

**AGENDA**  
**METROPOLITAN PLANNING ORGANIZATION**  
**WEDNESDAY, FEBRUARY 13, 2013**  
**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, COUNTY COMMISSIONER CHARLIE JUSTICE**

**IV. 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.

**V. CONSENT AGENDA**

**A. Approval of Minutes - Meeting of January 9, 2013**

**B. Approval of Invoices**

**1. Tindale-Oliver and Associates**

**2. URS**

**C. Approval of Revisions to the MPO Continuity of Operations Plan (COOP)**

**VI. ACTION ITEMS**

**A. Committee Appointments**

**B. Committee Recommendation**

**1. Citizens Advisory Committee Motion**

**VII. PRESENTATION ITEMS**

**A. Presentation and Acceptance of FY 2011/12 MPO Audit Report**

**B. MPO Redesignation**

**C. Update on Major State Road Projects**

**VIII. REPORTS/UPDATE**

**A. Transportation Management Area (TMA) Federal Certification**

**B. Long Range Transportation Plan (LRTP) Status**

**C. Legislative Report**

**PSTA Activities Report**

**1. House Bill Summaries Regarding Growth Management**

**2. MPOAC Legislative Policy Positions for 2013**

**D. Advisory Committee for Pinellas Transportation(ACPT) Update**

**E. PSTA Activities Report**

**IX. INFORMATIONAL ITEMS**

**A. Follow-Up on Re-Evaluation of Warrants for Traffic Signal at Eckerd College Entrance**

**B. MPOAC Meeting of January 24, 2013**

**C. Correspondence**

**D. Other**

**X. ADJOURNMENT**

**CONSENT AGENDA**

**A. APPROVAL OF MINUTES – Meeting of January 9, 2013**

**ATTACHMENT:** [Minutes of January 9, 2013](#)

**B. APPROVAL OF INVOICES**

**1. Tindale-Oliver and Associates)**

Attached are invoices for professional services provided by Tindale-Oliver and Associates for work associated with the WebCDMS, 2040 LRTP, and the Mobility Plan in the amount of \$73,595.41. **MPO staff recommends payment in the amount of \$73,595.41.**

**ATTACHMENTS:** [Tindale-Oliver and Associates Invoices](#) #2863, #2942, #2895, #2976, #2896, #2977, #2897, #2978, and #2871 for Period Ending December 31, 2012

**2. URS**

Attached is an invoice for professional services provided by URS for work associated with the Bicycle and Pedestrian Master Plan Update in the amount of \$2,060.83. **MPO staff recommends payment in the amount of \$2,060.83.**

**ATTACHMENT:** [URS Invoice](#) #5377559 for Period Ending January 23, 2013

**C. APPROVAL OF REVISIONS TO THE MPO CONTINUITY OF OPERATIONS PLAN**

In 2005, Federal Highway Administration requirements called for MPOs to develop individual Continuity of Operations Plans (COOP). The purpose of the COOP is to provide an action plan for MPO staff to follow should an event such as a hurricane, fire, or terrorist attack threaten or disrupt the MPO's operations. The COOP includes succession of command procedures, details of procedures related to activation and relocation of staff, and identifies the critical MPO functions, vital files, records, and databases.

The MPO's COOP was originally approved in June, 2007. Changes are needed to reflect current information regarding staff responsibilities and the new office location at 310 Court Street. These changes are shown on the attached COOP in strike-through/underline.

While the Pinellas County Planning Department, which provides staffing to the MPO, has an Emergency Preparedness Plan already in existence, the COOP is specific to an MPO's operations. **MPO staff recommends the MPO approve proposed revisions to the COOP.**

**ATTACHMENTS:** [Continuity of Operations Plan](#) (COOP) (Strike-Through/Underline Version)

**ACTION ITEMS**

**A. Committee Appointments**

There are several vacancies on the various committees as indicated below. The committees meet in the Planning Department Conference Room, located on the first floor at 310 Court Street, Clearwater, FL.

- **Citizens Advisory Committee:** The CAC has five vacancies: one each for St. Petersburg and Dunedin and three At Large. The CAC meets monthly on the 4<sup>th</sup> Thursday at 7:00 p.m. Councilman Danner is recommending the appointment of Robby Thompson as a St. Petersburg representative. Commissioner Justice is recommending the appointment of Christian Haas as an At Large representative. Councilmember Hock-DiPolito is recommending the appointment of Chris Latvala as an At Large representative. Jack Nazario and Jim Bubser have contacted MPO staff of their interest in serving on the CAC and attended the January CAC meeting. MPO staff recommends the appointment of Jack Nazario and Jim Bubser as At Large representatives.
- **Bicycle Advisory Committee:** The BAC has one vacancy for the Largo area. The BAC meets monthly on the 4<sup>th</sup> Monday at 8:30 a.m.
- **Pedestrian Transportation Advisory Committee:** the PTAC has vacancies for the Mid-County and North County areas and two At Large positions. The PTAC meets monthly on the 3<sup>rd</sup> Monday at 8:30 a.m.

**ATTACHMENTS:** [CAC Geographic Listing](#)  
[Background Information for Robby Thompson](#)  
[Background Information for Christian Haas](#)  
[Background Information for Chris Latvala](#)  
[Background Information for Jack Nazario](#)  
[Background Information for Jim Bubser](#)  
[BAC Geographic Listing](#)  
[PTAC Geographic Listing](#)

**ACTION:** MPO to appoint Robby Thompson as a St. Petersburg representative and Christian Haas, Chris Latvala, Jack Nazario, and Jim Buser as At Large representatives on the CAC

**B. Committee Recommendation**

**1. Citizens Advisory Committee Motion**

At their regularly-scheduled meeting of January 24, 2013, the Citizen's Advisory Committee (CAC) received a presentation from the Pinellas County Tax Collector's office on educational requirements for drivers. Following the presentation, the CAC passed a motion to request the MPO ask the Legislature to require insurance for motorcyclists.

**ATTACHMENTS** [CAC Motion #13-1](#)

**ACTION:** MPO to approve the CAC motion or take other action based on discussion

**MPO AGENDA ITEM VII A.**

**PRESENTATION ITEMS**

**A. Presentation and Acceptance of FY 2011/12 MPO Audit Report**

The MPO's FY 2011/12 Audit Report is now complete. Attached is a copy of the draft report. The auditor did not find any major problems although some significant deficiencies in the MPO's end of year close-out procedures were identified. One deficiency was a carryover from a prior year recommendation. Staff is reviewing its internal procedures and working with the County's Office of Management and Budget to address the issues raised. The MPO staff response is included in the attached report.

Mr. Mike Carter of CliftonLarsonAllen, 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 2011/2 MPO Audit Report Letter](#)  
[FY 2011/2 MPO Audit Report](#)

**ACTION:** MPO to accept the FY 2011/12 MPO Audit Report

MPO: 02/13/13 – pg 7.

**PRESENTATION ITEMS**

**B. MPO Redesignation**

During a previous meeting the MPO staff reviewed with the Board the MPO redesignation process that occurs after each Decennial Census. Federal and state laws require that a metropolitan planning organization be designated for each urbanized area with a population of 50,000 individuals as defined by the United States (U.S.) Bureau of the Census. Urbanized areas boundaries are reviewed and existing MPOs are redesignated every 10 years following the Decennial Census. The designation or redesignation requires an agreement between the Governor and local governments representing 75 percent of the affected population including the largest incorporated city. The Governor and the MPO must agree to the metropolitan area boundary and the voting membership of the MPO.

The Tampa Bay urbanized area as defined by the U.S. Bureau of Census Bureau includes Pinellas, Hillsborough, and Pasco Counties. Each County has an MPO. Federal regulations emphasize that to the extent possible only one MPO shall be designed for each urbanized area or group of contiguous areas. Therefore, the Florida Department of Transportation (FDOT) is requesting that the three MPOs review and evaluate whether having multiple MPOs representing the Tampa-St. Petersburg urbanized area is warranted. A letter from FDOT with supporting documentation is attached.

The letter states that, if it is determined that the existing MPOs should be consolidated, the local governments representing 75 percent of the affected population should adopt resolutions of support for a redesignation. If it can be substantiated that the size and complexity of the area warrant more than one MPO, then the existing MPO should review its boundaries and board membership to determine if reapportionment is necessary.

The Pinellas and Pasco MPO Chairs attended a meeting of Hillsborough MPO's Policy Committee on January 29 where FDOT staff provided an overview of the redesignation process. At the conclusion of that meeting, it was agreed that a meeting of the full boards will be scheduled in the next 30-45 days to discuss the FDOT letters and the MPOs' response. The staffs of the three MPOs are working with FDOT to arrange such a meeting.

The MPO redesignation directly affects the unification of the MPO and the Pinellas Planning Council Boards. If the affected local governments and the Governor agree that the MPOs meet the conditions to remain separate, the MPO will submit its board reapportionment plan to the Governor and, pending its approval, the unification can proceed.

This item will include a staff review of the MPO redesignation process.

**ATTACHMENTS:** [Letter to Chairman Karen Seel Dated January 11, 2013, With Attachments](#)

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

MPO: 02/13/13 – pg 8.

**PRESENTATION ITEMS**

**C. Update on Major State Road Projects**

Improvements to S.R. 688/Ulmerton Road, S.R. 686/Roosevelt Boulevard, C.R. 296/118<sup>th</sup> Avenue (Future S.R. 690), S.R. 694/Gandy Boulevard, and U.S. 19 (S.R. 55) are among the MPO's top priority projects. These roadways are regionally significant, serving Pinellas County's Gateway Area, a major employment center, and providing access to the St. Petersburg/Clearwater International Airport and Interstate-275. Capacity improvements to these roadways are either underway or scheduled in the Transportation Improvement Program.

This item will include presentations by FDOT regarding the status of these capacity improvements.

**ATTACHMENTS:** [FDOT PowerPoint Document for the Gateway Area](#) (Ulmerton Road),  
[Gandy Boulevard](#)  
[U.S. Highway 19 Projects \(1\)](#)  
[U.S. Highway 19 Projects \(2\)](#)  
[U.S. Highway 19 Projects \(3\)](#)

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

**REPORTS/UPDATE**

**A. Transportation Management Area (TMA) Federal Certification**

The Pinellas County MPO is scheduled for an onsite quadrennial certification review by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) on February 12 and 13, 2013. The purpose of the review is to ensure the transportation planning requirements of the Transportation Management Area are being satisfied in accordance with Federal Law under the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP 21) Act. These Federal agencies are required to jointly certify the transportation planning processes of the TMAs at least every four years.

A TMA is an urbanized area, as defined by the U.S. Census, with a population over 200,000. The Tampa Bay TMA is comprised of the Hillsborough, Pasco, and Pinellas County MPOs. The certification review process is intended to ensure that Federal planning requirements in the TMAs are being satisfactorily implemented. The process is also an opportunity to provide advice and guidance to the MPOs.

The onsite review concludes with a public meeting scheduled on February 13 at 4:00 p.m. in the first floor conference room of the Pinellas County Department of Strategic Planning and Initiatives, 310 Court Street, Clearwater. The purpose of the meeting is to collect public input and comments about the MPO transportation planning process in Pinellas County. The meeting will be conducted by FHWA and FTA. Those who cannot attend the meeting can provide their comments and ideas online at <http://www.pinellascounty.org/mpo/forms/mpo-certification.htm>. All comments are due by March 13, 2013. MPO Board members are invited and encouraged to participate in the meeting.

**ATTACHMENTS:** [Certification Meeting Draft Agenda](#)  
[Public Meeting Notice](#)

**B. Long Range Transportation Plan (LRTP) Status**

At the last meeting, the MPO received a presentation on the focus groups that were conducted as part of the early public outreach for the 2040 Long Range Transportation Plan (LRTP). The MPO also reviewed the LRTP planning assumptions. Since then, efforts have focused on the transportation/ land use planning scenario component of the LRTP, specifically Scenario 3, which includes consideration of the Locally Preferred Alternative rail alignment adopted in January 2012. The project team, including staff, has been coordinating extensively with the local jurisdictions within the LPA alignment to identify and schedule meetings with business leaders, landowners, developers and others with an interest in the station areas. Those meetings are scheduled to occur in February and March and will provide valuable input to the development of Scenario 3. The project team has also been working with the local jurisdictions to identify participants for the design charrettes that will be held between March and May of this year. Renderings of the station areas and surrounding development potential will be produced from the charrettes and will be used as a tool to further engage the public and gather input during the preferred scenario selection phase of the LRTP.

In addition to the scenario planning efforts, staff continues to conduct general public outreach for the LRTP. In January, staff provided information to attendees and collected surveys on transportation needs at the 20th Annual Pinellas Folk Festival at Heritage Village. A list of LRTP outreach events to date is attached for the MPO's information.

**ATTACHMENT:** [2040 LRTP Public Involvement Activities to Date](#)

**ACTION:** Information only

**REPORTS/UPDATE**

**C. Legislative Report**

**1. House Bill Summaries Regarding Growth Management**

House Bills 319 and 321 were recently introduced in the Florida Legislature. Both bills address Florida's Growth Management Law, Section 163, F.S. House Bill 319 adds a definition for mobility plans and provisions for transportation development authorities. House Bill 321 seeks to remove local concurrency management and impact fee requirements from development projects from July 1, 2013 to July 1, 2016. The two bills and corresponding summaries are attached.

**ATTACHMENTS:** [House Bill 319 and 321 Summaries](#)

[House Bill 319](#)

[House Bill 321](#)

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

**2. MPOAC Legislative Policy Positions for 2013**

Attached are the MPOAC's legislative priorities for 2013. The legislative priorities were approved with minor modifications by the MPOAC Board at its January 24 meeting. Staff will provide a brief review.

**ATTACHMENTS:** [Florida MPOAC 2013 Legislative Priorities and Florida MPOAC 2013 Legislative Policy Positions](#)

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

**D. Advisory Committee for Pinellas Transportation (ACPT) Update**

The Advisory Committee for Pinellas Transportation (ACPT) met on February 4, 2012 from 1:00-3:00 p.m. at PSTA to discuss the items contained in the attached agenda. A summary of the meeting will be provided.

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

**ACTION:** Information only

**E. PSTA Activities Report**

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 business as it relates to the PSTA and the MPO Board.

**ATTACHMENT:** [January 23, 2013 PSTA Board Summary](#)

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



**INFORMATIONAL ITEMS**

- A. **Follow-Up on Re-Evaluation of Warrants for Traffic Signal at Eckerd College Entrance**  
An update will be provided.

ATTACHMENT: None

- B. **MPOAC Meeting of January 24, 2013**  
MPO staff will highlight items of interest from the January 24, 2013 MPOAC meeting.

ATTACHMENT: [MPOAC Agendas](#) (Staff and Board)

- C. **Correspondence**  
At this time, the MPO may review correspondence received.

ATTACHMENT: [Memo Dated February 7, 2013 From TCC Regarding Follow-Up on Uniform Trail Crossing Treatments](#)

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



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Richard J. Kaplan*  
*Chairman*

## **Staff Directors' Advisory Committee**

**Date:** Thursday, January 24, 2013

**Time:** 12:00 p.m. – 3:00 p.m.

**Location:** DoubleTree by Hilton Hotel, 5555 Hazeltine National Drive, Orlando, Florida

**Mary Bo Robinson, Chair, Presiding**

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1. **Call to Order**
  2. **Approval of Minutes: October 25, 2012**
  3. **Executive Director's Report**
  4. **Election of Officers**
  5. **Agency Reports**
    - a. **Florida Department of Transportation**
    - b. **Federal Highway Administration**
  6. **Clean Cities Coalitions in Florida**
  7. **Transportation for Communities – Advancing Projects Through Partnerships**
  8. **Mobility Performance Measures**
  9. **Communications**
  10. **Member Comments**
  11. **Public Comments**
  12. **Adjourn**



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Richard J. Kaplan*  
*Chairman*

## Governing Board

**Date:** Thursday, January 24, 2013  
**Time:** 3:30 p.m. – 6:00 p.m.  
**Location:** DoubleTree by Hilton Hotel, 5555 Hazeltine National Drive, Orlando, Florida

**Mayor Richard J. Kaplan, Chairman, Presiding**

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1. Call to Order
  2. Approval of Minutes: October 25, 2012
  3. Executive Director's Report
  4. Election of Officers
  5. Agency Reports
    - A. Florida Department of Transportation
    - B. Federal Highway Administration
  6. Clean Cities Coalitions in Florida
  7. Mobility Performance Measures
  8. Communications
  9. Member Comments
  10. Public Comments
  11. Adjourn



**TO:** Commissioner Karen Seel, Chairman  
Pinellas County Metropolitan Planning Organization

**FROM:** Leland Dicus, PE, Chairman  
Technical Coordinating Committee

**SUBJECT:** TCC Follow-Up on Uniform Trail Crossing Treatments

**DATE:** February 7, 2013

At the request of the MPO, the TCC discussed the issue of establishing Uniform Trail Crossing Treatments along the Pinellas Trail corridor, a County facility that traverses multiple municipal, County and State Roadways. The jurisdiction of the roadway and the municipality in which it is located determines the agency responsible for the roadway and Trail signage. This can create the potential for false expectations by the Trail user on the traffic control anticipated at the intersections.

The City of St. Petersburg hired Sprinkle Consulting in 2009 to develop a set of standards for the trail intersections as the City designed three (3) miles of the Pinellas Trail from 34<sup>th</sup> Street into St. Petersburg's downtown waterfront. Their report included a detailed inventory of sight distance at the intersections, Trail counts, and roadway volumes.

The TCC members agreed that the Sprinkle report has provided a good analysis that could be expanded to provide Countywide uniform guidelines.

The TCC identified the initial steps, as follows:

- Expand and update the Sprinkle Report to include all Pinellas Trail intersections;
- Update should incorporate current industry best practices and design standards as well as consideration of successes and shortcomings of previous trail traffic control and safety initiatives by various jurisdictions;
- Update the inventory of all Trail intersections including sight distance, traffic counts, and existing traffic control;
- Research funding opportunities; and
- Seek County, municipal, and FDOT cooperation to follow final guidelines in future intersection improvement projects.

MPO staff will research the funding opportunities and work through the TCC to provide the MPO with a recommended approach. The TCC will continue to review best options for advancing the committee's recommendations and bring a final recommendation to the MPO in the near future.

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