CITIZEN PARTICIPATION PLAN

I. Purpose and Goals

The Citizen Participation Plan (CPP), pursuant to 24 CFR 91.105, sets forth the policies and procedures for citizen participation in the development of the Assessment of Fair Housing (AFH), any revisions to the AFH, the Consolidated Plan, any substantial amendments, the Annual Action Plan, and any substantial amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER).

The Consolidated Plan is a combination of formerly separate federal grant applications, and includes a one-year application detailing specific projects funded by these grants and a five-year long-range planning document. Federal grants covered under the Consolidated Plan include the Community Development Block Grant, the HOME Investment Partnership Program, the Emergency Solutions Grant, the Housing Opportunities for Persons with AIDS grant, and other grants, as added by law. Information on the individual grants can be found in Section XIV of this plan.

The Citizen Participation Plan is intended to provide an effective means of involvement in all phases of the Pinellas County consolidated planning process by an informed citizenry, including minorities and non-English speaking persons, as well as persons with disabilities. The County will emphasize participation by low- and moderate-income persons, particularly those residents of slum and blighted areas and of areas in which formula grant funds are proposed to be used and by residents of predominately low- and moderate-income neighborhoods, including County designated revitalization and target areas. In order to accomplish this purpose, the goals of the Citizen Participation Plan are to:

1. Provide opportunities for citizens to express their views and proposals concerning needs in the community, and to establish priorities concerning these needs.

2. Provide opportunities for citizens to take part in policy formation regarding the Consolidated Plan.

3. Ensure that citizens are provided with reasonable and timely access to local meetings, public hearings, information and records relating to the Consolidated Plan including the range of activities that may be undertaken, the amount of anticipated funds and proposed and actual use of funds.

4. Provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals.

5. Provide opportunities for citizens to review and comment on proposed Formula Grant Program activities and use of funds.
6. Ensure that citizens have questions and complaints answered in a timely and responsive manner.

7. Ensure that the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

8. Provide reasonable accommodation for persons with disabilities wishing to participate in the community development planning process.

II. Policies

1. Utilize existing partnerships and organizations in the community (in addition to the public hearing process and public notices in newspapers) to encourage participation, including participation by minorities, non-English speaking persons and persons with disabilities, identifying housing needs and needs of the homeless and special populations, in the development of the Consolidated Plan. The County encourages the participation of local and regional institutions, the Continuum of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, community/faith-based organizations, providers of broadband internet service providers, organizations engaged in narrowing the digital divide, and agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies). Examples of organizations that may be used to assist in this process include, but are not limited to, the Homeless Leadership Board, the Juvenile Welfare Board, the Health and Human Services Leadership Board, the Administrative Forum, the United Way of the Suncoast, the Office of Human Rights, the Housing Finance Authority, the Contractors and Builders Association, and the HomeBuyer’s Club and other human service agencies serving residents of the County.

2. Create and/or support neighborhood-based citizen advisory committees in areas targeted for comprehensive revitalization activities under federal grant programs. These committees will advise on needs and activities relative to their community.

3. Provide Housing Authorities within the jurisdiction with information about Consolidated Plan activities related to the Authorities’ developments and surrounding communities so that the housing agency can make this information available at the annual public hearing required under the Comprehensive Grant program.

III. Citizen Comment on the Citizen Participation Plan and Amendments

Pinellas County will provide public notice of the proposed Citizen Participation Plan and amendments prior to adoption, and allow a 30-day period for public comments. The notice
will provide sufficient information about the plan and/or amendment to permit informed comment. The notice will include the location for viewing the plan, indicate the dates of the comment period and provide a means for transmitting comments to the Planning Department. The notice will be published in a newspaper of general circulation in legible print and in a section of the paper other than the legal section.

Upon request, the citizen participation plan will be provided in a format to accommodate persons with disabilities (e.g., oral, Braille, electronic, or large print copies for the visually impaired; and/or delivering copies to the homebound) and for minority populations and persons with limited English proficiency.

IV. Development of the Assessment of Fair Housing

Consultation: In development of the AFH, the County will also consult public and private agencies, including, but not limited to:

- public housing authorities, including residents, resident advisory boards, resident councils, and resident management corporations
- other providers of assisted housing, health services and social services, including those focusing on services to children, elderly person, person with disabilities, persons with HIV/AIDS and their families, and homeless persons
- community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws, such as state or local fair housing enforcement agencies
- regional government agencies, adjacent units of local government and local government agencies, including local government agencies with metropolitan-wide planning and transportation responsibilities

Consultation with these agencies could include, but is not limited to, telephone or personal interviews, internet surveys, focus groups, public hearings and workshops.

Publishing Data: County will make HUD-provided data and other supplemental information the County plans to incorporate into the AFH at the start of the public participation process, or as soon as feasible after. HUD-provided data will be made available by cross-referencing to the data on HUD’s website.

First Public Hearing: A public hearing will be held during the development of the AFH and prior to the time the proposed AFH is published for comment.

1. The purpose of the hearing will be to obtain the views of citizens on AFH-related data and affirmatively furthering fair housing.

2. A public notice will be published in a newspaper of general circulation at least 15 days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for
accommodating persons with disabilities and non-English speaking residents. The notice will be published in legible print and in a section of the paper other than the legal section. Additional notices may be provided through the government access channel, agency newsletters and special notices to interested agencies, groups and persons.

3. In order to ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, the public hearing will be held in the evening at a central location in the county with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired. Evening meetings will begin no earlier than 6:00 p.m. and will typically be held in a County conference room located in the downtown Clearwater campus.

**Availability to the Public:** After development of a proposed AFH, the following will be published in a newspaper of general circulation, in legible print and in a section of the paper other than the legal section:

1. A summary of the proposed AFH and the provision of a public comment period.

2. The summary will describe the contents and purpose of the AFH and will include a list of the locations where copies of the entire proposed Plan may be examined. At a minimum, display locations will be provided in North, central and South Pinellas County.

3. A reasonable number of free copies of the AFH will be provided to citizens and groups that request it.

4. A period of 30 days after the published notice will be provided for comments.

**Second Public Hearing:** After the comment period, a public hearing will be held on the AFH by the Board of County Commissioners.

1. The purpose of the hearing is to provide an opportunity for public comment on the AFH prior to approval for submittal to HUD.

2. A public notice will be published in a newspaper of general circulation at least 15 days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities. The notice will be published in legible print and in a section of the paper other than the legal section.

3. The hearing will be held in the Board of County Commissioners Assembly Room in the Pinellas County Courthouse, or such other place as the Board is meeting at the time of
the hearing. Upon request, provisions will be made for the special needs of disabled and non-English speaking persons, as well as for the visually and hearing impaired.

Comments on the Plan: All comments and views of citizens received in writing, or orally at the public hearings, will be considered in preparing the final AFH. A summary of these comments or views and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final AFH.

V. Development of the Consolidated Plan

Prior to adoption of the Consolidated Plan the following information will be made available to citizens, public agencies, and other interested parties in the manner and at the time specified:

First Public Hearing: A public hearing will be held during the planning process and prior to the time the proposed Consolidated Plan is published for comment.

1. The purpose of the hearing will be to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, to review program performance for the preceding program year, and, if requested, to provide technical assistance on the development of potential activities.

2. A public notice will be published in a newspaper of general circulation at least 15 days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities and non-English speaking residents. The notice will be published in legible print and in a section of the paper other than the legal section. Additional notices may be provided through the government access channel, agency newsletters and special notices to interested agencies, groups and persons.

3. In order to ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, the public hearing will be held in the evening at a central location in the county with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired. Evening meetings will begin no earlier than 6:00 p.m. and will typically be held in a County conference room located in the downtown Clearwater campus.

Notice of Funding Availability: Upon notification by HUD of the amount of funding to be received for the upcoming program year, the following information will be published in a newspaper of general circulation, in legible print and in a section of the paper other than the legal section:
1. Amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken with the funds available. If applicable, requests for proposals from interested agencies will also be included with this notification.

2. Additional notices may be provided through the government access channel, coalition newsletters and mailings and special notices to interested agencies, groups and persons.

**Availability to the Public:** After the development of a proposed Consolidated Plan, including a preliminary recommendation of projects, activities and programs for the upcoming fiscal year, the following will be published in a newspaper of general circulation, in legible print and in a section of the paper other than the legal section:

1. A summary of the proposed Consolidated Plan; the estimated amount of grant funds that will benefit persons of low- and moderate-income; a statement that the jurisdiction’s plan to minimize displacement of persons and to assist any persons displaced is available for viewing with the Consolidated Plan; and the provision of a public comment period.

2. The summary will describe the contents and purpose of the Consolidated Plan and will include a list of the locations where copies of the entire proposed Plan may be examined. At a minimum, display locations will be provided in North, central and South Pinellas County.

3. A reasonable number of free copies of the Plan and displacement information will be provided to citizens and groups that request it.

4. A period of 30 days after the published notice will be provided for comments.

**Second Public Hearing:** After the comment period, a public hearing will be held on the Consolidated Plan and proposed activities by the Board of County Commissioners.

1. The purpose of the hearing is to provide an opportunity for public comment on the Plan and proposed activities to the Board of County Commissioners prior to approval for submittal to HUD.

2. A public notice will be published in a newspaper of general circulation at least 15 days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities. The notice will be published in legible print and in a section of the paper other than the legal section.
3. The hearing will be held in the Board of County Commissioners Assembly Room in the Pinellas County Courthouse, or such other place as the Board is meeting at the time of the hearing. Upon request, provisions will be made for the special needs of disabled and non-English speaking persons, as well as for the visually and hearing impaired.

Comments on the Plan: All comments and views of citizens received in writing, or orally at the public hearings, will be considered in preparing the final Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final Consolidated Plan.

VI. Substantial Amendments

The following criteria constitute a substantial amendment to the Consolidated Plan.

1. The use of funds changes from one eligible activity to another. Movement of funds from contingency to eligible activities, or movement of residual funds to contingency, are not considered amendments.

2. A decision is made to make a change in the allocation priorities or a change in the method of distribution of funds.

3. A decision is made to carry out an activity, using funds from any program covered by the Consolidated Plan including program income, not previously described in the Action Plan.

4. A decision is made not to carry out an activity described in the Action Plan. This does not include activities which must be dropped due to circumstances beyond the control of Pinellas County, e.g., a subgrantee elects not to do an activity; the activity fails because a property owner refuses to sell; etc. In this instance, no decision process is involved and it is not necessary to modify or amend the change through the citizen participation process. However, reallocation of funds to a new activity not previously described in the Action Plan will be a substantial amendment.

5. The purpose, scope, location or beneficiaries of an activity are substantially changed. An activity will be considered substantially changed when any one of the following criteria apply:

   a. The activity will no longer principally benefit the targeted population as identified in the Action Plan (e.g., senior citizens in certain areas, low- and moderate-income homeowners, homeless men, residents of x neighborhood instead of y neighborhood, pregnant teenagers).

   b. The activity will no longer address the low- and moderate-income need identified in the Action Plan (e.g., shelter for homeless, center for senior citizens, housing for
low- and moderate-income households, training as daycare providers) or the activity ceases to address the elimination of slums and blight as identified in the Action Plan.

c. The activity location of an area-benefiting activity changes so that the completed activity will principally serve beneficiaries other than those originally intended.

d. The scope of the activity has increased to the point where its completion with project funds would result in the inability to carry out another approved activity, or would necessitate reducing the scope of another activity to a point where it would not accomplish its intended purpose.

In the case of a local emergency, such as a natural disaster or other large-scale emergency, funds may be allocated to eligible activities needed to assist in disaster relief without triggering a substantial amendment with approval from the Board of County Commissioners. Pinellas County’s process for implementing substantial amendments is as follows:

1. Publish a notice in a newspaper of general circulation giving the proposed change the County is considering, and the availability of any materials on the change. The notice will provide sufficient information about the amendment to permit informed comment. The notice will be published in legible print and in a section of the paper other than the legal section. A 30-day comment period will follow the notice of proposed amendment.

2. The County may make other notifications of the proposed substantial amendment as deemed appropriate.

3. At the end of the 30-day comment period, the County will consider all comments received prior to preparing the final proposed substantial amendment. A summary of these comments or views, and a summary of any comment or views not accepted and the reasons therefore, shall be attached to the substantial amendment transmitted to HUD.

4. Place the proposed change on the Pinellas Board of County Commissioner’s agenda for consideration.

5. When adopted, distribute description of the change, including summaries as described in paragraph 3 above, to affected cities, agencies or entities and to all persons or agencies that sent written comments. Also, the County will send a news release to local media.

6. Send a description of the changes to the U. S. Department of Housing and Urban Development, including the summaries described in paragraph 3 above.
VII. Performance Reports

Pinellas County will advertise the availability of performance reports for viewing by the general public in a newspaper of general circulation. The notice will provide sufficient information about the performance report to permit informed comment. The notice will be published in legible print and in a section of the paper other than the legal section. A 15-day comment period will follow this advertisement. A summary of these comments will be attached to the performance report. Additional notices may be provided through the government access channel or on the County’s website.

VIII. Meetings

Pinellas County will provide reasonable and timely notice of all meetings so that all interested parties may have a chance to attend.

IX. Availability to the Public

Pinellas County will make available for public inspection the adopted Assessment of Fair Housing, including any revisions to the AFH, Consolidated Plan, including substantial amendments to said plan, Annual Action Plan, including amendments, and the performance report described above. These documents will, upon request, be made available in formats which are accessible to persons with disabilities.

X. Access to Records

All records and information relating to the Assessment to Fair Housing, Consolidated Plan and the use of funds under that plan will be available for public inspection for a period of not less than five years. This information is available for viewing at the Community Development Division of the Pinellas County Planning Department at the address below during regular working hours, Monday through Friday excluding County holidays:

Pinellas County Planning Department
Community Development Division
440 Court Street, 2nd Floor
Clearwater, FL 33756
Telephone: 727-464-8210
FAX: 727-464-8254

Since older records may be in storage, a two-day waiting period may be necessary while the information is retrieved. In all cases, persons wishing to view records or documents must set up an appointment at least 24 hours in advance with Pinellas County Planning Development so that the requested information may be gathered together. A reasonable number of copies will be made available without charge to the person requesting documents. Numerous copies are available for a nominal fee in accordance with State law.
IX. Technical Assistance

Technical assistance will be provided to groups’ representative of persons of low- and moderate-income that request such assistance. This assistance may take, but is not limited to the following forms:

1. Staff participation in committee meetings, including coordination of target area committees.

2. Workshops for agencies proposing projects.

3. One-on-one technical assistance provided in person, over the phone, by email, at public meeting, or at scheduled and advertised public hearings. The level and type of assistance will be determined as needed on a case-by-case basis.

4. Assisting with the establishment of neighborhood planning committees.

Pinellas County may provide other types of technical assistance as deemed appropriate.

XII. Complaints

Any person wishing to make a formal complaint concerning any aspect of the Assessment of Fair Housing, including revisions, Consolidated Plan, including amendments to the Plan, Action Plan, including amendments, and performance reports, may do so in person, by letter or by telephone to the address/phone numbers given in Section X above. Persons wishing to make a complaint in person should call for an appointment; appointments will be made to occur within a reasonable amount of time from the request. A substantive written response will be made to every written citizen complaint within 15 working days of receipt, where practicable.

XIII. Use of the Plan

Pinellas County will follow this Citizen Participation Plan in the development of the Assessment of Fair Housing, and any revisions to the AFH, Consolidated Plan, any substantial amendments to the consolidated plan, Annual Action Plan, and any substantial amendments, and the performance report.

XIV. Jurisdiction Responsibility

The requirements for citizen participation do not restrict the responsibility or authority of Pinellas County for the development and execution of its Consolidated Plan or Assessment of Fair Housing.
XV. Definitions

Applicant/Grantee — The government body which applies for funding under the formula grant and is responsible for complying with all regulations governing the program. In Pinellas County the applicant is the Board of County Commissioners. The applicant becomes the grantee when funding is received.

American Dream Downpayment Initiative (ADDI) — Enacted in 2004, the ADDI is a new downpayment assistance component under the HOME Program. Through the ADDI, HUD makes formula grants to participating jurisdictions for the purpose of assisting low-income families in achieving homeownership.

Annual Action Plan — A document submitted to HUD annually that, with community participation, summarizes the actions and activities to be undertaken and specific federal and non-federal resources that will be used yearly to address the priority needs and specific goals identified in the Consolidated Plan. The Annual Action Plan serves as the application for funding for the Community Planning and Development formula grant programs (CDBG, ESG, HOME, or HOPWA).

Assessment of Fair Housing (AFH) — A document submitted to HUD every five years that, with community participation, identifies fair housing issues and contributing factors, and results in prioritizing the County’s fair housing priorities and goals for affirmatively furthering fair housing.

Community Development Block Grant (CDBG) — A federally funded grant program established for the purpose of developing viable communities, including decent housing, a suitable living environment, and economic opportunity for persons of low- and moderate-income. The grant also provides funds for the elimination of slums and blight.

Community Housing Development Organizations — Known as CHDO’s, these private, nonprofit, tax exempt, neighborhood based housing development companies, provide affordable housing to low- and moderate-income people. Under HUD guidelines, a participating jurisdiction must spend at least 15% of it HOME allocation on housing developed, sponsored, or owned by an organization that fits the definition of CHDO.

Consolidated Plan — A 5-year planning document submitted to HUD every five years that, with community participation, identifies the County’s affordable housing and community development needs and priorities.

Consolidated Planning Process — The Consolidated Planning process is the means to meet the application requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) including ADDI, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. This process
replaces prior planning and application requirements with a single document, and satisfies the submission requirements of the four formula programs for local jurisdiction.

*Emergency Shelter* — Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

*Emergency Solutions Grant (ESG)* — A federally funded grant program, formerly the Emergency Shelter Grant, established for the purpose of engaging homeless individuals and families living on the street; improving the number and quality of emergency shelters for homeless individuals and families; helping operate these shelters; providing essential services to shelter residents, rapidly re-housing homeless individuals and families, and preventing families/individuals from becoming homeless.

*Formula Grant Funds* — As used in this document, this refers to federal grant programs under which Pinellas County receives funding as an entitlement, i.e., CDBG, HOME, and ESG.

*HOME Investment Partnership Program* — A federally funded grant program established for the purpose of expanding the supply of decent, safe affordable housing for persons of low- and moderate-income and expanding the capacity of Community Housing Development Organizations to increase housing opportunities.

*Housing Opportunities for Persons with AIDS (HOPWA) Grant* — A federally funded grant program which provides for transitional and permanent housing for persons with AIDS.

*Participating Jurisdictions* — Participating jurisdictions (PJ’s) are states and local governments that are entitled to receive federal formula grant funds. This includes consortia that are designated by HUD to directly administer the HOME Program.

*Pinellas County Consortium* — The Pinellas County Consortium consists of Pinellas County acting in its capacity as an Urban County and the City of Largo. Pinellas County serves as the lead agency for the consortium.

*Predominately Low- and Moderate-Income Neighborhood* — Generally defined as a primarily residential area comprised of census tracts and/or census tract block group(s) in which at least fifty-one percent (51%) of the residents have an income not exceeding eighty percent (80%) of the Area Median Income (AMI).

*Special Groups* — Groups currently presumed by the U S Department of Housing and Urban Development to meet the low- and moderate-income criteria. They include abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate persons, and persons living with AIDS. Other special groups may also be designated in the Consolidated Plan.
**Targeted Areas** — Specific areas designated, i.e. “targeted,” for substantial long term improvements to be produced within a reasonable length of time. A definite boundary is established for the area and a schedule of improvements planned and identified. The targeted area will benefit from a program of capital improvements, housing rehabilitation and public facilities. Services may also be provided if appropriate to the needs of the area.

**U S Department of Housing & Urban Development (HUD)** — The federal department which administers the CDBG, HOME, HOPWA and ESG programs.

**Urban Counties** — Those counties within a metropolitan area which have a population of at least 200,000 persons in their unincorporated areas, and counties with less than 200,000 persons in their unincorporated areas but which have entered into Cooperation Agreements with cities whose populations are sufficient to bring the combined city and county population to at least 200,000 persons. Pinellas County qualifies as an urban county based on a population of over 200,000 in unincorporated areas, but still maintains Cooperation Agreements with municipalities within the County. Urban counties are entitlement communities under the CDBG program.

### XVI. Cooperating Cities

<table>
<thead>
<tr>
<th>Town of Belleair</th>
<th>City of Oldsmar</th>
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<tbody>
<tr>
<td>901 Ponce De Leon Boulevard</td>
<td>100 State Street West</td>
</tr>
<tr>
<td>Belleair, FL 33756</td>
<td>Oldsmar, FL 34677</td>
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<tr>
<th>City of Belleair Beach</th>
<th>Town of Redington Beach</th>
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<tr>
<td>444 Causeway Boulevard</td>
<td>105 164th Avenue</td>
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<td>Belleair Beach, FL 33786</td>
<td>Redington Beach, FL 33708</td>
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<th>Town of Redington Shores</th>
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<tr>
<td>2747 Sunset Boulevard</td>
<td>17425 Gulf Boulevard</td>
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<tr>
<th>City of Dunedin</th>
<th>City of Safety Harbor</th>
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<tr>
<td>Post Office Box 1348</td>
<td>750 Main Street</td>
</tr>
<tr>
<td>Dunedin, FL 34697 1348</td>
<td>Safety Harbor, FL 34695</td>
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<th>City of St. Pete Beach</th>
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<td>2401 53rd Street South</td>
<td>155 Corey Avenue</td>
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<td>St. Pete Beach, FL 33706</td>
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<tr>
<th>City of Indian Rocks Beach</th>
<th>City of Seminole</th>
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<tbody>
<tr>
<td>1507 Bay Palm Boulevard</td>
<td>7464 Ridge Road</td>
</tr>
<tr>
<td>Indian Rocks Beach, FL 33785</td>
<td>Seminole, FL 33772</td>
</tr>
</tbody>
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--Continued on next page
Town of Indian Shores
19305 Gulf Boulevard
Indian Shores, FL  33785

City of South Pasadena
7047 Sunset Drive
Pasadena, FL  33707

Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL  33709

City of Tarpon Springs
324 E Pine Street
Tarpon Springs, FL  34689

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL  33708

City of Treasure Island
120 108th Avenue
Treasure Island, FL  33706

Town of North Redington Beach
190 173rd Avenue
North Redington, FL  33708