

Jurisdiction

Worksheet: Development of Scope of Work and Task Assignments

Major Task	Associated Tasks	NA	City Staff	PPC Staff	Other Consltn.
1. Issue identification.					
a. Preliminary issue identification.	Facilitation of a workshop to identify issues.			Done	
b. Local public workshop for issue identification.	Notice; meeting arrangements; written summary of issues				
c. Scoping meeting with agencies.	Letters of invitation; coordination of dates; meeting arrangements; letter of agreement				
d. For each issue identified above: an identification of the applicable objectives within each element; and an analysis of whether objectives have been met.	Written list of applicable objectives; written discussion of whether the objectives have been met.				
2. Develop a public participation program for the EAR.	Schedule of meetings, workshops; written outline of methods to provide information to the public.				
3. Population estimates and forecasts; discussion of changes since adoption of the plan or last amendment.	Written description of methodology and discussion of changes.				
4. Land use data: changes in land area including annexation since adoption of the plan or last amendment.	Number of acres in each land use; number of acres annexed with associated land use information; written summary of information.				
5. Extent of vacant and developable land.	Number of acres of vacant land; map showing general location of vacant land; written analysis of the suitability of vacant land.				
6. Success of providing needed infrastructure.	Written discussion of financial feasibility and success of local government in achieving and maintaining adopted level of service standards.				
7. Discussion of whether development has been located as anticipated in the plan.	Brief written explanation, based on adopted plan or last amendment to the plan.				
8. Brief review of each element.	Written description that assesses the successes and shortcomings of each element of the plan.				
9. Coordination of school planning with land use planning.	Written explanation of the success or failure of the coordinate of the Future Land Use Map, residential development, and public schools. Should address whether the city is exempt from the interlocal agreement regarding school facility planning.				

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10. Coordination of water supply planning with land use planning.	Written description of the needs for water supply planning; for most cities this will be a statement explaining that the requirement does not apply.			✓	
11. Strategies regarding nonconforming residential land in the coastal high hazard area.	Written discussion of impacts of past reductions in density on property rights when redevelopment occurs. This only applies to cities within the coastal high hazard area.				
12. Changes in Chapter 163, Part II, <i>FS</i> .	Completion of the table that summarizes changes and identification of whether the local plan meets the changed requirements.			50%	
13. Changes in Chapter 9J-5, <i>FAC</i> .	Completion of the table that summarizes changes and identification of whether the local plan meets the changed requirements.			50%	
14. Requirements in the Tampa Bay Strategic Regional Policy Plan.	Written list of requirements on the SRPP that must be addressed in the local plan.			50%	
15. Recommendation for revisions to the plan.	Written list of recommendations that identify the revisions that are needed to the plan in order to address major issues. The recommendations must address population forecasts, revised planning timeframes, revised maps, updated capital improvements element, and revised objectives and policies as needed.				
16. Draft complete EAR document.	Compile information into a written report that meets the specific format requirements in the statute.				
17. Workshops and/or public hearing regarding the draft EAR; (optional) transmittal of the proposed EAR; and adoption of the EAR.	Notices; meeting arrangements; presentations at workshop; presentations and hearings.				
18. (Optional) Proposed EAR sent to DCA.	Preparation of transmittal letter; preparation of copies for distribution to agencies; coordination and possible meeting with DCA during preliminary review; revision to the EAR following receipt of comments from DCA.				
19. Adopted EAR sent to DCA.	Preparation of transmittal letter; preparation of copies for distribution to agencies; coordination and possible meeting with DCA during sufficiency review; possible revision to the EAR if found not sufficient.				