

**AGENDA**  
**METROPOLITAN PLANNING ORGANIZATION**  
**WEDNESDAY, FEBRUARY 8, 2012**  
**1:00 P.M.**  
**BOARD ASSEMBLY ROOM – 5<sup>th</sup> FLOOR**  
**CLEARWATER COURTHOUSE**  
**315 COURT STREET, CLEARWATER, FLORIDA**

- I. CALL TO ORDER**
- II. INVOCATION AND PLEDGE**
- III. WELCOME NEW MPO MEMBER REPRESENTING ST PETERSBURG – JIM KENNEDY**
- IV. PRESENTATION OF PLAQUE TO OUTGOING MPO MEMBER FRANK HIBBARD**
- V. CITIZENS TO BE HEARD**  
Citizen comments to the MPO are invited on items or concerns not already scheduled for public hearing on today's agenda. Please limit comments to three minutes.
- VI. CONSENT AGENDA**
  - A. Approval of Minutes – Meeting of January 11, 2012**
  - B. Approval of Invoice – Laughlin and Associates**
    - 1. Laughlin and Associate**
    - 2. Tindale-Oliver and Associates**
  - C. Approval of Printing of TD Program Materials**
  - D. Approval of New Freedom Program of Projects Amendment**
  - E. Approval of JARC and New Freedom Agreement Amendments**
- VII. PUBLIC HEARING REGARDING PROPOSED AMENDMENT TO THE FY 2011/12 – 2015/16 TRANSPORTATION IMPROVEMENT PROGRAM**
- VIII. PRESENTATION AND ACCEPTANCE OF FY 2010/11 MPO AUDIT REPORT**
- IX. SELECTION OF GPC FOR WORK FOR BICYCLE PEDESTRIAN MASTER PLAN UPDATE**
- X. AUTHORIZATION FOR UPCOMING TECHNICAL STUDIES**
- XI. PROJECT ADVISORY COMMITTEE REPORT**
- XII. LOCAL COORDINATING BOARD RECOMMENDATIONS**
  - A. Community Transportation Coordinator Designation**
  - B. Coordination Contract with GPTMS**
- XIII. FINAL MEDICAID BALANCE AND ACTION**
- XIV. PTAC RECOMMENDATION**
- XV. LEGISLATIVE MATTERS**
- XVI. COMMITTEE APPOINTMENTS**
- XVII. PSTA ACTIVITIES**
- XVIII. OTHER BUSINESS**
  - A. TIGER 2012 Grants**
  - B. MPOAC Meeting of January 26, 2012**
  - C. Joint Chairs Coordinating Committee (CCC) Meeting Scheduled for March 9, 2012**
  - D. Correspondence**
  - E. Other**
- XIX. ADJOURNMENT**

**MPO AGENDA ITEM III.**

**WELCOME NEW MPO MEMBER REPRESENTING ST PETERSBURG – JIM KENNEDY**

The City of St. Petersburg has appointed Councilman Jim Kennedy to serve on the MPO to replace Herb Polson, who had previously served on the MPO representing St. Petersburg. It would be appropriate for the MPO to welcome Councilman Kennedy as a new MPO member representing St. Petersburg.

**ATTACHMENT:** [Letter Dated January 24, 2012 From Terri Scott, City of St. Petersburg](#)

**ACTION:** MPO to welcome St. Petersburg Councilman Jim Kennedy

MPO: 02/08/12

**CONSENT AGENDA**

**A. APPROVAL OF MINUTES – Meeting of January 11, 2012**

**ATTACHMENT:** [Minutes of January 11, 2012](#)

**B. APPROVAL OF INVOICES**

**1. Laughlin and Associates**

MPO staff has been working with an independent auditor, Laughlin and Associates, to modify its general ledger and journal entries to address the requirements of the annual audit. This included reconciliation of the Schedule of Expenditures of Financial Awards and State Financial Assistance (SEFA) with the general ledger used for billing entries. **Staff recommends payment in the amount of \$1,620 for these services.**

**ATTACHMENT:** [Laughlin and Associates Invoice for Period Ending January 16, 2012](#)

**2. Tindale-Oliver and Associates**

Attached is an invoice from Tindale-Oliver and Associates, Inc., for work on the MPO's web-based Crash Data Management System. The total invoiced amount is \$1,550. **Staff recommends payment in the amount of \$1,550.**

**ATTACHMENT:** [Tindale-Oliver and Associates Invoice #2019 for Period Ending January 31, 2012](#)

**C. APPROVAL OF PRINTING OF TD PROGRAM MATERIALS**

Subsequent to assuming management responsibility for the TD Program, PSTA requested additional applications and trip verification forms for distribution to individuals requesting transportation services through the TD Program. In order to handle the initial service demand, MPO funds were expended for the printing of 2,500 TD Program applications and 5,000 trip verification forms by the Pinellas County Print Shop at a cost of \$375 in January. **MPO staff is recommending approval of this funding retroactively.**

**ATTACHMENT:** None

**D. APPROVAL OF NEW FREEDOM PROGRAM OF PROJECTS AMENDMENTS**

The New Freedom Program of Projects needs to be amended to reallocate \$149,795 in funding that was originally awarded to Baycare for its Transportation Awareness Program. Baycare decided to end the program last fall but still had \$114,293 in operating funds, \$24,284 in capital funds, and \$11,218 in administration funds available. The recommended reallocation is as follows: The Center for Independence – \$57,147 operating and \$5,609 administration; and Neighborly Care Network – \$57,147 operating, \$24,284 capital and \$5,609 administration. **MPO staff is recommending that the funds be reallocated between the two eligible subrecipients on the same Program of Projects per FTA requirements.**

**ATTACHMENT:** None

**CONSENT AGENDA (CONSENT AGENDA)**

**E. APPROVAL OF JARC AND NEW FREEDOM AGREEMENT AMENDMENTS**

The agreement between the MPO and PSTA for FY 2010 New Freedom funding expires on March 31, 2012, but PSTA does not anticipate being able to expend all its funding allocation before the contract expires. Therefore, staff is requesting that the MPO amend the agreement with PSTA to change the completion date from March 31, 2012 to September 30, 2013. **Staff recommends approval of the attached amendment.**

The budget included with the JARC agreement between the MPO and The Suncoast Center, Inc. includes \$38,400 in capital expenses for a loan guarantee pool. The Federal Transit Administration advised staff that this is considered an operating expense. As such, the Terms and Conditions section of the agreement and Appendix C, Project Budget need to be amended to reflect those funds as part of the operating budget and increase the total project cost and local match to reflect the increase in required match from 20% to 50% on the \$38,400 in funding. The project administration also needs to be increased to \$22,957, which is 10% of the federal share as allowed by the Federal Transit Administration. **Staff recommends approval of the attached amendment.**

Amendments to the agreements with Neighborly Care Network and the Center for Independence are necessary to add in the funds being reallocated from the Baycare project. As such, staff recommends approval of the attached amendments to both contracts, wherein the Terms and Conditions section and Appendix C, Project Budget are modified to reflect the increases in New Freedom funding, local match, and total project cost. **Staff recommends approval of the attached amendments.**

**ATTACHMENTS:** Agreements With PSTA, Suncoast Center, Neighborly Care Network, and Center for Independence (to be sent under separate cover)

MPO: 02/08/12

**MPO AGENDA ITEM VII.**

**PUBLIC HEARING REGARDING PROPOSED AMENDMENT TO THE FY 2011/12 – 2015/16 TRANSPORTATION IMPROVEMENT PROGRAM**

The Florida Department of Transportation (FDOT) is requesting the MPO approve an amendment to the Pinellas County FY 2011/2 – FY 2015/16 Transportation Improvement Program (TIP). The Federal Transit Administration (FTA) has awarded a \$1,098,339 Veterans Transportation and Community Living Initiative grant in FY 2011/12 to the Tampa Bay Area Regional Transportation Authority (TBARTA). The funds will be used by TBARTA for its regional One-Call/One-Click Transportation Information Service, which will provide information on transportation programs and services throughout the region via the web, over the phone and through mobile applications. The MPO, as the designated recipient, will apply and administer these capital funds on behalf of TBARTA.

Both the Technical Coordinating Committee and Citizens Advisory Committee reviewed the TIP amendment at their January meetings and recommend the MPO approve the amendment. As indicated in the attached, the CAC had questions as to how the ongoing operational costs are to be paid and the time frame for implementation.

**ATTACHMENTS:** [TIP Amendment](#)  
[CAC Motion #12-1](#)

**ACTION:** MPO to approve TIP amendment by roll call vote

MPO: 02/08/12

**MPO AGENDA ITEM VIII.**

**PRESENTATION AND ACCEPTANCE OF FY 2010/11 MPO AUDIT REPORT**

The MPO's FY 2010/11 Audit Report is now complete. Attached is a copy of the report. The auditor did not find any major problems. Mr. Mike Carter of LarsonAllen, the MPO auditor, will provide a brief overview of the report and respond to any questions the MPO may have. MPO staff recommends acceptance of the Audit Report for appropriate filing.

**ATTACHMENT:** [FY 2010/11 MPO Audit Report](#)  
[Letter](#)

**ACTION:** MPO to accept the FY 2010/11 MPO Audit Report

MPO: 02/08/12

**SELECTION OF GPC FOR WORK FOR BICYCLE PEDESTRIAN MASTER PLAN UPDATE**

At its October 2011 meeting, the MPO authorized staff to update the Countywide Bicycle and Pedestrian Master Plan (BPMP). Last published in 2006, the BPMP includes a discussion of bicycle and pedestrian issues, trends, roles of partnership agencies, an inventory of existing and planned trail facilities, and a strategy plan for implementing Long Range Transportation Plan policies related to bicycle and pedestrian travel. In addition to updating the trends and data and analysis, this initiative will integrate the 2009 Pedestrian Safety Action Plan (PSAP) with the BPMP and will provide a policy framework for the next Long Range Transportation Plan Update for bicycle and pedestrian planning. The updated Plan will also address facility planning and design issues, safety policies and education, and law enforcement measures.

With safety being a major emphasis area of the BPMP update, staff put a request out to the MPO's general planning consultants (GPCs) to submit proposals for undertaking the crash data review and analysis portion of the project. The remaining work will be handled by staff. Attached is a Scope of Services description for the project, which identifies the work that will be assigned to the selected GPC. Each of the MPO's GPC firms, URS Southern Corporation, Gannett Fleming and Tindale Oliver and Associates, submitted proposals for the work. The proposals confirmed that each of them were capable of successfully completing the work. However, after evaluating the responses, staff concluded that URS Southern Corporation's proposal demonstrated a clear understanding of the project needs and was considered the best value in terms of their time commitment and cost.

The results of the GPC crash data analysis work is tentatively scheduled for review by the advisory committees in April and the MPO in May. An initial draft of the BPMP update is tentatively scheduled for review by the advisory committees in June and by the MPO in July or August.

**ATTACHMENTS:** [Pinellas County Bicycle and Pedestrian Master Plan Project Description and Scope](#)

[GPC Project Proposals](#) (MPO members only)

[GPC Project Proposals](#)

[GPC Project Proposals](#)

**ACTION:** MPO to approve selection of URS Southern Corporation to work with MPO staff on the BPMP update

**AUTHORIZATION FOR UPCOMING TECHNICAL STUDIES**

The MPO's Unified Planning Work Program (UPWP) includes several technical studies to be initiated over the next several months. These include several follow-up studies to the Alternatives Analysis, studies leading toward the next Long Range Transportation Plan Update, integration of the MPO's Long Range Plan with the Pinellas Planning Council's Countywide Plan, the update of the MPO's Bicycle and Pedestrian Master Plan, and miscellaneous technical studies to assist local governments in advancing transit oriented development initiatives. The studies will be completed through a combination of MPO staff and general planning consultants. Funding will come from several sources including the MPO's PL and Section 5303 grant funds, Surface Transportation Program funds, and remaining Federal Transit Administration earmark funds. Funding partnerships and collaboration with other agencies also is envisioned.

The tasks and associated funding are depicted in the attached UPWP Task Summaries. Also attached is a brief summary of the upcoming studies. Pending MPO authorization, detailed Scopes of Service and any necessary partnership agreements will be developed. Tasks assignments to the general planning consultants will be based on their technical responses to the Scopes of Service.

**ATTACHMENTS:** [Summary of Upcoming Technical Studies](#)  
[UPWP Task Sheets](#)

**ACTION:** MPO to authorize staff to initiate studies as outlined in the UPWP

MPO: 02/08/12

**PROJECT ADVISORY COMMITTEE REPORT**

The Project Advisory Committee (PAC) met on January 30, 2012. Attached is a copy of the meeting agenda as well as a report on actions taken. As noted in the report, the PAC took final action on the Locally Preferred Alternative for Pinellas Alternatives Analysis and concurred with recommended next steps presented by the Study's Project Executive Team. Next steps include reconvening the PAC, extensive community engagement, and several technical studies including a detailed examination of land uses within the corridor. Under a separate agenda item, staff is seeking the MPO authorization to proceed with the technical studies in coordination with the MPO's agency partners. Also included under committee appointments is a request for the MPO to appoint a new member to the PAC for reasons outlined in the attached report.

At last month's Board meeting during the discussion of the Alternative Analysis, members asked for additional data concerning jobs in the Gateway area and feedback on whether projects in other communities were completed within their original budget. That data is being forwarded under separate cover. The Board also directed the project team to take a closer look at the Seattle BRT project. That is being done as a part of follow-up activities.

Attached is a letter from the City of St. Petersburg endorsing the LPA.

**ATTACHMENTS:** [PAC Agenda](#)  
[Report on PAC Meeting](#)  
[Map of LPA](#)  
[Letter Dated January 26, 2012 From the City of St. Petersburg](#)

**ACTION:** The requested actions are included in Agenda Items X and XVI

MPO: 02/08/12

**LOCAL COORDINATING BOARD RECOMMENDATIONS**

**A. Community Transportation Coordinator Designation**

When the formal statewide Transportation Disadvantaged Program structure was originally created, the MPO accepted the role of Designated Official Planning Agency, as well as the designation of Community Transportation Coordinator (CTC). Since then, the MPO has served in both roles, conducting required planning activities as the DOPA and overseeing program operations as the CTC, with the help of the previously contracted management entity, GPTMS. In recent years, the MPO has increased its coordination with PSTA, entering into various coordination and bus pass agreements and discussing how to increase the efficiency and effectiveness of the various transportation programs operated by the two entities. These ongoing discussions led to the December passing of an agreement between the MPO and PSTA for PSTA to assume day-to-day management and operations of the TD Program on January 1, 2012.

During the discussion of the MPO-PSTA agreement by the LCB, MPO and PSTA boards, there was increasing support for MPO and PSTA staff to begin working on changing the CTC designation for Pinellas County from the MPO to PSTA. This would allow PSTA to take full responsibility for the operational aspects of the TD Program, while allowing the MPO to focus on the planning components of the program.

As such, staff has contacted the Commission for the Transportation Disadvantaged (CTD) and obtained the procedures for designating a governmental entity as the CTC. The procedures and tentative timeline are attached along with an outline of the TD Program responsibilities with PSTA serving as the CTC.

**ATTACHMENTS:** [Procedure and Timeline to Designate PSTA as CTC](#)

[TD Program Agency Responsibilities with PSTA as CTC](#)

**ACTION:** Informational item only

MPO: 02/08/12

**LOCAL COORDINATING BOARD RECOMMENDATIONS**

**B. Coordinator Contract with GPTMS**

As of January 1, 2012, Greater Pinellas Transportation Management Services (GPTMS) became the Medicaid Non-Emergency Transportation (NET) Subcontracted Transportation Provider for Pinellas County. When the MPO decided to return the program to the state, it also asked staff to pursue a Coordination Contract with GPTMS so Medicaid NET could continue being a part of the coordinated system of transportation services available to Pinellas County residents. Trips provided through the coordinated system are reported to the state in the Annual Operating Report, which is then used to determine funding allocations in future years.

Staff has been in contact with GPTMS, as well as its parent company TMS, about a coordination contract. Staff provided the MPO's standard coordination contract and TMS management said they preferred a version they provided. Staff added to that version required language per the MPO's Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged. TMS management has said it will not sign that version and that they will work with PSTA on a coordination agreement once PSTA is the Community Transportation Coordinator.

**ATTACHMENT:** None

**ACTION:** Informational item only

MPO: 02/08/12

**FINAL MEDICAID BALANCE AND ACTION**

The MPO terminated its contract with the Commission for the Transportation Disadvantaged (CTD) for Medicaid Non-Emergency Transportation (NET) Services effective December 31, 2011. After the final billing was submitted to MPO staff, the MPO was left with a balance of \$25,393.36 in Medicaid funds. These remaining funds are actually carryover from previous years as the program was operating at a deficit for FY 2011. The CTD has advised staff that these funds are to remain with the MPO. As such, staff recommends that the funds remaining from the Medicaid contract be transferred to the TD Program, which will allow PSTA to provide additional trips to TD Program clients through the remainder of FY 2012.

**ATTACHMENT:** None

**ACTION:** Approve transfer of remaining Medicaid balance to the Transportation Disadvantaged Program

MPO: 02/08/12

**PTAC RECOMMENDATION**

At its meeting on Monday, January 30, 2012, the Pedestrian Transportation Advisory Committee (PTAC) reviewed information provided for the FDOT virtual public hearing held on January 10, 2012. The virtual public hearing involved proposed median modification improvements at various locations along Gulf Boulevard (S.R. 699) from 100<sup>th</sup> Avenue in Treasure Island to 164<sup>th</sup> Avenue in Redington Beach (FPN# 254677-2-52-31).

The Committee appreciates the efforts by FDOT to improve pedestrian safety along Gulf Boulevard throughout the barrier islands and especially the construction of pedestrian mid-block crosswalks, which will assist pedestrians attempting to safety cross that busy corridor.

The Committee reviewed each of the twelve proposed median modifications included in the virtual public hearing, discussed the motorized traffic on Gulf Boulevard, and noted the history of vehicular and pedestrian crashes on that roadway. The PTAC discussed the number of driveways, turning movements, and popular destinations for all travel modes, especially in the Madeira Beach area.

The PTAC would suggest that the MPO recommend additional priority for pedestrians over vehicular movements, especially along Gulf Boulevard, with enhanced pedestrian safety features at the mid-block crosswalks.

**ATTACHMENTS:** [PTAC Motion #12-1](#)  
[Graphics](#)

**ACTION:** MPO to approve PTAC motion

MPO: 02/08/12

**LEGISLATIVE MATTERS**

The Florida Legislature convened on January 10, 2012 for a 60-day session with the main focus of the session being on redistricting. In addition to the redistricting effort, however, there have been a number of bills filed that are of interest to the Pinellas County MPO.

Legislation being discussed include the following: requirements that MPOs in urbanized areas (including the Tampa Bay area) to adopt a single list of project priorities for the urbanized area beginning October 1, 2013; requirement that PSTA and HART study operational and organizational efficiencies, including the merging of the two agencies; the requirement of child restraint devices through seven (7) years of age; a ban on texting while driving; the prohibition of the use of cell phones and other electronic devices by drivers under 18 years of age; and the prohibition of local governments from applying transportation concurrency until July 2015.

A brief summary of applicable legislation is attached for your reference.

**ATTACHMENT:** [Summary Report of the 2012 Legislative Session](#)

**ACTION:** None required, informational item

MPO: 02/08/12

**COMMITTEE APPOINTMENTS**

**A. Appointment to the Project Advisory Committee**

Mayor Frank Hibbard has been serving on the Project Advisory Committee (PAC) as the TBARTA representative. Due to City of Clearwater term limits, Mayor Hibbard will no longer be serving on the MPO as of February 12. The PAC will continue to meet to provide direction for the ongoing technical studies associated with follow-on activities regarding the Alternatives Analysis. It would be appropriate to appoint a representative to the PAC. With regard to the TBARTA appointment to the PAC, the preference is to have someone from Pinellas County. To do that, the Executive Team for the PAC recommends that Commissioner Karen Seel replace Mayor Hibbard as a TBARTA appointee and that the MPO appoint another Board member.

**ATTACHMENT:**     [PAC Membership](#)

**ACTION:**     MPO to concur with Commissioner Karen Seel as a TBARTA representative and to appoint an MPO representative to the PAC

**B. ITS Advisory Committee**

Nick Fritsch has been serving on the ITS Advisory Committee representing the Citizens Advisory Committee (CAC). Due to the CAC term limits, Mr. Fritsch no longer serves on the CAC; however, the MPO previously appointed him to continue serving on the ITS Committee as a citizen representative. At their January 26 meeting, the CAC appointed Ron Schultz to be their representative on the ITS Committee. It would be appropriate for the MPO to appoint Ron Schultz to the ITS Committee to represent the CAC.

**ATTACHMENT:**     [ITS Committee Membership](#)

**ACTION:**     MPO to appoint Ron Schultz as the CAC representative on the ITS Committee

**C. Local Coordinating Board**

The Local Coordinating Board (LCB) has a vacancy for WorkNet Pinellas, Inc. The MPO office has received a letter from WorkNet Pinellas requesting Joyce Rivas replace Bill Griffiths, who had previously represented WorkNet on the LCB. It would be appropriate for the MPO to appoint Joyce Rivas to the LCB representing WorkNet Pinellas, Inc.

**ATTACHMENTS:**    [LCB Membership](#)  
                          [Letter Dated January 17, 2012 From Ed Peachey, WorkNet Pinellas, Inc.](#)

**ACTION:**     MPO to appoint Joyce Rivas to represent WorkNet Pinellas, Inc., on the LCB

**D. Citizens Advisory Committee (CAC)**

The CAC has five vacancies: two for St. Petersburg; one for the Largo area, one for the Beaches area; and one for the At Large area. Commissioner Seel is recommending John Doran be appointed to the CAC as an At Large representative. The CAC meets on the 4<sup>th</sup> Thursday at 7:00 p.m. in the Planning Department Conference Room, located at 600 Cleveland Street, Suite 750, Clearwater, FL.

**ATTACHMENTS:**    [CAC Geographic Listing](#)  
                          [Background Information on John Doran](#)

**ACTION:**     MPO to appoint John Doran to the CAC as an At Large representative

**E. Bicycle Advisory Committee (BAC)**

The BAC has a vacancy for the Clearwater area. The BAC meets on the 4<sup>th</sup> Monday at 8:30 a.m. in the Planning Department Conference Room, located at 600 Cleveland Street, Suite 750, Clearwater, FL.

**ATTACHMENT:**     [BAC Geographic Listing](#)

**ACTION:**     As deemed appropriate based on discussion

**F. Pedestrian Transportation Advisory Committee (PTAC)**

The PTAC has vacancies for the Mid-County and At Large areas. The PTAC meets on the 3<sup>rd</sup> Monday at 8:30 a.m. in the Planning Department Conference Room, located at 600 Cleveland Street, Suite 750, Clearwater, FL.

**ATTACHMENT:**     [PTAC Geographic Listing](#)

**ACTION:**     As deemed appropriate based on discussion

MPO: 02/08/12

**MPO AGENDA ITEM XVII.**

**PSTA ACTIVITIES**

In accordance with the usual practice, this item will be a report as to the recent PSTA activities as they relate to the MPO. This is also an opportunity for any MPO member to take up any business as it relates to the PSTA and the MPO Board.

**ATTACHMENT:** [January 2012 PSTA Board Meeting Summary](#)

**ACTION:** As deemed appropriate based on discussion

MPO: 02/08/12

**OTHER BUSINESS**

**A. TIGER 2012 Grants**

U.S. Department of Transportation Secretary Ray LaHood recently announced a fourth round of funding under the TIGER (Transportation Investment Generating Economic Recovery) Discretionary Grant Program. TIGER 2012 will make \$500 million available for surface transportation projects. Projects will be evaluated on primary criteria that include safety, economic competitiveness, livability, environmental sustainability, state of repair, and short term job creation. Pre-applications are due February 20 and applications are due March 19.

**ATTACHMENT:** None

**B. MPOAC Meeting of January 26, 2012**

Staff and/or Councilman Danner will provide a brief report on the January 26, 2012 MPOAC meeting.

**ATTACHMENT:** [MPOAC Agenda](#)

**C. Joint Chairs Coordinating Committee Meeting Scheduled for March 9, 2012**

The Joint Chairs Coordinating Committee will meet March 9 hosted by Citrus County in Lecanto.

**ATTACHMENT:** None

**D. Correspondence**

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

**ATTACHMENT:** None

**E. Other**

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

MPO: 02/08/12.

