide Plan Map when no local Future Land Use Map amendment is needed; and

WHEREAS, the requisite procedures concerning notice and public hearing for amendment of the Countywide Rules have been met.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA:

SECTION 1. The portions of Article 2, Countywide Plan Map Categories; Article 4, Plan Criteria and Standards; Article 5; Optional Provisions; and Article 6, Countywide Plan Map Amendment; are hereby amended as set forth in Exhibit "A". All other portions of the Countywide Rules not included in this ordinance are preserved and remain as previously set forth.

SECTION 2. Severability. It is declared to be the intent of the Board of County Commissioners that if any section, subsection, sentence, clause, phrase, or provision of this ordinance is held invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

SECTION 3. Filing of Ordinance; Effective Date. Pursuant to Section 125.66, Florida Statutes, a certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners. This Ordinance shall become effective upon filing with the Department of State.

**DIV. 2.3 COUNTYWIDE PLAN MAP CATEGORIES.**

**SEC. 2.3.1 APPLICABILITY.**

The categories and standards contained in this article shall be applied as set forth in these Countywide Rules. Specific reference to the standards contained in this article and the criteria by which they shall be applied are found in Article 4 and Article 5 of these Countywide Rules.

**SEC. 2.3.2 LEGEND.**

**2.3.2.1** The Countywide Plan Map and the Countywide Rules provide for the categories and symbols applicable to the Countywide Plan Map and Countywide Rules as set forth below:

<u>Plan Categories</u>	<u>Plan Symbols</u>
<u>Residential Rural</u>	<u>RR</u>
Residential Very Low	RVL
Residential Low Medium	RLM
Residential Medium	RM
Residential High	RH
Office	O
Resort	R
Retail & Services	R&S
Employment	E
Industrial	I
Public/Semi-Public	P/SP
Recreation/Open Space	R/OS
Preservation	P
Target Employment Center	TEC
Activity Center	AC
Multimodal Corridor	MMC
Planned Redevelopment District	PRD
Scenic/Noncommercial Corridor	SNCC

**SEC. 2.3.3 COUNTYWIDE PLAN MAP CATEGORIES.**

The Countywide Plan Map categories, symbols and the purpose, use characteristics, locational characteristics, traffic generation characteristics, density/intensity standards and other standards shall be as set forth for each of the following categories.

Within the framework provided by these standards, local governments shall have the authority to determine appropriate density and intensity standards for parcels within their jurisdictions. Local plans and regulations may be more restrictive, in accordance with the local government consistency provisions of Article 3, and should be consulted for authorized uses and applicable standards.

### 2.3.3.1. Category/Symbol – Residential Rural (RR).

Purpose – It is the purpose of this category to depict those areas of the county that are now developed, or appropriate to be developed, in a rural, very low density residential manner; and to recognize such areas as primarily well-suited for residential and agricultural uses that are consistent with the rural, exurban, nonintensive qualities and natural resources of such areas.

Use Characteristics – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Accessory Dwelling Unit; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light; Agricultural.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold as specified below, alone or when added together, exceeding the applicable total acreage maximum shall require a Countywide Plan Map amendment to another land use category that permits the use(s) where the acreage maximum does not apply:
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations distant from urban activity centers; in areas where use and development characteristics are rural in nature; and in areas where environmental features are linked to the protection of natural resources such as aquifer recharge and groundwater resource areas.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Residential Rural in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 5 trips per day per acre.

Density/Intensity Standards – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed .5 dwelling unit per acre.
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at .5 dwelling unit per acre.
- Nonresidential Use – Shall not exceed a floor area ratio (FAR) of .30, nor an impervious surface ratio (ISR) of .60.

- Mixed-Use – Shall not exceed, in combination, the respective number of UPA and FAR permitted, when allocated in their respective proportion to the net land area of the property. In the alternative, the mixed-use bonus provisions of Section 4.2.3.6 may be used.

### **2.3.3.24 Category/Symbol – Residential Very Low (RVL).**

**Purpose** – It is the purpose of this category to depict those areas of the county that are now developed, or appropriate to be developed, in a ~~rural or~~ large lot, very low density residential manner; and to recognize such areas as primarily well-suited for estate residential uses that are consistent with the ~~rural, exurban, and~~ suburban, nonintensive qualities and natural resources of such areas.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Accessory Dwelling Unit; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light; Agricultural.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the applicable acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations distant from urban activity centers; in areas where use and development characteristics are rural or estate residential in nature; and ranging from areas where environmental features are linked to the protection of natural resources such as aquifer recharge or groundwater resource areas to areas serving as a transition between more rural and more suburban residential areas.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Residential Very Low in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be ~~68~~ [68](#) trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 1 unit per acre (UPA).
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at 1 UPA.
- Nonresidential Use – Shall not exceed a floor area ratio (FAR) of .30, nor an impervious surface ratio (ISR) of .60.

### **2.3.3.32 Category/Symbol – Residential Low Medium (RLM).**

**Purpose** – This category is intended to depict areas 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.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Accessory Dwelling Unit; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light; Agricultural.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the applicable acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to One Acre Maximum – Office; Personal Service/Office Support; Retail Commercial.
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations ranging from rural areas distant from urban activity centers, to suburban areas near or in proximity to urban activity centers; in close, walkable, or bikeable proximity to low-intensity neighborhood servicing uses and low to mid-intensity and density mixed-use areas; in areas where use and development characteristics are residential in nature; and in areas serving as a transition between rural or suburban to more urban residential areas. These areas are generally served by and accessed from minor and collector roadways which connect to the arterial and highway network.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Residential Low Medium in SNCCs are governed by Section 6.5.4.1.4, which restricts the category and its permitted uses to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 67 trips per day per acre.

### **2.3.3.43 Category/Symbol – Residential Medium (RM).**

**Purpose** – It is the purpose of this category to depict those areas of the county that are now developed, or appropriate to be developed, in a medium-density residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the urban qualities, transportation facilities, including transit, and natural resources of such areas.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Accessory Dwelling Unit; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the applicable acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Office; Personal Service/Office Support; Retail Commercial; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations within or in proximity to urban activity centers; in areas where use and development characteristics are medium-density residential in nature; and in areas serving as a transition between less urban and more urban residential and mixed-use areas. These areas are generally served by and accessed from minor and collector roadways, which connect to arterial roadways and/or highways. The higher densities are typically in proximity to, and may have direct access from, the arterial and highway network.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Residential Medium in SNCCs are governed by Section 6.5.4.1.4, which restricts the category and its permitted uses to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 96 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 15 units per acre (UPA).

### **2.3.3.54 Category/Symbol – Residential High (RH).**

**Purpose** – It is the purpose of this category to depict those areas of the county that are now developed, or appropriate to be developed, in a high-density residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the urban and intensive qualities, transportation facilities, including transit, and natural resources of such areas.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Accessory Dwelling Unit; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Office; Personal Service/Office Support; Retail Commercial; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations within or in proximity to urban activity centers; often in close, walkable, or bikeable proximity to high-intensity communities and supporting services; or in areas where use and development characteristics are high density residential in nature. These areas are typically in proximity to and may have direct access from the arterial and highway network and are served by transit in a manner that provides an alternative to individual automobile use.

Amendments designating the Residential High category on the Countywide Plan Map are most appropriate within ½ mile of Multimodal Corridors or Future Transit Corridors depicted on the Land Use Strategy Map, and shall be discouraged in other locations.

- Scenic/Noncommercial Corridor (SNCC) – Amendments to Residential High in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 162 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 30 units per acre (UPA).

### **2.3.3.65 Category/Symbol – Office (O).**

**Purpose** – This plan category is intended to accommodate areas developed, or appropriate to be developed, with office uses, low-impact employment uses, and residential uses (subject to an acreage threshold), in areas characterized by a transition between residential and commercial uses and in areas well-suited for community-scale residential/office mixed-use development.

**Use Characteristics** - Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Office; Personal Service/Office Support; Residential Equivalent; Research/Development-Light; Public Educational Facility; Recreation/Open Space; Community Garden; Agricultural-Light.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Transportation/Utility; Manufacturing-Light.
  - Uses Subject to Five Acre Maximum – Residential; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Institutional (except Public Educational Facilities which are not subject to this threshold, pursuant to the provisions of Section 6.5.4.2).
- Locational Characteristics – This category is generally appropriate to locations where it would serve as a transition from an urban activity center or more intensive nonresidential use to low density residential or public/semi-public use; and in areas where the size and scale of office and residential use is appropriate to free standing office, medium density residential or a combination thereof. These areas are typically in proximity to and served by the arterial, collector, and highway network, as well as Multimodal Corridors and Future Transit Corridors depicted on the Land Use Strategy Map.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Office in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 89 trips per day per acre. When located in a Target Employment Center, the standard shall be 101 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 15 units per acre (UPA).
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at 15 UPA.

### **2.3.3.76 Category/Symbol – Resort (R).**

**Purpose** – This plan category is intended to depict areas developed, or appropriate to be developed, in high-density residential and resort use; and to recognize such areas as well-suited for the combination of residential and temporary lodging use consistent with their location, surrounding uses, transportation facilities, and natural resources of such areas.

**Use Characteristics** - Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Temporary Lodging; Recreational Vehicle Parks; Office; Personal Service/Office Support; Retail Commercial; Convention Center; Commercial/Business Service; Commercial Recreation; Recreation/Open Space; Community Garden; Agricultural-Light.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Ancillary Nonresidential; Transportation/Utility.
  - Uses Subject to Five Acre Maximum – Institutional
- Locational Characteristics – This category is generally appropriate to locations characterized by, and appropriate for, a highly intensive mix of residential and temporary lodging uses; in locations where unique recreational assets warrant the combination of permanent and temporary accommodations in proximity to and served by the arterial and highway network, as well as Multimodal Corridors and Future Transit Corridors depicted on the Land Use Strategy Map.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Resort in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to the enhancement connector SNCC classification.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 279 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 30 units per acre (UPA).
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at 30 UPA.
- Recreational Vehicle Use – Shall not exceed 30 UPA.

### **2.3.3.87 Category/Symbol – Retail & Services (R&S).**

**Purpose** – This plan category is intended to depict areas developed with, or appropriate to be developed with, a mix of businesses that provide for the shopping and personal service needs of the community or region, provide for employment opportunities and accommodate target employment uses, and may include residential uses as part of the mix of uses.

**Use Characteristics** - Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Office; Personal Service/Office Support; Retail Commercial; Commercial/Business Service; Commercial Recreation, Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Recreational Vehicle Park; Temporary Lodging; Research/Development- Light; Storage/Warehouse/[Distribution](#)-Light; Manufacturing-Light; Recreation/Open Space; Community Garden; Agricultural-Light.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the same acreage threshold specified below, alone or when added together, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#):
  - Uses Subject to Three Acre Maximum – Manufacturing-Medium.
  - Uses Subject to Five Acre Maximum – Institutional; Transportation/Utility; Agricultural; Ancillary Nonresidential.
- Locational Characteristics – This category is generally appropriate to locations in and adjacent to activity centers where surrounding land uses support and are compatible with intensive commercial use; in areas in proximity to and with access to major transportation facilities, including transit; and on Multimodal Corridors and Future Transit Corridors depicted on the Land Use Strategy Map, where its proximity to transit service supports the type and density/intensity of the proposed use characteristics.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Retail & Services in SNCCs are governed by Section 6.5.4.1.4, which restricts the category and its permitted uses to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 433 trips per day per acre; which impacts may take into account the proximity and availability of transit service.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 24 units per acre (UPA).
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at 24 UPA.

### **2.3.3.98. Category/Symbol – Employment (E).**

**Purpose** – This plan category is intended to recognize areas 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.

**Use Characteristics** - Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Office; Research/Development-Light; Research/Development-Heavy; Storage/Warehouse/[Distribution](#)-Light; Storage/Warehouse/[Distribution](#)-Heavy; Manufacturing-Light; Manufacturing-Medium; Incinerator Facility.
- Permitted Uses Subject to Acreage Thresholds – Any contiguous use or combination of uses subject to the respective acreage threshold specified below, alone or when added together within any distinct, separately delineated area designated Employment, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another category that permits the use(s) where the acreage maximum does not apply:
  - Uses Subject to Three Acre Maximum – Retail Commercial; Personal Service/Office Support; Transfer/Recycling.
  - Uses Subject to Five Acre Maximum – Temporary Lodging; Commercial/Business Service; Commercial Recreation; Institutional; Transportation/Utility; Community Garden; Agricultural-Light; Agricultural.
- Locational Characteristics – This category is generally appropriate to locations with sufficient size to support target employment and other industrial uses, as well as integrated industrial/mixed-use projects, with provision for internal service access and other necessary site improvements in locations suitable for light industrial use with minimal adverse impact on adjoining uses; served by the collector, arterial, and highway network; and on Multimodal Corridors and Future Transit Corridors depicted on the Land Use Strategy Map, where its proximity to transit service supports the type and density/intensity of the proposed use characteristics.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Employment in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to the enhancement connector SNCC classification.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 206 trips per day per acre; which impacts may take into account the proximity and availability of transit in a designated Multimodal Corridor or Future Transit Corridor. When located in a Target Employment Center, the standard shall be 236 trips per day per acre.

### 2.3.3.109 Category/Symbol – Industrial (I).

**Purpose** – This plan category is intended to depict areas developed, or appropriate to be developed, in a general industrial manner; and so as to encourage the reservation and use of areas for industrial use in a manner consistent with surrounding use, transportation facilities, other necessary infrastructure, and natural resources.

**Use Characteristics** - Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds or Other Limitations – Research/Development-Light; Research/Development-Heavy; Storage/Warehouse/[Distribution](#)-Light; Storage/Warehouse/[Distribution](#)-Heavy; Manufacturing-Light; Manufacturing-Medium; Manufacturing-Heavy; Agricultural Processing; Vehicular Salvage; Transfer/Recycling; Solid Waste/Refuse Disposal; Electric Power Generation Plant; Incinerator Facility; Commercial Recreation.
- Permitted Uses Subject to Acreage Thresholds – Institutional, Transportation/Utility, Community Garden, Agricultural-Light, and Agricultural uses are subject to a five-acre maximum. Any contiguous use or combination of uses subject to this acreage threshold, alone or when added together, exceeding the acreage maximum shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#).
- Permitted Uses Subject to Other Limitations – Office; Retail Commercial; Personal Service/Office Support; Commercial/Business Service are allowed only as accessory to the uses listed under “Permitted Uses Not Subject to Acreage Thresholds or Other Limitations” above; must be located within the structure to which they are accessory; and may not exceed 25% of the floor area of the permitted use to which they are accessory.
- Locational Characteristics – This category is generally appropriate to locations with sufficient size to encourage an industrial park type arrangement with provision for internal service access and adequate buffering of adverse noise, odor, or emissions; with minimal adverse impact on adjoining uses; and served by the arterial and highway network.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Industrial in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to the enhancement connector SNCC classification.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 216 trips per day per acre. When located in a Target Employment Center, the standard shall be 246 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Nonresidential Use – Shall not exceed a floor area ratio (FAR) of .75, nor an impervious surface ratio (ISR) of .95.
- When located in a Target Employment Center – Shall not exceed an FAR of 1.5 for Manufacturing, Office, and Research/Development uses.

### 2.3.3.110

### Category/Symbol – Public/Semi-Public (P/SP).

**Purpose** – This plan category is intended to recognize institutional and transportation/utility uses that serve the community or region, especially larger facilities having acreage exceeding the thresholds established in other plan categories, which are consistent with the need, character, and scale of such uses relative to the surrounding uses, transportation facilities, and natural resource features, and may include residential as part of the mix of uses.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Institutional; Transportation/Utility; Residential; Residential Equivalent; Vacation Rental pursuant to the provisions of Section 509.242(1)(c), Florida Statutes; Storage/Warehouse/[Distribution](#)-Light; Storage/Warehouse/[Distribution](#)-Heavy; Recreation/Open Space; Community Garden; Agricultural-Light; Ancillary Nonresidential.
- Locational Characteristics – This category is generally appropriate to those locations where institutional uses (such as educational, health, public safety, civic, religious and like uses) and transportation/utility uses (such as air and sea transport terminals, utility installations, major transmission lines, refuse disposal, and public works facilities) are required to serve the community; and to recognize the special needs of these uses relative to their relationship with surrounding uses and transportation access.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Public/Semi-Public in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 192 trips per day per acre for institutional uses, 114 trips per day per acre for educational uses, 173 trips per day per acre for medical uses, 104 trips per day per acre for religious/civic facilities, 835 trips per day per acre for municipal/public facilities, 67 trips per day per acre for other institutional uses, 15 trips per day per acre for transportation uses, 16 trips per day per acre for municipal/public utilities uses, and 79 trips per day per acre for other transportation/utility uses.

**Density/Intensity Standards** – Shall include the following:

- Residential and Vacation Rental Use – Shall not exceed 12.5 units per acre (UPA).
- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at 12.5 UPA.

### 2.3.3.1~~2~~4

### Category/Symbol – Recreation/Open Space (R/OS).

**Purpose** – This plan category is intended to recognize recreation/open space uses that serve the community or region.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Recreation/Open Space; Community Garden; Agricultural-Light; Electric substations in compliance with Section 163.3208, F.S.
- Permitted Uses Subject to Acreage Thresholds – Transportation/Utility uses (excluding electric substations) are subject to a five-acre maximum. Any contiguous use or combination of uses subject to this acreage threshold, alone or when added together, exceeding the acreage maximum, shall require a ~~map~~ [Countywide Plan Map](#) amendment to another land use category that permits the use(s) [where the acreage maximum does not apply](#).
- Locational Characteristics – This category is generally appropriate to those public and private open spaces and recreational facilities dispersed throughout the county; and in recognition of the natural and man-made conditions which contribute to the active and passive open space character and recreation use of such locations.
- Scenic/Noncommercial Corridor (SNCC) – Per the provisions of Section 6.5.4.1.4, this category is permitted in all SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 3 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- No use shall exceed a floor area ratio (FAR) of .25 nor an impervious surface ratio (ISR) of .60.
- Transfer of development rights shall be allowed consistent with Section 5.2.1.1.

**Other Standards** – Shall include the following:

- An appropriate buffer, as determined by the local jurisdiction, shall be provided between any electric substation and any other adjoining use.

**Purpose** – This plan category is intended to recognize natural resource features worthy of preservation and those areas of the county that are now used, or are appropriate to be used, for the conservation, production, and management of the regional potable water supply and the supporting infrastructure, consistent with the natural resources of the area.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses Not Subject to Acreage Thresholds – Preservation; Environmental Education/Research; Wellfield Protection, and Groundwater Monitoring and Recharge; Resource-Based Recreation; Replacement/Repair of Water Infrastructure; Site Alterations as Permitted by a Management Plan Approved by a Local Government
- Uses subject to requirements per the local government management plan: Wellfield Development; Water Supply Infrastructure and Facilities
- Locational Characteristics – This category is generally appropriate to those natural resource features it is designed to recognize wherever they may appear and at a size significant to the feature being depicted in relationship to its surroundings. In recognition of the natural conditions which they are intended to preserve, these features will frequently occur in a random and irregular pattern interposed among the other categories. This category is also generally appropriate to those properties that are the assets of a regional, county or municipal utility, held and operated for the provision, operation and delivery of a public water supply system consistent with the natural resource features of the property, pursuant to a management plan approved by the local government.
- Scenic/Noncommercial Corridor (SNCC) – Per the provisions of Section 6.5.4.1.4, this category is permitted in all SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be 0.3 trips per day per acre.

**Density/Intensity Standards** – Shall include the following:

- Nonresidential Use:
  - Shall not exceed a floor area ratio (FAR) of .10, nor an impervious surface ratio (ISR) of .20.
  - No public water supply use shall exceed an FAR of .25 nor an ISR of .50.
- Where an entire parcel of property is located seaward of the Coastal Construction Control Line and no transfer of development rights has occurred, the property shall be permitted a minimum beneficial use subject to the various provisions of these Countywide Rules and the Countywide Plan Map, but private property shall not be taken without due process of law and

### 2.3.3.143 Category/Symbol – Target Employment Center (TEC).

**Purpose** – It is the purpose of this category to depict, utilizing an overlay, 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,

#### **Use Characteristics**

- Permitted Uses – See applicable underlying categories.
- Locational Characteristics – This category is generally appropriate to those areas based on their size, concentration of, and potential for, target employment opportunities, i.e., those employers and industries paying above-average wages and producing goods and services for sale and consumption that import revenue to the community.
- Scenic/Noncommercial Corridor (SNCC) – Amendments to Target Employment Center in SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to an amendment for this category shall be: 1) for the Office, Employment, and Industrial categories, the traffic generation rate (trips per day per acre) of the underlying category, multiplied by 114% to account for the higher intensity allowed for Manufacturing, Office, and Research/Development uses when using this overlay; and 2) for all other categories, the traffic generation rate of the underlying category.

**Density/Intensity Standards** – Shall include the following:

- Densities and intensities will be guided per the underlying plan categories, plus a 100% intensity bonus for Manufacturing, Office, and Research/Development uses.

**Other Standards** – Shall include the following:

- Minimum Size – These locations shall be a minimum of ten acres in size.

### **2.3.3.154 Category/Symbol – Activity Center (AC).**

**Purpose** – The purpose of this category is to recognize those areas of the county within each local government jurisdiction that have been identified and planned for in a special and detailed manner, based on their unique location, intended use, appropriate density/intensity, and pertinent planning considerations. In particular, it is the intent of this category to recognize those important, identifiable centers of business, public, and residential activity, as may be appropriate to the particular circumstance, that are the focal point of a community, and served by enhanced transit commensurate with the type, scale, and intensity of use. Activity Centers are designed at a size and scale that allows for internal circulation by pedestrians, bicyclists, and transit users, and typically encompass areas developed in a radial pattern within walking distance ( $\frac{1}{4}$  to  $\frac{1}{2}$  mile) of a central point or hub served by transit.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses – As determined by the local government’s implementing regulations adopted pursuant to Section 6.2.3.2. Amendments to permitted uses shall be pursuant to Planning and Urban Design Principles described in Section 6.2.6 and Land Use Goal 16.0 of the Countywide Plan Strategies, and the use provisions of Section 6.2.4.
- Locational Characteristics – The Land Use Strategy Map and Table 2 below identify locations appropriate to be designated as Activity Center utilizing one of four subcategories. Additional locations may be deemed appropriate pursuant to the Countywide Plan Map amendment process for Activity Centers and Multimodal Corridors provided in Division 6.2.
- Scenic/Noncommercial Corridor (SNCC) – Amendments adopting or modifying the Activity Center category within SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications. Where an existing Activity Center overlaps a designated SNCC, the local regulatory provisions governing the Activity Center adopted pursuant to Section 6.2.3.2 shall take precedence.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to a Countywide Plan Map amendment for each Activity Center subcategory are listed in Table 1 below.

**Density/Intensity Standards** – Maximum permitted density-intensity standards for each Activity Center subcategory are listed in Table 1 below, and shall be subject to the following:

- Residential Use – Local governments can choose to use either the common standard of units per acre (UPA) in determining how many dwellings are allowed on a parcel, or floor area ratio (FAR) can be used as the measure instead, regardless of the number of dwelling units included. Vacation Rentals pursuant to the provisions of Section 509.242(1)(c), Florida Statutes are subject to the residential density/intensity standard.

**Purpose** – This plan category is intended to recognize those corridors of critical importance to the movement of people and goods throughout the county, and that are served by a combination of automobile, bus, bicycle, rail, and/or pedestrian transportation. This category is characterized by mixed-use development, supported by and designed to facilitate transit, and is particularly appropriate for creating transit connections between Activity Centers.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses – As determined by the local government’s implementing regulations adopted pursuant to Section 6.2.3.2. Amendments to permitted uses shall be pursuant to the Planning and Urban Design Principles described in Section 6.2.6 and Land Use Goal 16.0 of the Countywide Plan Strategies, and the use provisions of Section 6.2.4.
- Locational Characteristics – The Land Use Strategy Map and Table 4 below identify locations appropriate to be designated as Multimodal Corridor utilizing one of four subcategories. Additional locations may be deemed appropriate pursuant to the Countywide Plan Map amendment process for Activity Centers and Multimodal Corridors provided in Division 6.2.
- Scenic/Noncommercial Corridor (SNCC) – Amendments adopting the Multimodal Corridor category within SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications. Where an existing Multimodal Corridor designated on the Countywide Plan Map overlaps a designated SNCC, the local regulatory provisions governing the Multimodal Corridor adopted pursuant to Section 6.2.3.2 shall take precedence.
- Traffic Generation Characteristics – The standard for the purpose of calculating typical traffic impacts relative to a Countywide Plan Map amendment for each Multimodal Corridor subcategory is listed in Table 3 below.

**Density/Intensity Standards** – Maximum permitted density-intensity standards for each Multimodal Corridor subcategory are listed in Table 3 below, and shall be subject to the following:

- Residential Use – Local governments can choose to use either the common standard of units per acre (UPA) in determining how many dwellings are allowed on a parcel, or floor area ratio (FAR) can be used as the measure instead, regardless of the number of dwelling units included. Vacation Rentals pursuant to the provisions of Section 509.242(1)(c), Florida Statutes are subject to the residential density/intensity standard.
- Temporary Lodging Use – Local governments can choose to use either the temporary lodging UPA standard in determining how many temporary lodging units are allowed on a parcel, or FAR can be used as the measure instead, regardless of the number of units included. In the alternative, upon adoption of provisions for compliance with Section 5.2.1.3, the density and intensity standards set forth in Table 6 may be used.

### **2.3.3.176 Category/Symbol – Planned Redevelopment District (PRD).**

**Purpose** – It is the purpose of this category to depict those areas of the county that are developed with a mix of residential and nonresidential uses, within neighborhoods or distinct areas that are interrelated and complementary, with densities/intensities and urban design that promote walking, biking and transit use. This category is intended for areas that are more dense/intense than typical for the surrounding community but less dense/intense than Activity Centers or Multimodal Corridors, with supportive planning that facilitates infill and redevelopment and may allow for a variety of densities and building styles.

**Use Characteristics** – Those uses appropriate to and consistent with this category include:

- Permitted Uses – As determined by the local government’s implementing regulations adopted pursuant to Section 6.2.3.2. Amendments to permitted uses shall be pursuant to the Planning and Urban Design Principles described in Section 6.2.6 and Land Use Goal 16.0 of the Countywide Plan Strategies, and the use provisions of Section 6.2.4.
- Locational Characteristics – This category is generally appropriate to locations in close, walkable, or bikeable proximity to Activity Centers and Multimodal Corridors, and may serve as a buffer between those categories and surrounding uses; or in other areas where use and development characteristics include higher densities and intensities than the surrounding community. These areas are typically in proximity to and may have direct access from the arterial and highway network and are served by transit in a manner that provides an alternative to individual automobile use.
- Scenic/Noncommercial Corridor (SNCC) – Amendments adopting or modifying the Planned Redevelopment District category within SNCCs are governed by Section 6.5.4.1.4, which restricts the category to certain SNCC classifications. Where an existing Planned Redevelopment District overlaps a designated SNCC, the local regulatory provisions governing the Planned Redevelopment District adopted pursuant to Section 6.2.1.2 shall take precedence.

**Density/Intensity Standards** – Shall include the following:

- Residential Use and Temporary Lodging Use – Local governments can choose to use either the common standard of units per acre (UPA) in determining how many dwelling units or temporary lodging units are allowed on a parcel, or floor area ratio (FAR) can be used as the measure regardless of the number of units included, subject to the following:
  - Residential use shall not exceed 45 UPA or 2.0 FAR; and
  - Temporary lodging use shall not exceed 75 UPA or 2.0 FAR. In the alternative, upon adoption of provisions for compliance with Section 5.2.1.3, the density and intensity standards set forth in Table 6 may be used.

Vacation Rentals pursuant to the provisions of Section 509.242(1)(c), Florida Statutes are subject to the residential density/intensity standard.

- Residential Equivalent Use – Shall not exceed an equivalent of 3.0 beds per permitted dwelling unit at ~~135~~45 UPA.
- Nonresidential Use – Shall not exceed an FAR of 2.0.
- Mixed-Use – For mixed-use projects, either an all-inclusive FAR or a proportionate share of UPA and FAR can be used. In the alternative, the mixed-use bonus provisions of Section 4.2.3.6 may be used.
- When located in a Target Employment Center – A 100% intensity bonus may be applied to the applicable nonresidential intensity standard for Manufacturing, Office, and Research/Development.
- Density/Intensity Averaging – Maximum density and/or intensity standards may be calculated on an average areawide basis pursuant to Section 5.2.1.2.

**Other Standards** – Shall include the following:

- Amendment Process – Adoption or amendment of the Planned Redevelopment District category is subject to the tiered review process provided in Division 6.2.
- Size Criteria – The minimum size of a Planned Redevelopment District shall be ten acres in size, except as follows:
  - If it is located adjacent to, and functions in concert with, an existing Planned Redevelopment District; or
  - If geographic constraints of the jurisdiction prevent the minimum size from being achieved.

**2.3.3.187** Category/Symbol – Scenic/Noncommercial Corridor (as noted on the Countywide Plan Map).

**Purpose** – See Section 6.5.4.1, subsections 6.5.4.1.1 and 6.5.4.1.2.

**Use Characteristics**

- Permitted Uses – See applicable underlying categories and Section 6.5.41, Table 10.
- Locational Characteristics – Corridors shall be as set forth herein and depicted on the Countywide Plan Map and accompanying *Countywide Plan Map, Submap No. 1* entitled *Countywide Scenic/Noncommercial Corridor Map*, including:

“Primary” Corridors:

- Keystone Road from US 19 to Hillsborough County Line
- Alderman Road from US Alternate 19 to Fish Hatchery Road
- Tampa Road from US Alternate 19 to East Lake Woodlands Parkway
- Curlew Road from US Alternate 19 to McMullen-Booth Road
- CR-1/Keene Road from Alderman Road to East Bay Drive
- Belcher Road from Klosterman Road to 38th Avenue North
- McMullen-Booth Road/East Lake Road from Pasco County Line to SR-60
- 102nd Avenue North/Bryan Dairy Road from Oakhurst Road to Belcher Road
- Pinellas County Bayway from Gulf Boulevard to U.S. 19/I-275
- 113th Street/Ridge Road from West Bay Drive to Madeira Beach Causeway
- Park Street from Park Boulevard to Central Avenue
- Tyrone Boulevard from 113th Street North to Park Street

“Unique” Corridors:

- Edgewater Drive from Scotland Street (Dunedin) to Sunset Point Road
- Bayshore Drive from Main Street (Safety Harbor) to SR-60
- Courtney Campbell Parkway (Causeway) from McMullen-Booth Road/Bayside Bridge (49th Street Bridge) to Hillsborough County Line
- Dunedin Causeway from Honeymoon Island Park to east approach
- Memorial Causeway and its approaches
- Bayside Bridge (49th Street Bridge) and its approaches
- Gandy Bridge approach to Hillsborough County Line
- Howard Frankland Bridge (I-275) approach to Hillsborough County Line
- Belleair Causeway and its approaches
- Park Boulevard Bridge and its approaches
- Treasure Island Causeway and its approaches
- Pinellas Bayway (SR-679) from Fort DeSoto Park to Pinellas County Bayway (SR-682)
- Sunshine Skyway Bridge (I-275) approach to Hillsborough County line

**Table 5  
Summary Category Matrix**

CATEGORY/SYMBOL	UPA MAX.	FAR MAX.	ISR MAX.	TRAFFIC GENERATION RATE (ADT/ACRE)
Residential Rural (RR)	0.5	.30	.60	5
Residential Very Low (RVL)	1.0	.30	.60	68
Residential Low Medium (RLM)	10	.50	.75	67
Residential Medium (RM)	15.0	.50	.75	96
Residential High (RH)	30.0	.60	.85	162
Office (O)	15.0	.50	.75	89
		1.0 (specified uses in TEC)		101 (in TEC)
Resort (R)	30.0	1.2	.95	279
Retail & Services (R&S)	24.0	.55	.90	433
		1.1 (specified uses in TEC)		
Employment (E)	N/A	.65	.85	206
		1.3 (specified uses in TEC)		236 (in TEC)
Industrial (I)	N/A	.75	.95	216
		1.5 (specified uses in TEC)		246 (in TEC)
Public/Semi-Public (P/SP)	12.5	.65 (institutional) .70 (trans./utility) 1.0 (hospital)	.85 (institutional) .90 (trans./utility)	192 (institutional) 114 (educational) 173 (medical) 104 (religious/civic) 835 (municipal/public) 67 (other institutional) 15 (transportation) 16 (municipal/public utility) 79 (other transportation/utility)
Recreation/Open Space (R/OS)	N/A	.25	.60	3
Preservation (P)	N/A	.10 (preservation) .25 (water supply)	.20 (preservation) .50 (water supply)	0.3
Target Employment Center (TEC)	See Otherwise Applicable Category and Multiplier Factor			
Activity Center (AC)				
Urban Center	200	8.0	N/A	724
Major Center	150	5.0	N/A	542
Community Center	90	3.0	N/A	325
Neighborhood Center	60	2.0	N/A	216
Multimodal Corridor (MMC)				
Premium Transit Corridor	60	4.0	N/A	600
Primary Corridor	55	3.5	N/A	533
Secondary Corridor	50	3.0	N/A	467
Supporting Corridor	45	2.5	N/A	400
Planned Redevelopment District (PRD)	45	2.0	N/A	364
Scenic/Noncommercial Corridor (SNCC)	See Otherwise Applicable Category			

Key to abbreviations:

UPA: dwelling units per acre  
FAR: floor area ratio

ISR: impervious surface ratio  
ADT: average daily trips

TEC: Target Employment Center

**SEC. 4.2.2 PLAN CATEGORIES.**

**4.2.2.1 Categories.** The Countywide Rules hereby establish the following Countywide Plan Map categories:

- Residential Rural
- Residential Very Low
- Residential Low Medium
- Residential Medium
- Residential High
- Office
- Resort
- Retail & Services
- Employment
- Industrial
- Public/Semi-Public
- Recreation/Open Space
- Preservation
- Target Employment Center
- Activity Center
- Multimodal Corridor
- Planned Redevelopment District
- Scenic/Noncommercial Corridor

Each jurisdiction within Pinellas County must include a table or matrix in the future land use element of its comprehensive plan that shows each local future land use category corresponding to one of these Countywide Plan Map categories.

**4.2.2.2 Continuum.** A local future land use category that reflects a countywide category of equal or lesser density/intensity shall be considered consistent.

**4.2.2.2.1** A local future land use plan designation of Preservation shall be considered less dense/intense than all other Countywide Plan Map designations.

**4.2.2.2.2** A local future land use plan designation of Recreation/Open Space shall be considered less dense/intense than all other Countywide Plan Map designations except Preservation.

**SEC. 4.2.3 DENSITY/INTENSITY AND SPECIAL USE STANDARDS.**

**4.2.3.1 Provision for Comparison.** Each local future land use category shall either:

- Identify specifically the density/intensity standard which shall be applicable to said category, consistent with the applicable standard as set forth in the Countywide Plan Map and these Countywide Rules; or

3. Design considerations in Section 5.2.1.3.2, the mobility management provisions in Section 5.2.1.3.3 and the restrictions on temporary lodging use in Section 5.2.1.3.4 set forth following.
- D. A Development Agreement prepared pursuant to this Section shall be approved by the local government governing body, recorded with the Clerk of the Circuit Court pursuant to Section 163.3239, F.S., a copy filed with the Property Appraiser’s Office, and a copy submitted to the PPC and CPA for receipt and filing within fourteen days after recording. The development limitations set forth in the Development Agreement shall be memorialized in a deed restriction, which shall be recorded in the Official Records of Pinellas County prior to the issuance of a building permit for the temporary lodging use.
  - E. The alternative densities and intensities set forth in Table 6 are maximums, except as provided for in F. below. A local government may choose to utilize a density and intensity standard equal to or less than the alternative density and intensity standard, when adopted in their comprehensive plan and land development regulations, based on the maximums set forth in Table 6.
  - F. Intensity standards governing floor area ratio (FAR) and impervious surface ratio (ISR) may be varied by the local government with jurisdiction pursuant to the provisions of Division 7.4 of these Rules. The FARs in Table 6 apply to the temporary lodging use, residential dwelling uses integrated in the same structure with the temporary lodging use, associated parking structures, and uses accessory to temporary lodging uses (e.g., meeting space, restaurants, spas, clubs, etc.).
  - G. For development that includes a combination of temporary lodging and residential dwelling use, each use shall be allowed in proportion to the size of the property and the permitted density and intensity of the respective use.

**Table 6**  
**Alternative Temporary Lodging Density and Intensity Standards**

Plan Category	Temporary Lodging On Property That Is:	Maximum Density/Intensity Standards		
		Units/Acre	FAR	ISR
R, AC, MMC, PRD	Less Than One Acre	75	2.2	0.95
	Between One Acre And Three Acres	100	3.0	0.95
	Greater Than Three Acres	125	4.0	0.95
R&S	No Property Size Limitations	60	1.2	0.90
E	Subject To 5-Acre Property Size Limitation Per Section 2.3.3.98	75	1.5	0.85

**SEC. 6.1.1**     **APPLICATION.**

Local governments may initiate Countywide Plan Map amendments only as provided for in this Article in accordance with Section 10(3) of Chapter 2012-245, Laws of Florida, as amended, and the particular procedures established in these Countywide Rules. No amendment to the Countywide Plan Map shall be considered by the PPC until the local government applying for such amendment has established jurisdiction.

Applications for amendment of the Countywide Plan Map shall be preceded by, and based upon, a local ordinance 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 map amendment; subject to any requisite determination of compliance by the State Land Planning Agency pursuant to Chapter 163, Part II, Florida Statutes, adoption of an ordinance effectuating a consistent amendment of the Countywide Plan Map by the Countywide Planning Authority pursuant to Chapter 2012-245, Laws of Florida, and final action by the local governing body.

**SEC. 6.1.2**     **TIERED REVIEW PROCESS.**

Local future land use map amendments [and other requests to amend the Countywide Plan Map](#) shall be evaluated according to the following process, consistent with Chapter 2012-245, Laws of Florida, as amended, to determine if an amendment to the Countywide Plan Map is required, and if so, to determine the applicable review standards. The PPC Executive Director will make a determination whether the local future land use map amendment is subject to review under the Tier I, II or III process. Boundary interpretations addressed by Section 7.3.8 shall not be subject to the tiered review process.

**6.1.2.1**     **Tier I.** A local future land use map amendment is classified as Tier I if the current and proposed land use categories fall within the same corresponding designation on the Countywide Plan Map as established pursuant to Section 4.2.2.1, with the exception of the Activity Center, Multimodal Corridor and Planned Redevelopment District categories, which are classified subject to the review provisions of Division 6.2.

Upon determination that an amendment is subject to the Tier I process, an administrative review notice will be forwarded to the local government within ten business days, and to the Pinellas Planning Council at their next scheduled meeting, with a finding that the amendment is subject to a Tier I review and did not require a Tier II or III amendment. As a Tier I amendment will not alter the Countywide Plan Map, a public hearing to amend the Countywide Plan Map is not required.

The PPC shall recommend, and the CPA shall determine, based on the significance of the amendment or revocation in relation to the consistency criteria and the Relevant Countywide Considerations of the Countywide Rules pertaining to the Plan Map amendment, whether the amendment or revocation of the development agreement requires the Plan Map amendment to which it corresponded to be reconsidered.

If the CPA determines that the amendment or revocation of the development agreement requires the Countywide Plan Map amendment to be reconsidered, the local government jurisdiction will be so notified and may request the Plan Map amendment be reheard, void and amend its local plan consistent with the Countywide Plan Map as it existed prior to the subject Plan Map amendment, resubmit an application for Plan Map amendment, with or without a revised development agreement, or such other action as will result in consistency between the local and Countywide Plan Maps.

A resubmitted Plan Map amendment will be processed as any other application for amendment.

**SEC. 6.1.6 OFFICIAL RECORD.**

Upon approval of a Countywide Plan Map amendment by the CPA, an official record copy of said ordinance will be maintained in the office of the Clerk of the Board. The office of the PPC shall maintain a record copy of all Countywide Plan Map amendments and, upon transmittal of the ordinance amending the Countywide Plan Map by the Clerk of the Board, shall cause such amendment to be properly recorded on the official Countywide Plan Map.

<b>DIV. 6.2</b>	<b>COUNTYWIDE PLAN MAP AMENDMENTS / ACTIVITY CENTERS, MULTIMODAL CORRIDORS AND PLANNED REDEVELOPMENT DISTRICTS.</b>
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**SEC. 6.2.1 NEW ADOPTIONS.**

**6.2.1.1 Adoption of New Activity Centers and Multimodal Corridors.** An amendment adopting the Activity Center (AC) plan category that is not contiguous to, and subject to the same plan/code provisions as, an existing AC designation results in the creation of a new Activity Center. An amendment adopting the Multimodal Corridor (MMC) plan category in a location that is not contiguous to, and subject to the same plan/code provisions as, an existing MMC designation results in the creation of a new Multimodal Corridor.

Each new Activity Center or Multimodal Corridor shall be classified with a subcategory based on the locational criteria of Sections 2.3.3.14-15-16, or as otherwise approved through the Countywide Plan Map amendment process. The subcategory shall be depicted on the Land Use Strategy Map.

Such amendments are subject to the tiered amendment review process set forth in Section 6.1.2, as determined by the eligibility criteria shown in Table 7.

Tier I amendments that increase densities and/or intensities in the Coastal High Hazard Area shall require local adoption of standards consistent with Section 4.2.7.1 A-H in order to be found consistent.

**6.1.2.2** **Tier II.** A local future land use map amendment is classified as a Tier II amendment if the current and proposed land use categories do not fall within the same corresponding designation on the Countywide Plan Map as established pursuant to Section 4.2.2.1, with the exception of amendments to the Activity Center, Multimodal Corridor and Planned Redevelopment District categories, which are classified subject to the review provisions of Division 6.2. A public hearing to amend the Countywide Plan Map shall be required.

[A request to amend the Countywide Plan Map without a corresponding amendment to a local future land use map may be initiated consistent with Section 4.2.1.1 or to implement a Rule amendment pursuant to Section 7.8.5, and shall be classified as a Tier II amendment. Such amendment may be initiated only by the local government with jurisdiction, pursuant to a formal resolution adopted by its governing body requesting and setting forth the specifics of the amendment.](#)

**6.1.2.3** **Tier III.** A local future land use map amendment to the Activity Center or Multimodal Corridor category is classified as Tier III subject to the review provisions of Division 6.2. A public hearing to amend the Countywide Plan Map shall be required.

**SEC. 6.1.3** **PROCEDURES.**

Countywide Plan Map amendments shall be considered according to the following process, consistent with Chapter 2012-245, Laws of Florida, as amended, and as provided for in each Division in this Article.

**6.1.3.1** **Initiation.** Only the governing body may initiate an amendment to the Countywide Plan Map for a particular parcel of property over which it has jurisdiction. An amendment of the Countywide Plan Map shall be transmitted to the PPC subsequent to the initial action by the governing body authorizing the transmittal of and concurrence with the local ordinance, and prior to finalizing adoption of the local ordinance, except where Section 163.3187(2), Florida Statutes, provides for a small-scale map amendment, which may be submitted subsequent to final adoption.

**6.1.3.2** **Submission of Application.** Before an application of a Countywide Plan Map amendment shall be heard by the PPC, a written application shall be submitted in a form established by the PPC, not later than twenty-eight days prior to the PPC meeting at which it is eligible to be considered.

At submittal, a Countywide Plan Map amendment request must include:

- A completed Countywide Plan Map amendment application form;

As part of the adoption process, the highest allowable density and/or intensity standard applicable to the Activity Center or Multimodal Corridor shall be filed of record and used in determining the applicable tier for subsequent amendments as set forth in Section 6.2.2.1. If residential, temporary lodging, nonresidential and/or mixed uses are differentiated with separate standards by the implementing plan/code provisions, these standards shall be recorded separately.

**Table 7  
Amendments Creating New Activity Centers or Multimodal Corridors**

Amendment Type	Eligibility Criteria
Tier II	Adoption of the AC or MMC category with implementing plan/code provisions that: <ul style="list-style-type: none"> <li>• Include density/intensity standards at or below the maximum for the applicable AC or MMC subcategory based on the locational criteria of Sections 2.3.3.<del>14-15-16</del>; and</li> <li>• Do not permit uses enumerated in Section 6.2.4.1; and</li> <li>• Do not eliminate permitted uses enumerated in Section 6.2.4.2.</li> </ul>
Tier III	Adoption of the AC or MMC category with implementing plan/code provisions that: <ul style="list-style-type: none"> <li>• Include density/intensity standards above the maximum for the applicable AC or MMC subcategory based on the locational criteria of Sections 2.3.3.<del>14-15-16</del>; or</li> <li>• Permit uses enumerated in Section 6.2.4.1; or</li> <li>• Eliminate permitted uses enumerated in Section 6.2.4.2.</li> </ul>

**6.2.1.2**      **Adoption of New Planned Redevelopment Districts.** An amendment adopting the Planned Redevelopment District (PRD) plan category in a location that is not contiguous to, and subject to the same plan/code provisions as, an existing PRD designation results in the creation of a new Planned Redevelopment District. Such amendments are subject to the Tier II amendment review process set forth in Section 6.1.2.2.

**SEC. 6.2.2**      **SUBSEQUENT AMENDMENTS.**

**6.2.2.1**      **Amendment of Existing Activity Centers or Multimodal Corridors.** An amendment to the local future land use map or plan/code provisions governing an existing Activity Center or Multimodal Corridor that results in a change to the permitted uses, density/intensity standards, or category boundaries on the Countywide Plan Map are subject to the tiered amendment review process set forth in Section 6.1.2, as determined by the eligibility criteria shown in Table 8.

**Table 8**  
**Amendments to Existing Activity Centers and Multimodal Corridors**

<b>Amendment Type</b>	<b>Eligibility Criteria</b>
Tier I	<p>Amendment does not exceed the highest allowable density or intensity standard filed of record; and</p> <p>Amendment does not alter the boundaries of the AC or MMC category on the Countywide Plan Map; and</p> <p>Amendment does not add permitted uses enumerated in Section 6.2.4.1 nor eliminate permitted uses enumerated in Section 6.2.4.2; and</p> <p>Amendment does not eliminate local future land use map categories enumerated in Section 6.5.4.4; and</p> <p>Planning and Urban Design Principles have previously been addressed and filed of record under the Tier II or Tier III process.</p>
Tier II	<p>Amendment proposes one or more of the following:</p> <ul style="list-style-type: none"> <li>• Increases the highest allowable density or intensity standard consistent with the locational criteria of the Land Use Strategy Map as specified in Section 2.3.3.14-15-16; or</li> <li>• Alters the boundaries of the AC/MMC category on the Countywide Plan Map; or</li> <li>• Eliminates permitted uses enumerated in Section 6.2.4.2; or</li> <li>• Eliminates local future land use map categories enumerated in Section 6.5.4.4; or</li> <li>• Planning and Urban Design Principles have not previously been addressed and filed of record under the Tier II or Tier III process.</li> </ul> <p>and</p> <p>Amendment does not add permitted uses enumerated in Section 6.2.4.1.</p>
Tier III	<p>Amendment increases the highest allowable density or intensity standard exceeding the locational criteria of the Land Use Strategy Map as specified in Section 2.3.3.14-15-16; or</p> <p>Amendment adds permitted uses enumerated in Section 6.2.4.1.</p>

**6.2.2.2**

**Amendment of Existing Planned Redevelopment Districts.** An amendment to the local future land use map or plan/code provisions governing an existing Planned Redevelopment District that results in a change to the permitted uses, density/intensity standards, or category boundaries are subject to the tiered amendment review process set forth in Section 6.1.2, as determined by the eligibility criteria shown in Table 9.

**Table 9  
Amendments to Existing Planned Redevelopment Districts**

Amendment Type	Eligibility Criteria
Tier I	<p>Amendment does not alter the boundaries of the PRD category on the Countywide Plan Map; and</p> <p>Amendment does not add permitted uses enumerated in Section 6.2.4.1 nor eliminate permitted uses enumerated in Section 6.2.4.2; and</p> <p>Amendment does not eliminate local future land use map categories enumerated in Section 6.5.4.4; and</p> <p>Planning and Urban Design Principles have previously been addressed and filed of record under the Tier II or Tier III process.</p>
Tier II	<p>Amendment proposes one or more of the following:</p> <ul style="list-style-type: none"> <li>• Alters the boundaries of the PRD category on the Countywide Plan Map; or</li> <li>• Adds permitted uses enumerated in Section 6.2.4.1; or</li> <li>• Eliminates permitted uses enumerated in Section 6.2.4.2; or</li> <li>• Eliminates local future land use map categories enumerated in Section 6.5.4.4; or</li> <li>• Planning and Urban Design Principles have not previously been addressed and filed of record under the Tier II or Tier III process.</li> </ul>

A local map or plan/code amendment governing an existing Activity Center, Multimodal Corridor or Planned Redevelopment District that does not change the permitted uses, density/intensity standards, or category boundaries on the Countywide Plan Map is classified as Tier I.

**6.2.2.3**

**Reclassification of Special Centers and Special Corridors.** An Activity Center or Multimodal Corridor utilizing the Special Center or Special Corridor subcategory prior to October 24, 2019 shall, on October 24, 2019, be reclassified with a subcategory pursuant to Sections 2.3.3.~~14-15-16~~, which shall be depicted on the Land Use Strategy Map. Such subcategory reclassification shall occur in coordination with the local

government with jurisdiction, shall be sufficient to accommodate the locally-adopted maximum density and intensity standards governing the Activity Center or Multimodal Corridor as of October 24, 2019, and shall not result in any nonconforming standard. Subsequent amendments to this subcategory classification shall be subject to the amendment process for existing Activity Centers and Multimodal Corridors outlined in the remainder of this section.

The highest allowable density and/or intensity standard filed of record for each reclassified Activity Center or Multimodal Corridor shall be used in determining the applicable tier for subsequent amendments as set forth in Section 6.2.2.1. If residential, temporary lodging, nonresidential and/or mixed uses are differentiated with separate standards by the implementing plan/code provisions, these standards shall be considered separately.

**SEC. 6.2.3 SUBMITTAL REQUIREMENTS.**

**6.2.3.1 Additional Requirements for Tier I, II, and III Amendments.**

In addition to the general submittal requirements of Section 6.1.3.2, Tier I, II and III amendments to the Activity Center (AC), Multimodal Corridor (MMC), or Planned Redevelopment District (PRD) plan categories must include and address the items set forth below as part of the application, review, and approval process:

- A. **Boundary Map** – A parcel specific map or map series of sufficient detail to delineate the boundaries of the AC, MMC or PRD category. If technically feasible, a GIS shapefile of the boundary shall be provided, otherwise a list parcels to be amended shall be included with the submittal.
- B. **Current Land Use Designations** – A list of local future land use map designations that are currently within the proposed boundaries of the AC, MMC or PRD category, their acreages, and their associated permitted uses and maximum densities/intensities.
- C. **Proposed Land Use Designations** – A list of proposed future land use map designations, character districts, zoning districts or subdistricts within the proposed boundaries of the AC, MMC or PRD category, their acreages, and their associated permitted uses and maximum density/intensity standards.

If density/intensity averaging is being used pursuant to Section 5.2.1.2.4, provide a calculation of the average areawide density/intensity that could potentially be achieved based on the proposed land use designations, and documentation that it is consistent with the proposed subcategory.

- D. **Size (AC Only).** If the acreage of the proposed AC category exceeds the size criteria for the applicable subcategory pursuant to Section 2.3.3.14~~15~~, demonstrate that the amendment area is organized into one or more subareas meeting the criteria.

- Storage/Warehouse/Distribution-Light and -Heavy;
- Commercial/Business Service Use; and
- Automobile-Oriented Retail Commercial Use.

An amendment adding one or more of these enumerated uses as a permitted use within an Activity Center or Multimodal Corridor, or within a character district, zoning district or subdistrict thereof, shall be classified as a Tier III amendment.

The enumerated uses may be permitted in the Planned Redevelopment District category in accordance with the Planning and Urban Design Principles. An amendment allowing one or more of these uses as a permitted use within a Planned Redevelopment District, or within a character district, zoning district or subdistrict thereof, shall be classified as a Tier II amendment.

**6.2.4.2**

An amendment eliminating any of the following uses as a permitted use from an Activity Center, Multimodal Corridor, or Planned Redevelopment District, or from a character district, zoning district or subdistrict thereof, shall be classified as a Tier II amendment and reviewed against the provisions of Section 6.5.4.4:

- Manufacturing-Light, -Medium or -Heavy;
- Office; or
- Research/Development-Light or -Heavy.

**SEC. 6.2.5 TRANSPORTATION IMPACT ANALYSIS.**

An amendment adopting or amending the AC, MMC or PRD category and affecting 10 acres or more shall include the following transportation impact analysis:

- A. Calculate the average daily trips for the current land use category(ies) of the proposed AC, MMC or PRD category based on the acreage and traffic generation characteristics for each applicable category described in Section 2.3.3.
- B. Calculate the average daily trips for the proposed AC, MMC or PRD category based on the acreage and traffic generation characteristics for each applicable category described in Section 2.3.3, multiplied by 50%.
- C. If the proposed average daily trips calculated in (B) is smaller than the current average daily trips calculated in (A), then only the requirements of Section ~~6.2.36.1.4.3~~ [6.2.36.1.4.3](#) must be met and no additional transportation assessment is required. If the proposed average daily trips is a larger number than the current average daily trips, then an additional transportation assessment will be required. This assessment will include the following steps:

- C. To encourage land uses along these corridors which contribute to an integrated, well planned and visually pleasing development pattern, while discouraging the proliferation of commercial, office, industrial, or intense residential development beyond areas specifically designated for such uses on the Countywide Plan Map.
- D. To assist in maintaining the traffic operation of roadways within these corridors through land use type and density/intensity controls, and by conformance to access management regulations, by selective transit route location, and by the development of integrated and safe pedestrian and bicycle access systems.
- E. To encourage design standards identified within the Pinellas County Countywide Scenic/Noncommercial Corridor Master Plan, through the adoption of local ordinances and regulations consistent with those standards set forth within the Master Plan.

Amendments to certain Countywide Plan Map categories shall be subject to locational and use limitations as specified in Section 6.5.4.1.4, Table 10.

It is the intent of this provision to discourage the proliferation of nonresidential use and to monitor any increase in the density/intensity on a SNCC. Proposed map amendments allowing higher density and/or intensity on a parcel identified as within ~~an Existing or Planned~~ a Future Transit Corridor on the Land Use Strategy Map, and also within a Scenic/Noncommercial Corridor as indicated on the Scenic/Noncommercial Corridor Map, will be discouraged unless located within either a mixed-use node or an enhancement connector on the Scenic/Noncommercial Corridor Map.

**6.5.4.1.3** Delineation of Scenic/Noncommercial Corridors shall be as follows:

- A. Corridors shall be as set forth herein and as depicted on the Countywide Plan Map and Submap No. 1 entitled Countywide *Scenic/Noncommercial Corridor Map*, including:

“Primary” Scenic/Noncommercial Corridors:

- Keystone Road from US 19 to Hillsborough County Line
- Alderman Road from US Alternate 19 to Fish Hatchery Road
- Tampa Road from US Alternate 19 to East Lake Woodlands Parkway
- Curlew Road from US Alternate 19 to McMullen-Booth Road
- CR-1/Keene Road from Alderman Road to East Bay Drive
- Belcher Road from Klosterman Road to 38th Avenue North
- McMullen-Booth Road/East Lake Road from Pasco County Line to SR-60
- 102nd Avenue North/Bryan Dairy Road from Oakhurst Road to Belcher Road
- Pinellas County Bayway from Gulf Boulevard to U.S. 19/I-275
- 113th Street/Ridge Road from West Bay Drive to Madeira Beach Causeway
- Park Street from Park Boulevard to Central Avenue
- Tyrone Boulevard from 113th Street North to Park Street

**Table 10**  
**Countywide Plan Map/SNCC Classification Consistency<sup>1</sup>**

<b>Countywide Plan Map Designation</b>	<b>Rural/Open Space</b>	<b>Residential</b>	<b>Mixed Use</b>	<b>Unique Scenic View</b>	<b>Enhancement Connector</b>
<a href="#">Residential Rural (RR)</a>	<u>C</u>	<u>C</u>	<u>C</u>		<u>C</u>
Residential Very Low (RVL)	C	C	C		C
Residential Low Medium (RLM)		R <sup>2</sup>	C		C
Residential Medium (RM)		R <sup>2</sup>	C		C
Residential High (RH)			C		C
Office (O)			C		C
Resort (R)			C		C
Retail & Services (R&S)			R <sup>3</sup>		C
Employment (E)			R <sup>3</sup>		C
Industrial (I)					C
Public/Semi-Public (P/SP)		C	C		C
Recreation/Open Space (R/OS)	C	C	C	C	C
Preservation (P)	C	C	C	C	C
Target Employment Center (TEC)			C		C
Activity Center (AC)			C		C
Multimodal Corridor (MMC)			C		C
Planned Redevelopment District ( <a href="#">PRD</a> )			C		C

Notes:

<sup>1</sup> A “C” indicates that an amendment to the Countywide Plan Map category is potentially consistent, subject to all other applicable criteria, with the corresponding SNCC Classification. An “R” indicates that the amendment to the Countywide Plan Map category is potentially consistent subject to specified use restrictions. The absence of either a “C” or an “R” indicates that the Countywide Plan Map category is not considered compatible with the SNCC Classification, unless a specific finding to the contrary is made in accordance with Sec. 6.5.4.1.3 B. Category and/or use restrictions apply only to new Countywide Plan Map amendments after August 7, 2015 and are not retroactive.

<sup>2</sup> Office, personal service/office support, and retail commercial uses are restricted to the mixed use and enhancement connector SNCC classifications.

<sup>3</sup> Manufacturing-Medium and Incinerator Facility uses are restricted to the enhancement connector SNCC classification.

3. With respect to the Public/Semi-Public, Recreation/Open Space, and Preservation Countywide Plan Map categories, the extent to which the local government request provides for Public/Semi-Public, Recreation/Open Space, and Preservation categories consistent with the character, intensity, and scale of the uses permitted within these respective categories in relation to the existing delineation of Countywide Plan Map categories, adjoining existing use, the need for and service area of the public/semi-public, recreation/open space, and preservation use, and the purpose and intent of the Scenic/Noncommercial Corridor Plan Element, as applied through these Countywide Rules and the otherwise applicable amendment process.

4. Activity Center and Multimodal Corridor Countywide Plan Map Categories that are required to address the relevant Planning and Urban Design Principles, described in Section 6.2.6 and Land Use Goal 16.0 of the Countywide Plan Strategies, shall be evaluated for how the local government request minimizes any increase in density/intensity on a Scenic/ Noncommercial Corridor.
- C. The extent to which the local government request has taken into account the Scenic/Noncommercial Corridor Plan Element, including the goals, objectives, and policies articulated within the Plan Element, as is relevant to the particular amendment under consideration. Consistent with its advisory nature, the Scenic/Noncommercial Corridor Plan Element shall not serve as a basis for denial of an amendment.
  - D. The extent to which the local government request has taken into account the current MPO Long Range Transportation Plan, and any enhanced access management standards, as is relevant to the particular roadway under consideration. Particular consideration shall be given to the established policies of the governmental entity having construction and maintenance responsibility over the subject facility.

**6.5.4.2 Public Educational Facility Siting.**

**6.5.4.2.1** It is the intent and purpose of this section to provide for and encourage compliance with Section 1013.33, Florida Statutes (F.S.), regarding coordination of educational facilities planning with local governing bodies, in a uniform and consistent manner.

**6.5.4.2.2** These Countywide Rules provide for an exception for Public Educational Facilities to the otherwise applicable acreage threshold limitation for Institutional uses in the [Residential Rural](#), Residential Very Low, Residential Low Medium, Residential Medium, Residential High, and Office categories.

**6.5.4.2.3** In furtherance of the objectives of Section 1013.33, F.S., a Public Schools Interlocal Agreement has been developed for utilization by the Pinellas County School Board and local governments. This Interlocal Agreement provides for an alternative process as authorized under Section 1013.33, F.S., and locational review criteria that foster a uniform approach to public school siting throughout Pinellas County.

**6.5.4.4 Conversion Criteria for Employment-Related Categories and Uses.**

Having identified the importance of reserving industrial land in Pinellas County, the Pinellas Planning Council (PPC) and the Countywide Planning Authority (CPA) shall utilize the following criteria to evaluate:

- A. A Countywide Plan Map amendment that converts land now designated Employment, Industrial, or Target Employment Center to some other Countywide Plan Map category; or

**May 13, 2020**

**6A. Ratification of Transportation Improvement Program (TIP)  
Amendment**

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**SUMMARY**

In March 2020, the Florida Department of Transportation (FDOT) proposed an emergency amendment to the FY 2019/20 – 2023/24 Transportation Improvement Program (TIP) in response to the COVID-19 pandemic. The amendment is as part of FDOT's commitment to continue moving projects forward, completing planned projects, and ensuring continued employment for Florida residents. This urgency of the amendment was to enable FPN 445410-1 to advance into the Work Program for the project to proceed with a bid letting date of July 2020. This project will install an opaque visual barrier on top of the existing median barrier wall on US 19 from 126<sup>th</sup> Avenue North to South of Seville Boulevard.

The Forward Pinellas Internal Control Structure Policy Manual page 11 states:

*"In cases of emergencies, the Executive Director is authorized to make decisions on staffing, procurements, and continuity of operations, as needed and in documented consultation with the Chair of the Board, or other members of the Executive Committee, when conditions warrant"*

The TIP is a mission critical element of the MPO's operation. The Forward Pinellas Public Participation Plan states in section 8 concerning the TIP:

*"Due to timing issues, there may be occasions when a proposed TIP amendment will need Board or Executive Director approval before the advisory committees have an opportunity to review them. This typically occurs when Federal funding needs to be secured for a scheduled project prior to the close of a Federal fiscal year. This is due to the overlapping fiscal years, July 1 – June 30 for the State and October 1 – September 30 for the Federal. In these situations, staff informs and engages committee member comments through email and phone calls, as the Forward Pinellas Public Participation Plan deems necessary. Any comments or concerns raised by committee members that cannot be adequately addressed by staff are presented to the Board prior to their scheduled action."*

Given the emergency response needed to continue countywide transportation improvements and, both policy guidelines referenced above Whit Blanton, in his capacity as the Executive Director of Forward Pinellas, approved the TIP amendment referenced herein.

The Forward Pinellas Board is now being asked to take action to:

(1) ratify the Executive Director approval of said TIP amendment, and (2) amend the Internal Control Structure Policy Manual to clarify the Executive Director's emergency authority by adding the following: "In the event of a locally declared emergency which prevents the Forward Pinellas Board from convening, the Executive Director is authorized to approve amendments to the Transportation Improvement Program if said amendments either add a project already in the Long Range Transportation Plan to said Program, or add projects or phases of a project with a construction budget of five million dollars or less. Such amendments shall not affect the allocation of funds to or by Forward Pinellas or approved project priorities, and shall be subject to ratification by the Forward Pinellas Board."

**ATTACHMENT(S):**

- TIP amendment forms
- Letter as sent to FDOT
- Internal Control Structure Policy Manual Excerpt
- Complete [Internal Control Structure Policy Manual](#)

**ACTION:** Board, in its role as the metropolitan planning organization, to ratify the TIP Amendment as handled administratively due to the COVID-19 pandemic emergency; and board to amend the Internal Control Structure Policy Manual as outlined above.

**STAFF RECOMMENDATION:** Staff recommends that the board ratify the TIP and approve the proposed amendment to the Internal Control Structure Policy Manual as outlined.

**FORWARD PINELLAS**  
**TIP - FY 2020-2024**

Fund	<2020	2020	2021	2022	2023	2024	>2024	All Years
Item Number: 445410 1 Project Description: US 19/SR 55 FROM 126TH AVE N TO S OF SEVILLE BLVD *NON-SIS*								
District: 07 County: PINELLAS Type of Work: PEDESTRIAN SAFETY IMPROVEMENT Project Length: 4.762								
Extra Description: MEDIAN BARRIER WALL								
<b>TIP AMENDMENT: NEW PROJECT</b>			<b>AMENDED: 3/20/2020</b>			<b>L RTP Reference: Objective 3.4</b>		
<b>CONSTRUCTION / MANAGED BY FDOT</b>								
ACSS - ADVANCE CONSTRUCTION	0	0	1,154,238	0	0	0	0	1,154,238
<b>Item 445410 1 Totals:</b>	<b>0</b>	<b>0</b>	<b>1,154,238</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,154,238</b>

March 20, 2020

The Florida Department of Transportation (FDOT) is proposing an amendment to the FY 2019/20 – 2023/24 Transportation Improvement Program (TIP). This amendment seeks to advance FPN 445410-1 into the Work Program to allow for the project to proceed with a letting date of July 2020. The advancement of this project is due to the COVID-19 pandemic and FDOT’s commitment to continue moving projects forward, completing planned projects and ensuring continued employment for Florida residents. Due to the need for this emergency amendment, Whit Blanton, in his role as Executive Director of Forward Pinellas, is signing this amendment for it to be approved and moved into the FY 2019/20-2023/24 TIP effective immediately.

The Forward Pinellas Internal Control Structure Policy Manual page 11 states:

*“In cases of emergencies, the Executive Director is authorized to make decisions on staffing, procurements, and continuity of operations, as needed and in documented consultation with the Chair of the Board, or other members of the Executive Committee, when conditions warrant”*

The TIP is a mission critical element of the MPO’s operation. The Forward Pinellas Public Participation Plan states in section 8 concerning the TIP:

*“Due to timing issues, there may be occasions when a proposed TIP amendment will need Board or Executive Director approval before the advisory committees have an opportunity to review them. This typically occurs when Federal funding needs to be secured for a scheduled project prior to the close of a Federal fiscal year. This is due to the overlapping fiscal years, July 1 – June 30 for the State and October 1 – September 30 for the Federal. In these situations, staff informs and engages committee member comments through email and phone calls, as the Forward Pinellas Public Participation Plan deems necessary. Any comments or concerns raised by committee members that cannot be adequately addressed by staff are presented to the Board prior to their scheduled action.”*

Given the emergency response needed to continue countywide transportation improvements, both policy guidelines are considered applicable.



Whit Blanton, FAICP

Executive Director

## EMERGENCY SITUATIONS

In cases of emergencies, the Executive Director is authorized to make decisions on staffing, procurements, and continuity of operations, as needed and in documented consultation with the Chair of the Board, or other members of the Executive Committee, when conditions warrant. In the event of a locally declared emergency which prevents the Forward Pinellas Board from convening, the Executive Director is authorized to approve amendments to the Transportation Improvement Program if said amendments either add a project already in the Long Range Transportation Plan to said Program, or to add projects or phases of a project with a construction budget of five million dollars or less. Such amendments shall not affect the allocation of funds to or by Forward Pinellas or approved project priorities, and shall be subject to ratification by the Forward Pinellas Board.

**May 13, 2020**

**7. Director's Report**



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The Executive Director will update and/or seek input from board members on the following items:

**DIRECTOR'S REPORT**

- A. SPOTlight Update
- B. I-275 Supplemental Environmental Impact Study (SEIS) Update

**ATTACHMENT(S):** None

**ACTION:** None required; informational items only

**May 13, 2020**

## **7A. Pinellas SPOTlight Emphasis Areas Update**



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### **SUMMARY**

The Executive Director will provide a brief update on the status of the activities related to the Gateway/Mid-County Area Master Plan.

#### **Gateway Master Plan**

With the draft master plan under review by the project partners and comments due back by mid-May, Forward Pinellas is beginning to move the planning effort into the adoption and implementation phase. In the last several weeks, Forward Pinellas convened a meeting with the local government planning directors from Pinellas County and the cities of Largo, Pinellas Park and St. Petersburg to discuss the process for plan adoption. Rather than ask the agencies to adopt the full master plan and all of its recommendations, the intent is to ask the local governments to adopt a Memorandum of Agreement establishing a commitment to work in partnership to make progress toward achieving the seven Guiding Principles in the plan. The agreement does not mandate specific actions of the local government partners, but does establish a commitment to regularly meeting, reporting their respective progress on implementation activities, and monitoring trends, conditions and outcomes in the study area relative to the Guiding Principles. The planning directors said they greatly valued convening as a group and wanted those informal meetings to continue going forward. Those ongoing meetings, along with a convening of elected officials every two years, is central to the agreement as a key mechanism for keeping up momentum on the plan and sharing of information.

Forward Pinellas held a Study Management Team meeting via Zoom on April 21<sup>st</sup> to present the draft agreement and Guiding Principles. There was support for the principles and several questions about the agreement that will be addressed. The agreement is currently under review through the end of May and Forward Pinellas will incorporate suggested revisions into a final version for action by the four local governments and the Forward Pinellas board later this year.

Over the summer and early fall, Forward Pinellas will present the Gateway Master Plan and proposed agreement to the four local governments, reflecting any proposed changes as appropriate, with adoption expected by the end of the calendar year.

**ATTACHMENT(S):** None

**ACTION:** None required; informational item only

**May 13, 2020**

**7B. I-275 Supplemental Environmental Impact Study (SEIS)  
Update**



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**SUMMARY**

The Florida Department of Transportation (FDOT) held a public hearing on the Tampa Interstate Study (TIS) Supplemental Environmental Impact Statement (SEIS). The study area includes I-275 from the Howard Frankland Bridge to north of Dr. Martin Luther King Jr. Boulevard and I-4 from I-275 to east of 50th Street in Hillsborough County, Florida. The Locally Preferred Alternative for the study includes the full reconstruction of the Westshore Interchange (I-275/SR 60) with general purpose and tolled express lanes; new tolled express lanes along the I-275 corridor from the Howard Frankland Bridge to downtown Tampa at Ashley Drive/Tampa Street; and safety and operational improvements to the Downtown Tampa Interchange(I-275/I-4).

This hearing was held on February 25 and February 27, 2020 and provided those interested in the study the opportunity to provide comments and express views concerning the location; conceptual design; and social, economic, cultural, and environmental effects of the proposed project. The materials presented at the public hearing are located on the project website at <http://tampainterstatestudy.com/public-hearing/>.

**ATTACHMENT(S):** A video narration on the project is available to view: [Narrated PowerPoint](#)

**ACTION:** None required; informational item only

**March 11, 2020**



## **8. Informational Items**

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Staff and/or board members will provide information and updates on the following items:

### **INFORMATIONAL ITEMS**

- A. Summary of Public Outreach and Stakeholder Meetings
- B. CPA Actions and Tier I Countywide Plan Map Amendments
- C. Correspondence of Interest
- D. Letter from the Citizens Advisory Committee
- E. Fatalities Map
- F. Pinellas Trail Data
- G. Draft PAC Action Sheet
- H. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 1-15, 2020
- I. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 16-29, 2020
- J. FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 30 – April 12, 2020
- K. Quarterly Report on Executive Director Approvals
- L. Committee Vacancies
- M. Other

### **ATTACHMENT(S):**

- Letter from the Citizens Advisory Committee
- Fatalities Map
- Pinellas Trail Data
- Draft PAC Action Sheet
- FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 1-15, 2020
- FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 16-29, 2020
- FDOT District Seven Bi-Weekly Traffic Fatalities Report for March 30- April 12, 2020

**May 13, 2020**

**8A. Summary of Public Outreach and Stakeholders Meetings**



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**SUMMARY**

Each month the board will be informed of any meetings staff members are actively participating in that involve citizens, business groups or other agencies. The goal of this item is to provide a more comprehensive view of the conversations that Forward Pinellas staff are a part of, and the ways in which they act as resources for the wider community.

**ATTACHMENT(S):** Public Outreach and Stakeholders Meetings Summary

**ACTION:** None required; informational item only

Meeting Date	Organization	Location	Description	Staff members in attendance
3/2/2020	USF MURP	USF Tampa	Meeting to discuss collaboration on internships and recruiting graduates	Whit Blanton, Rodney Chatman
3/3/2020	SPC	SPC/Skype	SPC Campus Connect Partnership Meeting	Sarah Caper
3/3/2020	Forward Pinellas and four local governments	SPC Epicenter	Meeting with Gateway area planning directors to discuss the plan for adoption of the Master Plan (Largo, Pinellas County, St. Pete and Pinellas Park)	Whit Blanton, Rodney Chatman, Chelsea Favero, Christina Mendoza
3/9/2020	PSTA	PSTA	Central Ave BRT Project Management Team Meeting	Sarah Caper
3/24/2020	Treasure Island Rotary	Treasure Island	Safe Streets Pinellas update	Sarah Caper
3/25/2020	FDOT	FDOT	Transit Roundtable	Rodney Chatman, Sarah Caper
3/3/2020	Forward Pinellas	SPC Epicenter	Coordination meeting with local government planning directors to discuss the Gateway Area Master Plan recommendations and next steps	multiple
3/3/2020	Forward Pinellas, FDOT	Teleconference	Regular coordination with FDOT staff to discuss issues of importance to both agencies.	Chelsea Favero, Whit Blanton
3/6/2020	TMA Leadership Group	Pasco County	Regular meeting of the TMA Leadership Group.	Chelsea Favero, Whit Blanton
3/9/2020	PSTA	PSTA	Central Ave BRT TOD Project Management Team Meeting	Rodney Chatman
3/9/2020	Bike/Walk Tampa Bay	St. Petersburg Greenhouse	Road to Zero Workshop	Whit Blanton, Rodney Chatman
3/11/2020	Pinellas County	Dunedin	Open House for the Dunedin Causeway Bridge Replacement	Chelsea Favero
3/13/2020	TBARTA	TBRPC	Station area design charrette for the TBARTA Regional Rapid Transit Project	Chelsea Favero, Christina Mendoza
3/17/2020	City of St. Petersburg	Shuffleboard Club	St. Petersburg Complete Streets Committee	Al Bartolotta
3/18/2020	City of St. Petersburg	Shuffleboard Club	St. Petersburg BPAC	Al Bartolotta
3/19/2020	FDOT	SPC Epicenter	Training for the use of the regional travel demand model upgrades	Chelsea Favero
3/20/2020	TBARTA	HART Offices	Regular meeting of the TBARTA Board.	Chelsea Favero
3/23/2020	Forward Pinellas, Pinellas County	Pinellas County offices	Regular coordination meeting with Pinellas County staff	Chelsea Favero, Whit Blanton, Rodney Chatman, Al Bartolotta

3/23/2020	Appointing Authorities	Clearwater	Policy decisions on employee sick leave for COVID19	Whit Blanton
3/24/2020	FDOT	Virtual	Project Advisory Group meeting on the US 19 Frontage Road Safety Action Plan Project	Chelsea Favero, Al Bartolotta, Whit Blanton
3/23/2020	MPO Advisory Council	Virtual	Roundtable discussion among MPOs statewide regarding COVID19 impacts and responses	Whit Blanton
3/31/2020	FDOT	FDOT Offices	Training for the use of the data collected in the regional household travel survey effort	Chelsea Favero

Meeting Date	Organization	Location	Description	Staff members in attendance
4/2/2020	UNITE Pinellas	Virtual	Regular meeting on diversity, equity, inclusion	Whit Blanton
4/7/2020	Forward Pinellas	Virtual	Downtown St Petersburg Mobility Study Management Team meeting	Whit Blanton, Sarah Caper
4/9/2020	Forward Pinellas	Virtual	Safe Streets Pinellas Task Force meeting	Whit Blanton, Rodney Chatman, Sarah Caper
4/13/2020	PSTA	Virtual	Central Avenue BRT Project Management Team meeting	Sarah Caper
4/14/2020	St. Pete Chamber	Virtual	Transportation Committee meeting	Whit Blanton
4/14/2020	TBARTA	Virtual	Transit Management Committee/Transit Advisory Committee meeting	Whit Blanton
4/14/2020	Forward Pinellas, PSTA, FDOT	Virtual	Monthly transit coordination meeting	Whit Blanton, Chelsea Favero, Sarah Caper
4/15/2020	MPO Advisory Council	Virtual	Roundtable discussion among MPOs statewide regarding COVID19 impacts and responses	Whit Blanton
4/15/2020	Association of MPOs	Virtual	National updates, news and Q/A with AMPO	Whit Blanton, Rodney Chatman, Chelsea Favero
4/17/2020	MPO Chairs Coordinating Committee	Virtual	Staff Directors meeting	Whit Blanton, Chelsea Favero
4/21/2020	Forward Pinellas	Virtual	Gateway Master Plan Study Management Team meeting	Chelsea Favero, Rodney Chatman, Whit Blanton, Christina Mendoza, Linda Fisher
4/22/2020	MPO Advisory Council	Virtual	Roundtable discussion among MPOs statewide regarding COVID19 impacts and responses	Whit Blanton
4/27/2020	Forward Pinellas	virtual	Monthly coordination meeting with PC Public Works and Planning	Al Bartolotta, Whit Blanton, Chelsea Favero, Rodney Chatman
4/29/2020	BIG-C	Virtual	Regular meeting on beach community issues	Sandra Knoebel, Whit Blanton

Meeting Date	Organization	Location	Description	Staff members in attendance
5/4/2020	Forward Pinellas	Virtual	Coordination meeting between FP, PSTA and St. Petersburg staff on the Regional Rapid Transit project led by TBARTA	Whit Blanton, Chelsea Favero, Sarah Caper
5/5/2020	Forward Pinellas	Virtual	Downtown St. Petersburg Mobility Study team meeting	Whit Blanton, Amy Elmore, Sarah Caper
5/5/2020	Forward Pinellas, FDOT	Virtual	Monthly FDOT-Forward Pinellas coordination meeting	Whit Blanton, Chelsea Favero, Rodney Chatman, Al Bartolotta
5/6/2020	American Planning Association	Virtual	Webinar - Effectively Managing Virtual Teams	Led by Whit Blanton and Rick Willson (external)
5/12/2020	Forward Pinellas, PSTA, FDOT	Virtual	Monthly transit coordination meeting	Whit Blanton, Sarah Caper
5/15/2020	Forward Pinellas	Virtual	Safe Streets Pinellas task force meeting	Whit Blanton, Rodney Chatman, Sarah Caper
5/15/2020	MPO Chairs Coordinating Committee	Virtual	Staff Directors meeting	Whit Blanton, Chelsea Favero

May 13, 2020

## **8B. CPA Actions and Tier I Countywide Plan Map Amendments**



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### **SUMMARY**

This information is presented in order to better, and more systematically, apprise the Forward Pinellas Board of final action(s) by the Board of County Commissioners, in their role as the Countywide Planning Authority (CPA) on matters that have been previously considered. This summary also includes the Tier I Countywide Plan Map Amendments that have been administratively reviewed by Forward Pinellas staff.

### **CPA Actions March and April 2020:**

#### **PUBLIC HEARINGS FROM MARCH 10, 2020**

- Case CW 20-04, a Pinellas County case located at 4700 46<sup>th</sup> Avenue North. The Board of County Commissioners, in its role as the Countywide Planning Authority, **approved** the amendment from Residential Low Medium to Residential Medium (vote: 6-0).

#### **PUBLIC HEARINGS FROM APRIL 7, 2020**

- Case CW 20-05, a City of Tarpon Springs case located at the Northwest corner of North Safford Avenue and East Live Oak Street. The Board of County Commissioners, in its role as the Countywide Planning Authority, **deferred** the amendment from Activity Center to Activity Center **to be heard at a later date**.
- Case CW 20-06, a Pinellas County case located at the East side of McMullen Booth, 900 feet North of Curlew Road. The Board of County Commissioners, in its role as the Countywide Planning Authority, **deferred** the amendment from Recreation/Open Space to Public/Semi-Public **to be heard on April 21, 2020**.
- Case CW 20-07, a City of Largo case located at Highland Avenue SE, approximately 400 feet south of East Bay Drive. The Board of County Commissioners, in its role as the Countywide Planning Authority, **deferred** the amendment from Recreation/Open Space to Employment **to be heard at a later date**.

#### **PUBLIC HEARINGS FROM APRIL 21, 2020**

- Case CW 20-06, a Pinellas County case located at the East side of McMullen Booth, 900 feet North of Curlew Road. The Board of County Commissioners, in its role as the Countywide Planning Authority, **approved** the amendment from Recreation/Open Space to Public/Semi-Public. (vote: 6-1)

#### **REGULAR AGENDA ITEMS FROM APRIL 7, 2020**

- Countywide Plan Map Adjustment – City of Clearwater – Official Acceptance, The board officially accepted the map adjustment (vote 7-0).

**Tier I Countywide Plan Map Amendments March and April 2020:**

- FLUM 20-04, Pinellas County, satisfies the Tier I provisions of Section 6.1.2.1 of the Countywide Rules
- FLUM 20-05, City of Tarpon Springs, satisfies the Tier I provisions of Section 6.1.2.1 of the Countywide Rules

**ATTACHMENT(S):** None

**ACTION:** None required; informational item only

Karen Mullins, Chair  
Forward Pinellas Citizens Advisory Committee

April 27, 2020

Commissioner Dave Eggers, Chair  
Forward Pinellas Board  
310 Court Street, 2<sup>nd</sup> Floor  
Clearwater, FL 33756

Commissioner Eggers,

I hope all is well with you and the Forward Pinellas Board. I am happy to report that most of our committee of 27 citizens were present at our last meeting.

The Forward Pinellas Citizen's Advisory Committee met on April 23, 2020 at 7 pm via Zoom. With a virtual quorum, the Committee became concerned with the absence of the Belcher Road and Gulf to Bay Boulevard (State Road 60) improvement project's absence from the current Forward Pinellas' **Annual Adoption of Priorities**. In a near unanimous action, the Committee voted to urge the Forward Pinellas Board to raise concerns on this missing item on the multimodal priority list of transportation projects.

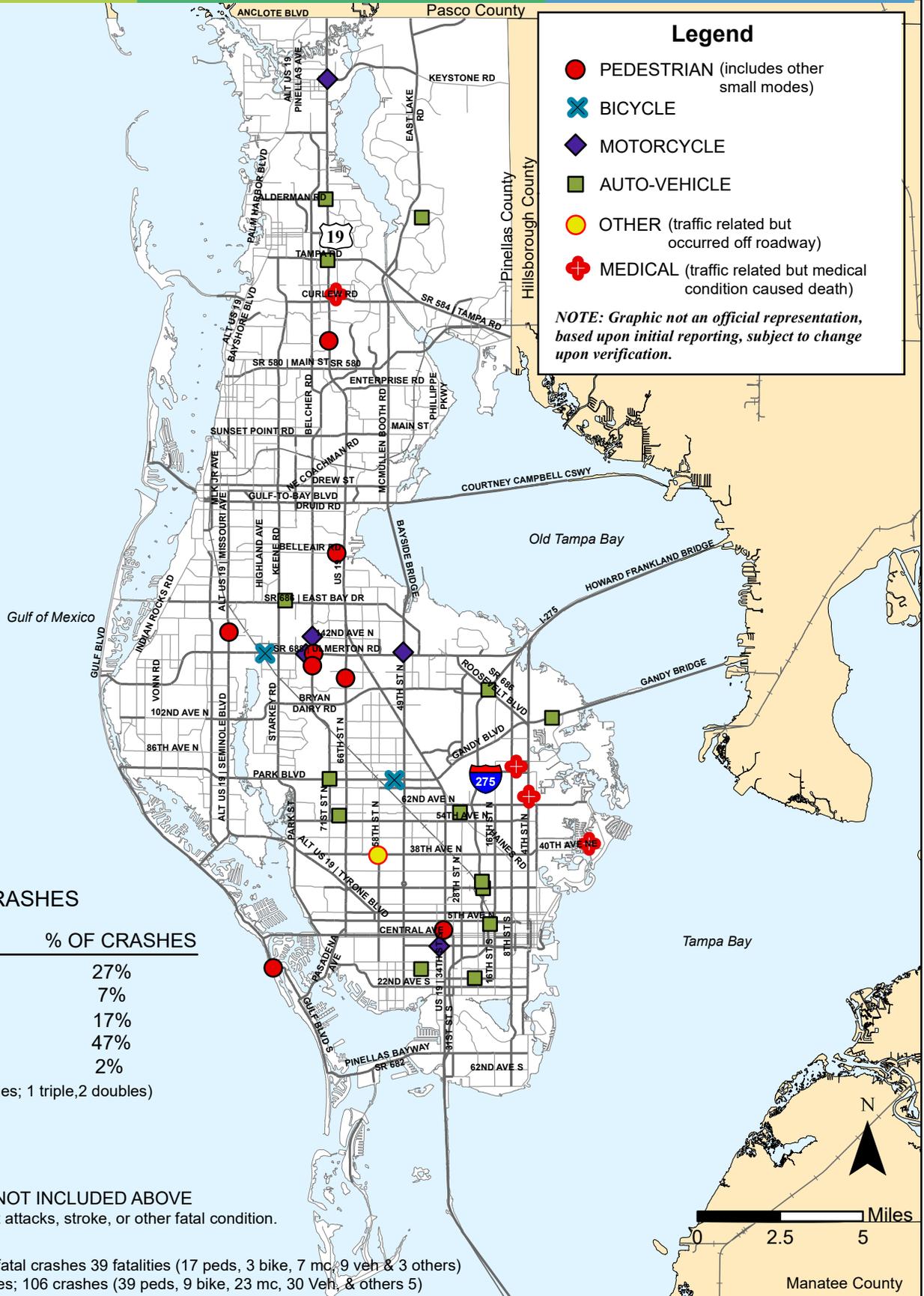
As there are protocols in the chain of command, we are respectfully asking the Forward Pinellas Board to reach out to the Pinellas Board of County Commissioners to rectify this exclusion, assuming state or federal funds will be needed for this important to improve safety and reduce traffic congestion.

Our Committee has been charged with being the voice of the citizens of Pinellas County. We take this appointment freely and with gravity. Please consider our plea.

All the best,

Karen Mullins  
Forward Pinellas, Citizen's Advisory Committee Chair

# Locations of Reported Traffic Fatalities



### FATAL CRASHES

TOTALS	30	% OF CRASHES
*PEDESTRIAN	8	27%
*BICYCLE	2	7%
*MOTORCYCLE	5	17%
AUTO-VEHICLE	14	47%
OTHER	1	2%
(30 fatal crashes 34 fatalities; 1 triple, 2 doubles)		

4 NON-TRAFFIC FATALS NOT INCLUDED ABOVE  
Medical incidents include heart attacks, stroke, or other fatal condition.

\*\*Same time April 30, 2019: 39 fatal crashes 39 fatalities (17 peds, 3 bike, 7 mc, 9 veh & 3 others)

\*\*End of year (2019) 107 fatalities; 106 crashes (39 peds, 9 bike, 23 mc, 30 Veh, & others 5)

Data Source: U.S. Department of Transportation, 2016. Map Produced: May 1, 2020.

\\pinellascounty-fl.gov\pcg\Plan\_Dept\USERS\Autocadd\ApsSandra\_MPO & PLN\\_afatalmapunofficial\2020fatalmap.mxd



# Pinellas Trail User Count Data Summary

Automated Trail Counter Data Collection Period:  
January 1 – January 31, 2020 (31 days)

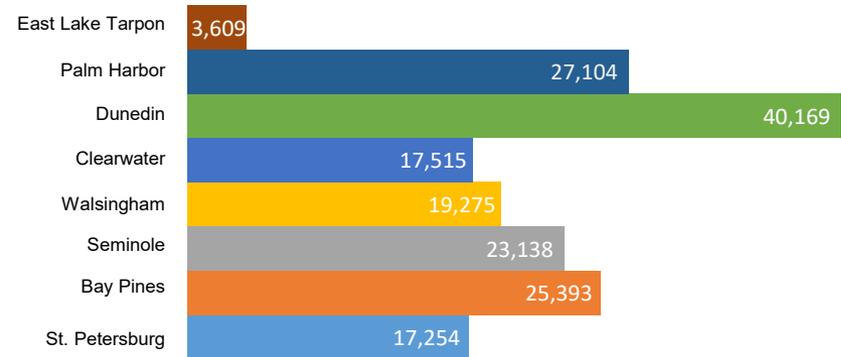
## January 2020

31-Day Count Total: 173,457  
Daily Average Users: 5,595

Highest Daily Totals:

- #1 – Saturday, January 18<sup>th</sup> (Dunedin - 2,534)
- #2 – Saturday, January 11<sup>th</sup> (Dunedin - 2,289)
- #3 – Sunday, January 12<sup>th</sup> (Dunedin - 2,089)

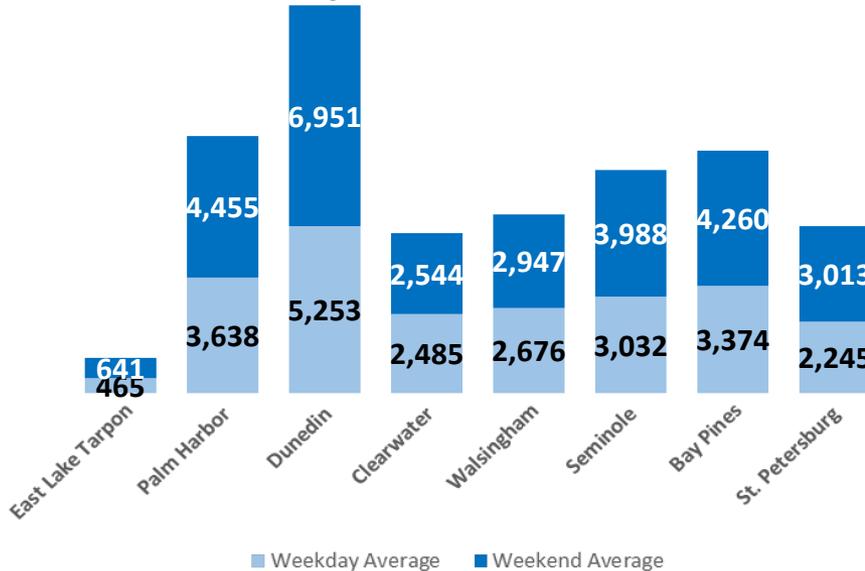
## January Trail Users by Counter Location



## Counter Locations



## Weekday & Weekend Profile



## Trail User Mode Split



Counter Location	Pedestrian (%)	Bicycle (%)
East Lake Tarpon:	7%	93%
Palm Harbor:	16%	84%
Dunedin:	22%	78%
Clearwater:	30%	70%
Walsingham:	28%	72%
Seminole:	35%	65%
Bay Pines:	29%	71%
St. Petersburg:	25%	75%

Source: Forward Pinellas January 2020  
National Weather Service: [January 2020](#)



# Pinellas Trail User Count Data Summary

Automated Trail Counter Data Collection Period:  
February 1 – February 29, 2020 (29 days)

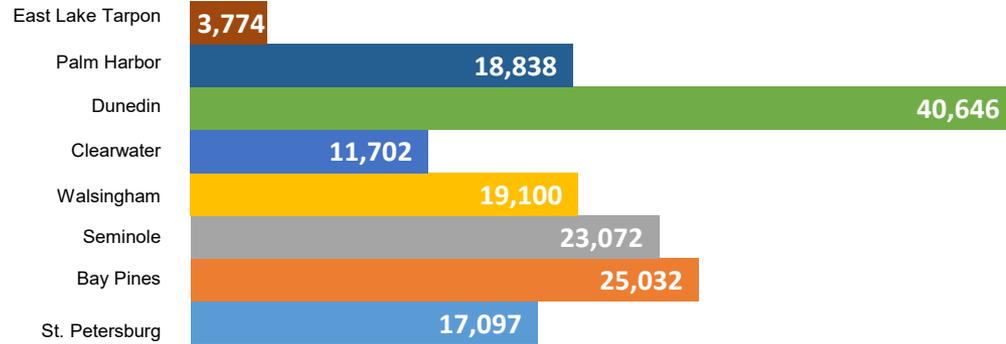
## February 2020

29-Day Count Total: **159,261**  
Daily Average Users: **5,137**

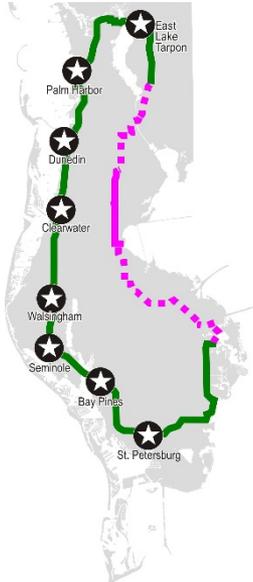
Highest Daily Totals:

- #1 – Sunday, February 16<sup>th</sup> (Dunedin - 2,578)
- #2 – Saturday, February 15<sup>th</sup> (Palm Harbor- 1,157)
- #3 – Sunday, February 23<sup>rd</sup> (Bay Pines – 1,476)

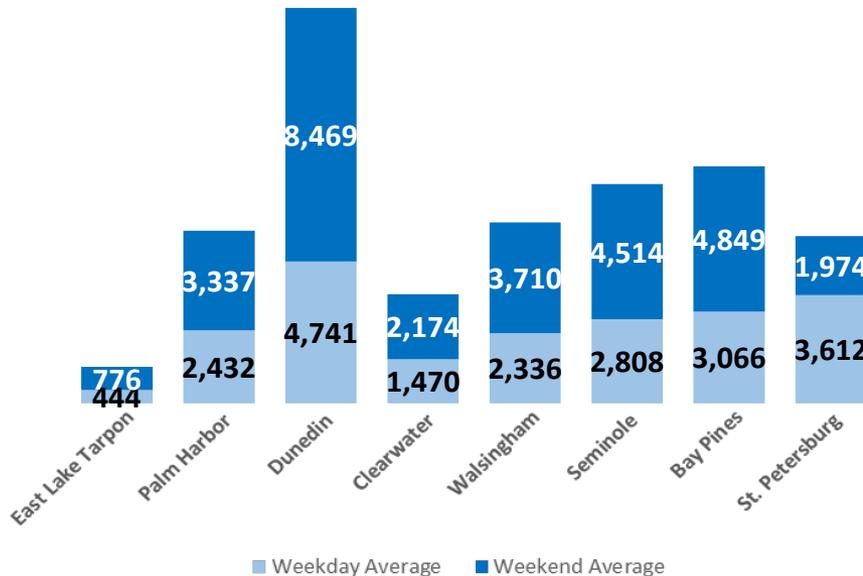
## February Trail Users by Counter Location



## Counter Locations



## Weekday & Weekend Profile



## Trail User Mode Split

Counter Location	Walking (Pedestrian)	Bicycling (Bicycle)
East Lake Tarpon:	3%	97%
Palm Harbor:	16%	84%
Dunedin:	21%	79%
Clearwater:	26%	74%
Walsingham:	29%	71%
Seminole:	37%	63%
Bay Pines:	28%	72%
St. Petersburg:	26%	74%

Source: Forward Pinellas February 2020  
National Weather Service: [February 2020](#)



# Pinellas Trail User Count Data Summary

Automated Trail Counter Data Collection

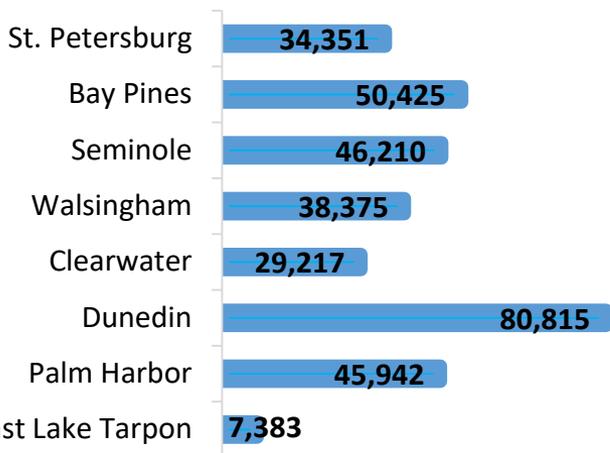
Period: January – February, 2020 Data\*



**Jan-Feb, 2020 Total Count:  
332,718**

*\* Technical issues with the Clearwater Counter resulting in several missing days of data during 2020.*

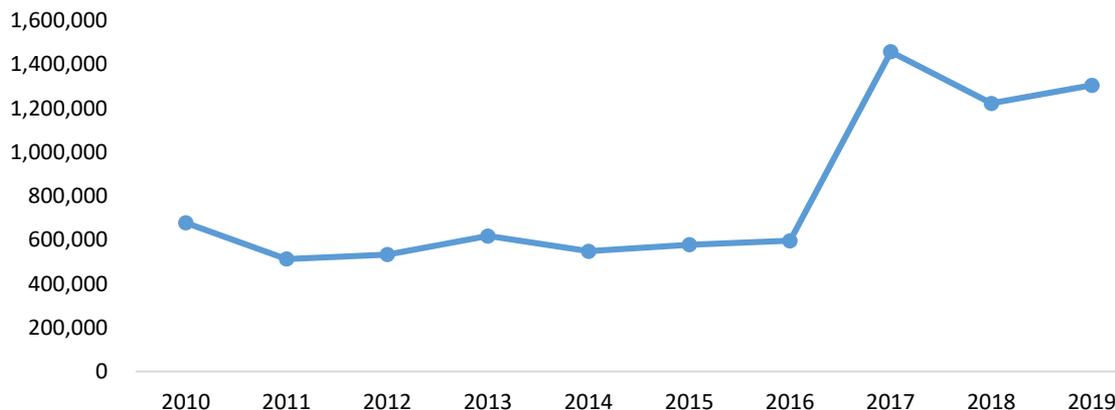
## Year to Date Data Per Location



## January & February Data 2017-2020



## Pinellas Trail Use 2010 – 2019\*\*



\* 2010 – 2016 Survey Data & 2017-2019 Counter Data. *Technical issues with several counters in 2019 resulting in several missing days of data during 2019.*

**PAC AGENDA – SUMMARY AGENDA ACTION SHEET**  
**DATE: MAY 4, 2020**

ITEM	ACTION TAKEN	VOTE
1. <u>CALL TO ORDER AND ROLL CALL</u>	The meeting was called to order at 1:34 p.m. and roll call was taken of the members present. Those committee members in virtual attendance included: Kyle Brotherton, Derek Reeves, Michael Schoderbock, Heather Sobush, Felicia Donnelly, Marshall Touchton, Marie Dauphinais, Rick Perez, Brandon Henry, Pat McNeese, Jan Norsoph, Britton Wilson, and Frances Leong-Sharp.	
2. <u>MINUTES OF REGULAR PAC MEETING OF MARCH 2, 2020</u>	Motion: Frances Leong-Sharp Second: Michael Schoderbock	13-0
3. <u>REVIEW OF FORWARD PINELLAS AGENDA FOR MAY 13, 2020 MEETING</u> <u>PUBLIC HEARINGS</u> <u>Countywide Plan Map Amendment(s)</u> A. CW 20-08 – City of Clearwater	Motion: Michael Schoderbock Second: Frances Leong-Sharp	13-0
B. CW 20-09 – City of Safety Harbor	Motion: Marie Dauphinais Second: Rick Perez	13-0
<u>REGULAR AGENDA ITEMS</u> C. CPA Actions and Tier, I Countywide Plan Map Amendments January 2020	None required; informational item only	
4. <u>PLANNING TOPICS OF INTEREST</u> A. Countywide Rules Amendment – Residential Rural	Linda Fisher provided historical context for and reviewed the proposed amendment, which was requested by Pinellas County. The amendment would add the Residential Rural category to the Countywide Rules.  Motion: Marie Dauphinais Second: Rick Perez	13-0
B. Legislative Update	Linda Fisher reviewed the bills of interest that had been followed through the legislative session. She updated the PAC members on the outcomes pending the governor's approval that would have local impacts on planning.	
5. <u>OTHER PAC BUSINESS/PAC DISCUSSION AND UPCOMING AGENDA</u>	There was no additional PAC business or discussion.	
7. <u>ADJOURNMENT</u>	The meeting was adjourned at 2:07 p.m.	

Respectfully Submitted,

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PAC Chairman

Date



# Safety in Seven



District Seven's Bi-Weekly Crash Report Update - A Summary of Traffic Fatalities that has occurred on public highways in the Tampa Bay Region. For more information, please note names of victims highlighted in blue are hyperlinked to news stories as published by the media and text highlighted in green are hyperlinked to obituaries as available. **"Safety Doesn't Happen by Accident."** **Suggestions and/or ideas to enhance safety are welcomed [here](#) or by contacting Edith Wong at (813)975-6256 or [Edith.wong@dot.state.fl.us](mailto:Edith.wong@dot.state.fl.us).** Please note the word "here" is hyperlinked to District Seven's Innovation Share Point Site.

## March 2, 2020



**Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*:** A pedestrian was traveling northbound across Sam Allen Road, west of Paul Buchman Highway, when they were struck by a vehicle traveling westbound. The pedestrian died at the scene of the crash. The pedestrian is survived by their family and friends.

## March 4, 2020



**Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*:** A bicyclist was biking northbound on Gomez Avenue near the intersection of Gray Street. The bicyclist was struck by a hit and run driver and died at the scene of the crash. The driver returned to the scene and was arrested, and later charged with DUI. The bicyclist is survived by their family and friends.



**Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*:** A motorist was a passenger in a vehicle traveling on Dale Mabry Highway south of Osborne Street when their vehicle was struck by another vehicle. The motorist was transported to a local hospital where they later died due to injuries sustained during the crash. The motorist is survived by their family and friends.

## March 6, 2020



**Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*:** A motorist was near the intersection of Adamo Drive just west of Orient Road when they were struck by another motorist. The collision caused the vehicle to veer off the road and flip over. The motorist was taken to a local hospital where they later died from injuries sustained in the crash. The driver that caused the initial crash was arrested and charged with DUI manslaughter. The motorist is survived by their family and friends.



**Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*:** A pedestrian was traveling eastbound across George Road on a skateboard when they were struck by a vehicle traveling southbound. The pedestrian/skateboarder died at the scene of the crash. The man is survived by his family and friends.

## March 10, 2020



[Jayden Relyea, 14, New Port Richey](#): Jayden was bicycling eastbound on Slidell Road through the intersection at Moon Lake Road when he was struck by a vehicle traveling northbound. Jayden was transported to Regional Medical Center Bayonet Point, where he later died due to injuries sustained during the crash. Jayden was a student at River Ridge High School. Jayden is survived by his family and friends.



[Calvin Anthony Ertell, 17, Ruskin](#): Calvin was driving southbound on US 41 south of Saffold Park Drive when, for unknown reasons, he lost control of his vehicle, which exited the roadway and struck a guardrail, throwing Calvin from the motorcycle. Calvin died at the scene of the crash. Calvin was a fun-loving, kind, generous, fearless, outgoing, and loving son and brother. Calvin was a true social butterfly, loved by almost everyone he met. Calvin loved baseball, football, skateboarding, scootering, and fishing. Calvin is survived by his parents, sister, brother, family, and friends.

## March 13, 2020



[Name Withheld: \\*Due to Florida Statute 316.066 \(2\)\(d\)\\*](#): A pedestrian was crossing Belcher Road when he was struck by an oncoming vehicle. The pedestrian was transported to a local hospital, where he later died due to injuries sustained during the crash. The man is survived by his family and friends.



# Safety in Seven



District Seven's Bi-Weekly Crash Report Update - A Summary of Traffic Fatalities that has occurred on public highways in the Tampa Bay Region. For more information, please note names of victims highlighted in blue are hyperlinked to news stories as published by the media and text highlighted in green are hyperlinked to obituaries as available. **"Safety Doesn't Happen by Accident."** **Suggestions and/or ideas to enhance safety are welcomed [here](#) or by contacting Edith Wong at (813)975-6256 or [Edith.wong@dot.state.fl.us](mailto:Edith.wong@dot.state.fl.us).** Please note the word "here" is hyperlinked to District Seven's Innovation Share Point Site.

## March 17, 2020



[William Lisdell](#), 56, Tarpon Springs: William was crossing the eastbound lanes of US 19 just north of Winding Creek Boulevard when he was struck by an oncoming vehicle. William was transported to Mease Countryside Hospital, where he later died due to injuries sustained during the crash. William is survived by his family and friends.

## March 18, 2020



[Anna Dziadel](#), [60](#), [Port Richey](#): Anna was crossing the westbound lanes of Ridge Road just west of Lemon Road when she was struck by an oncoming vehicle. Anna was transported to local hospital, where she later died due to injuries sustained during the crash. Anna is survived by her family and friends.

## March 20, 2020



Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*: A pedestrian was crossing SR 574 near 10<sup>th</sup> Street when they were struck by an oncoming vehicle. The pedestrian was transported to a local hospital, where they later died due to injuries sustained during the crash. The pedestrian is survived by their family and friends.

## March 21, 2020



[Dosha Michelle Naugle](#), 38, Dade City: Dosha was driving westbound on St. Joe Road, just west of Missionary Road, when she failed to negotiate a curve, crossed into the eastbound lanes, overcorrected, and lost control of her vehicle. The vehicle rotated and overturned several times, throwing Dosha from the vehicle. Dosha was transported to a local hospital, where she later died due to injuries sustained during the crash. Dosha is survived by her family and friends.

## March 22, 2020



[Jason Everitt](#), 36, Thonotosassa: Jason was traveling southbound on I-75 when, for unknown reasons, he lost control of his vehicle and veered onto the outside shoulder, causing him to collide with a disabled vehicle parked there. Jason's vehicle then overturned, and he was thrown from the vehicle. Jason died at the scene of the crash. Jason is survived by his family and friends.



# Safety in Seven



## March 23, 2020



[Jerry Wayne Vandyke](#), 72, St. Pete: Jerry was attempting to cross 34<sup>th</sup> Street just south of 3<sup>rd</sup> Street when he tripped and fell into the roadway. An oncoming vehicle was unable to avoid striking Jerry as he fell off the curb and he was struck. Jerry was transported to Bayfront Health St. Petersburg, where he later died due to injuries sustained during the crash. Jerry is survived by his family and friends.



Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*: A pedestrian was traveling southbound, crossing Lumsden Road, when they were struck by an oncoming vehicle. The pedestrian was transported to a local hospital, where they later died due to injuries sustained during the crash. The pedestrian is survived by their friends and family.

## March 26, 2020



[Roland E. Menard](#), 92, Largo: Roland was traveling southbound on 66<sup>th</sup> Street, just south of 123<sup>rd</sup> Avenue when a collision with another vehicle occurred. Roland was taken to Bayfront Hospital St. Petersburg, where he later died due to injuries sustained during the crash. Roland is survived by his family and friends.

## March 28, 2020



[Barry Anthony Rambert](#), 43, Plant City: Barry was walking westbound along the side of SR 60 when for unknown reasons, he entered the travel lanes and laid down in the roadway. Barry was struck by two different vehicles, one of which fled the scene. Barry died at the scene of the crash. The Hit and Run driver that fled, was later arrested. Barry is survived by his family and friends.

District Seven's Bi-Weekly Crash Report Update - A Summary of Traffic Fatalities that has occurred on public highways in the Tampa Bay Region. For more information, please note names of victims highlighted in blue are hyperlinked to news stories as published by the media and text highlighted in green are hyperlinked to obituaries as available. **"Safety Doesn't Happen by Accident."** **Suggestions and/or ideas to enhance safety are welcomed [here](#) or by contacting Edith Wong at (813)975-6256 or [Edith.wong@dot.state.fl.us](mailto:Edith.wong@dot.state.fl.us).** Please note the word "here" is hyperlinked to District Seven's Innovation Share Point Site.

## March 29, 2020



[Barry Anthony Rambert](#), 43, Plant City: Barry was walking in the travel lanes of SR 60 when, for unknown reasons, he laid down in the roadway near James L. Redman Parkway. Barry was struck by two vehicles traveling westbound on SR 60 and died at the scene of the crash. Barry is survived by his family and friends.

## March 30, 2020



[George Gilbert Estrill IV](#), 42, [Ocala](#): George was traveling northbound on I-75 approaching mile marker 208.5 when for unknown reasons he lost control of his vehicle, left the roadway and collided with a guardrail. George was transported to AdventHealth Wesley Chapel, where he later died due to injuries sustained during the crash. A calming presence in his siblings' life, George is survived by his father, mother, sisters, brothers, family, and friends.

## March 31, 2020



[Melanie Ellissa Cohen](#), 55, [New Port Richey](#): Melanie was traveling northbound on US 19 just north of Alderman Road when, for unknown reasons, she lost control of her vehicle. Melanie's vehicle crossed the median, entered the southbound lanes, and collided with another vehicle. Melanie died at the scene of the crash. Melanie is survived by her family and friends.



[Joshua Allen Pettitt](#), 31, Hudson: Joshua was riding his bicycle westbound, crossing US 19, when he was struck by a southbound vehicle. Joshua was transported to Regional Medical Center at Bayonet Point, where he later died due to injuries sustained during the crash. Joshua is survived by his family and friends.

## April 1, 2020



[Nelson Edgardo De Leon Soto](#), 70, Brooksville: Nelson was traveling westbound on NoDoc Road, approaching Barclay Avenue when, for reasons unknown, ran a stop sign, went into the grassy shoulder and collided with a water main. Nelson was transported to a local hospital, where he later died due to injuries sustained during the crash. Nelson is survived by his family and friends.



Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*: A pedestrian was walking in a parking lot on 38<sup>th</sup> Avenue when a vehicle reversed out of a parking spot and ran them over. The pedestrian was transported to a local hospital, where they later died due to injuries sustained during the crash. The pedestrian is survived by their family and friends.

## April 2, 2020



[Jessie Dean Schilling](#), 25, Tampa: Jessie was walking in the eastbound lane of SR 674, approaching Katie Stanaland Road when he was struck by a vehicle traveling in the same lane. Jessie died at the scene of the crash. The driver that struck Jessie fled the scene of the crash and FHP are still looking for this Hit and Run driver. Jessie is survived by his family and friends.

## April 3, 2020



[Branden Thomas Evans](#), 41, [Beverly Hills](#): Branden was traveling southbound on CR 491 when he failed to yield for a red light and swerved to avoid collision with oncoming traffic. Branden traveled through the intersection onto the east shoulder, where his vehicle struck a tree. Branden died at the scene of the crash. Branden was an outdoorsman who loved fishing and animals of all types. An avid football fan, who loved watching his children play sports. Branden is survived by his children, mother, sister, girlfriend, family, and friends.

## April 4, 2020



[Hal Holmes Flowers](#), 50, [Tampa](#); [Justin Glenn Winterhalter](#), 31, [Palmetto](#): Hal was attempting to cross Bayshore Boulevard, in a marked crosswalk, near Rome Avenue. When, Justin who was traveling northbound on Bayshore Boulevard, collided with Hal. Hal was transported to a local hospital, where he later died due to injuries sustained during the crash. Justin died at the scene of the crash. Hal was a loving husband, devoted father, and brilliant Tampa Attorney. Hal was a master in the kitchen, was passionate about music and loved to make up hilarious songs. Hal had an acerbic wit about him and loved pulling everyone into the joke, but his family meant everything to him. Hal is survived by his wife, children, father, family and friends. Justin is survived by his family and friends.



[Detrick Jermale Buck](#), 42, [New Port Richey](#): Detrick was driving west on Ridge Road, when for unknown reasons, he lost control of his vehicle. Detrick's vehicle left the roadway and he traveled across the shoulder, before colliding with a concrete barrier wall. Detrick died at the scene of the crash. Detrick is survived by his family and friends.

## April 6, 2020



Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*: A pedestrian was struck by a vehicle along Adamo Drive, near 28<sup>th</sup> Street. The pedestrian died at the scene of the crash. The pedestrian is survived by family and friends.

## April 10, 2020



George Dunne, 37, Palmetto: George was traveling northbound along the I-275 exit ramp towards Roosevelt Boulevard when he attempted to pass a county transit bus and lost control of his vehicle. The vehicle rotated until it collided with a guardrail. George was ejected from the vehicle and died at the scene of the crash. George is survived by his family and friends.

## April 11, 2020



Name Withheld: \*Due to Florida Statute 316.066 (2)(d)\*: A motorist was a passenger in a vehicle traveling west on Sydney Road when, for unknown reasons, the driver of the vehicle lost control. The vehicle veered off the roadway and overturned several times before coming to a rest. The passenger died at the scene of the crash. The passenger is survived by their family and friends.



Donald L. Ryan, Dade City: Donald was traveling northbound on US 98 just east of US 301, when for unknown reasons, he lost control of his motorcycle. Donald departed the roadway, entered the grass shoulder, overturned, and collided with a concrete pole. Donald was ejected from the motorcycle onto the outside lane of US 98, where he was struck by an oncoming vehicle. Donald died at the scene of the crash. Donald is survived by his family and friends.

The Forward Pinellas Internal Control Structure Policy Manual authorizes the Executive Director the ability to approve certain instruments, such as contracts under \$25,000, amendments and extensions to contracts previously approved by the board, PPC Budget line item transfers not to exceed \$10,000, and invoice approvals and submittals. The full list of items is available on page 4 of the Internal Control Structure Policy Manual. The manual notes that documents and instruments approved by the Executive Director under this authority shall be placed as an informational item on the board agenda at least quarterly and aligned with quarterly financial reporting.

The board approved the Internal Control Structure Policy Manual on February 14, 2018. The first report was at the May 9, 2018 Board meeting. The manual includes references to the Federal Acquisition Thresholds, which have since been updated. The adjusted numbers were added for reference to the manual in July 2018.

The Florida Department of Transportation released a memorandum on July 22, 2019 recommending executive director time and travel for MPO activities be reviewed by the Board. This information has been added to this quarterly report.

### **Grant-Related Submittals**

- Quarterly invoice submitted to FDOT on 3/16/20 FTA Section 5305 Funds, contract G1501 for period October – December 2019, request of \$7,222.93.
- Quarterly invoice submitted to FDOT on 3/16/20 FTA Section 5305 Funds, contract G1G93 for period October – December 2019, request of \$1,388.17.
- Quarterly invoice submitted to FDOT on 3/16/20, FHWA PL and STP Funds, contract G0W72 for period October – December 2019, request of \$421,397.85.
- Quarterly invoice submitted to the Commission for the Transportation Disadvantaged on 1/13/20 for TD Planning Grant Quarter 2, October – December 2019, request of \$11,905.20.

### **Work Authorizations**

- Project Title: Website & SSL Application; Firm: MRG; Total Project Cost: 6,085.00, Work Authorization for \$6,085.00 in PL Funds; Date Submitted: 1/28/2020
- Project Title: General Website Support; Firm: MRG; Total Project Cost: \$5,000.00, Work Authorization for \$5,000.00 in PL Funds; Date Submitted: 2/27/2020
- Project Title: Advantage Pinellas Messaging Graphics; Firm: MRG; Total Project Cost: \$9,700.00, Work Authorization for \$9,700.00 in PL Funds; Date Submitted: 2/27/2020
- Project Title: LRTP ADA Conversion; Firm: AECOM; Total Project Cost: \$4,981.98, Work Authorization for \$4,981.98 in PL Funds; Date Submitted: 3/25/2020



**Quarterly Report on Executive Director Approvals  
January – March 2020**

**Executive Director MPO Travel (beyond FDOT District 7)**

- Event: MPOAC; Date: 1/30/20; MPO Cost \$135.16

**Executive Director Time**

- **Regular Time:** 486 hours (PPC: 224 hours, MPO: 262 hours)
- **Holiday:** 16 hours
- **Annual Leave/Leave with Pay-Other:** 18 hours

**May 13, 2020**

**8L. Committee Vacancies**



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**SUMMARY**

- **Citizens Advisory Committee (CAC)**

The CAC currently has one vacancy for St. Petersburg.

- **Local Coordinating Board (LCB)**

The LCB currently has four openings. An opening for a Chairperson, a Citizen who is a TD rider, a Public Education representative and a Children At Risk representative.

**ATTACHMENT(S):**

- CAC Membership Listing ([4Ba](#))
- LCB Membership Listing

**ACTION:** None required; informational item only

**LOCAL COORDINATING BOARD  
FOR THE TRANSPORTATION DISADVANTAGED**

**Chairman**

Vacant

**Agency for Health Care Administration – Area 5 Medicaid Office**

Emily Hughart (01/08/2020) Ian Martin (Alternate- 10/09/2016)

**Citizens**

Loretta (Laura) Statsick (05/09/2018)

Vacant (TD Rider)

**FL Dept. of Elder Affairs**

Jason Martino (reappointed in 01/09/2019) Tawnya Martino (Alternate)

**Persons with Disabilities**

Joseph DiDomenico (06/10/2015) Jody Armstrong (Alternate - 05/12/2017)

**Pinellas County Dept. of Veterans Services**

Zeffery Mims (11/08/2017) Mark Swonger (Alternate - 05/08/2019)

**Pinellas Suncoast Transit Authority (Non-Voting)**

Ross Silvers (Alternate: Vacant)

**Transportation Provider for Profit**

Brian Scott (Vice Chair - 03/10/2010) (reappointed 03/14/2018)

**Community Action Agency**

Jane Walker (reconfirmed July 2011 MPO)

**Over 60**

Richard Hartman (09/12/2018)

**Public Education**

Vacant

**Department of Children and Families**

Ivonne Carmona (11/8/2017) Kitty Kelleher (Alternate: 02/8/2017)

**Children at Risk**

Vacant

**Division of Blind Services**

Amanda Honingford (03/14/2018) Mark Harshbarger (alternate: 4/11/2018)

**Career Source Pinellas**

Don Shepherd (03/12/2014) (reappointed 01/09/2019) Jennifer Brackney (Alternate - 05/12/2017)

**Local Medical Community**

Heath Kirby (03/13/2019)

**Regional Agency for Persons with Disabilities**

Michael Taylor (03/13/2019) (Alternates: Debra Noel and Brett Gottschalk 03/13/2019)

**Technical Support – Florida Department of Transportation (FDOT)**

Tracy Noyes (Alternate: Dave Newell (03/11/2020)