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Transportation Planning Organization

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Plan Hillsborough

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601 E Kennedy Blvd
18th Floor
Tampa, FL, 33602

Meeting of the Transportation Disadvantaged Coordinating Board Friday, June 24, 2022, 9:30am

All voting members are asked to attend in person, in compliance with Florida's Government in the Sunshine Law. Please RSVP for this meeting. Presenters, audience members, and committee members in exceptional circumstances may participate remotely.

Remote Participation:

To view presentations and participate your computer, tablet or smartphone:

<https://attendee.gotowebinar.com/register/4506126728406040336>

Register in advance to receive your personalized link, which can be saved to your calendar.

Dial in LISTEN-ONLY MODE: 1(914) 614-3221 Access Code: 205-056-972

Presentations, full agenda packet, and supplemental materials [posted here](#), or phone us at 813-756-0371 for a printed copy.

- Please mute yourself after joining the conference to minimize background noise.
- Technical support during the meeting: Jason Krzyzanowski at 813-836-7327.

Rules of engagement:

Professional courtesy and respect for others at this meeting are expected, and failure may result in dismissal from the meeting. For more information on expectations for participation, please see the TPO's [Social Networking & Media Policy](#).

I. Call to Order and Introductions

II. Roll Call Vote and Declaration of Quorum (Gail Reese, TPO Staff)

A. Vote of Consent for Remote Member Participation – *if applicable*

III. Public Comment - 3 minutes per speaker, please

IV. [Approval of Minutes](#) – April 22, 2022

V. Action Items

- A. [2022 Public Participation Plan Amendments](#)
(Davida Franklin, TPO Staff)**
- B. [TD Grievance Procedures](#)
(Joshua Barber, TPO Staff)**
- C. [TPO/LCB Annual Bylaws Review](#)
(Joshua Barber, TPO Staff)**

- VII. Status Reports**
 - A. Sunshine Line Update (Scott Clark, Sunshine Line)
 - B. [TBARTA Regional Rapid Transit Concept of Operations \(Brian Pessaro, TBARTA\)](#)
 - C. [HART Transit Development Plan \(Loretta Kirk, HART\)](#)
- VIII. Old Business & New Business**
 - A. Next Meeting: August 26, 2022
- IX. Adjournment**
- X. Addendum**
 - A. [TPO Meeting Summary & Committee Report](#)
 - B. [Passenger Rail Workshop Slides, MPOAC Freight & Rail Committee](#)

The full agenda packet is available on the TPO's website, www.planhillsborough.org, or by calling (813) 272-5940.

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Persons needing interpreter services or accommodations for a disability in order to participate in this meeting, free of charge, are encouraged to contact Joshua Barber, (813) 576-2313 or barberj@plancom.org, three business days in advance of the meeting. If you are only able to speak Spanish, please call the Spanish helpline at (813) 272-5940 or (813) 273-3774 and dial 1.

Se recomienda a las personas que necesiten servicios de interpretación o adaptaciones por una discapacidad para participar en esta reunión, o ayuda para leer o interpretar los temas de esta agenda, sin costo alguno, que se pongan en contacto con Joshua Barber, (813) 576-2313 o barberj@plancom.org, tres días hábiles antes de la reunión. Si sólo habla español, por favor llame a la línea de ayuda en español al (813) 272-5940 o (813) 273-3774 ext. 1.

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If a person decides to appeal any decision made by the board, he or she will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**HILLSBOROUGH COUNTY MEETING OF THE
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
HYBRID MEETING OF APRIL 22, 2021
DRAFT MINUTES**

I. CALL WORKSHOP TO ORDER

Chair Myers called the meeting to order at 9:30 AM.

II. ROLL CALL & DECLARATION OF QUORUM (Gail Reese, TPO Staff)

Members Present In-Person: Commissioner Gwen Myers, Gloria Mills, Glenn Brown, Mike Lacey, Craig Forsell, Emily Hughart, Kristina Melling, Mark Harshbarger, Alexcia Wiggins, Indihra Chambers, Cassandra Blaylock, Karen Smith (non-voting, Sunshine Line)

Members Present Virtually: Artie Fryer, Beth Pasek, Deborah Lekenta, Dr. Leslene Gordon, John Vargas, Scott Clark (non-voting, Sunshine Line)

Members Excused/ Absent: David Newell, John Pelkey

Others Present: Joshua Barber, Amber Simmons, Beth Alden, Davida Franklin, Jason Krzyzanowski, Johnny Wong, Gail Reese (TPO Staff); Brian Abrams (HART); Wanda West (Hillsborough County); Chris Cochran (Madrid); Gregory Wilson (CERM)

An in-person quorum has been met.

A. Vote of Consent for Remote Member Participation – if applicable. (Timestamp 0:02:18)
There was no in-person opposition to remote member participation.

III. WORKSHOP PRESENTATION (Joshua Barber, TPO Staff)

- A.** Review of Local Coordinating Board
- B.** Identify who Transportation Disadvantaged are and who is advised
- C.** Went over roles and duties of the Coordinating Board
- D.** Review of most recent service plan adopted in 2021
- E.** Moving Forward
 - Question on how to increase public engagement

Workshop Presentation: [TDCB April 2022 Workshop](#)

IV. DISCUSSION – suggestions for increasing public engagement

- Religious organizations, neighborhood resource centers
- Advertising boards, set up a database
- Have the cities share information on their websites.
- Riders/ Drivers blog on the web (weekly)

- Utilize the community websites and other county offices
- News shows that showcase local items
- Employment Services clients/ customers
- Veterans Hospital transportation center
- PSA via radio and television
- It was noted that it needs to be monitored with public outreach as the Sunshine Line is not sponsored, unlike other agencies that have sponsored transportation services.
- A standardized communication that could be sent to various agencies to provide to clients.
- The Sunshine Line has rack cards and brochures created and would be happy to get them to the agencies. They will work on getting a digital version finalized.

V. **PUBLIC COMMENT** – None

VI. **WORKSHOP ADJOURNMENT** – Chair Myers adjourned the workshop at 9:56 AM

VII. **CALL REGULAR MEETING TO ORDER** (*Timestamp 0:26:22*) – Chair Myers called the regular meeting to order at 9:56 AM

VIII. **PUBLIC COMMENT** - None

IX. **APPROVAL OF MINUTES** (*Timestamp 0:26:58*) – February 25, 2022

Glenn Brown moved to accept the December 10, 2021 minutes with corrections, seconded by Craig Forsell. Voice vote, motion passes unanimously.

Item 6B, second bullet, change the word “fair”, seventh bullet change to “ride-along” from “partnership”. February minutes were corrected on 4/25/2022 by Recording Secretary, Gail Reese.

X. **ACTION ITEMS**

A. Trip and Service Rate Approval (Karen Smith, Sunshine Line) (*Timestamp 0:28:46*)

- Required to submit a completed Rate Calculation Model annually. The rate model determines trip rates for reimbursement to the CTC from the Trip/Equipment Grant,
- 2022/2023 grant year rates proposed

Door-to-Door	Rate Per One-Way Trip
Ambulatory Trip	\$37.33
Wheelchair Trip	\$63.99
Group Trip per Passenger	\$18.28
Group Trip per Group	\$68.96
Bus Passes/Tickets	Cost of pass or ticket plus administration

Recommended Action: Approve the Trip and Service Rates for the FY22/23.

Discussion:

It was asked if there were any concerns on this report from TPO Staff or CTD. No, there are not.

Councilman Schisler moved to approve the Trip and Service Rates, seconded by Gloria Mills. Voice vote, motion passes unanimously.

XI. STATUS REPORTS

A. Sunshine Line Update (Scott Clark, Sunshine Line) *(Timestamp 0:34:50)*

- Thanked the Board and TPO Staff for being engaged and vocal. Noted that this is not the norm around the state. Also thanked the Sunshine Staff for all they do and the various hats they wear.
- Supporting the Tampa Civic Association in the water safety program.
- Starting New Life Village trips; grandparents who are fostering their grandchildren. Provide field trips.
- Hillsborough County Sheriff's Office homeless outreach support.
- Supporting Healthcare Services for the healthy living program.
- March: On-time performance is down to 87.3% which is below the standard of 90%. Trips per revenue hour are 1.3 with a standard of 2.0. Calls were handled with an answer rate of 95%; there were 8 compliments and 3 complaints in March. Accidents 1.1 with a standard of 1.2. The cost per trip is down 18% from February.
- Driver Shortage: Have 17 vacancies, 7 operators who are off the road long-term, and an average of about 26 drivers on the road daily out of 56. Overtime last pay period was 350 hours.
- Mitigating driver shortage impacts through communication and working with the clients. Looking at routes and trying to maximize. Unable to service Saturdays to focus on weekday transit. Working on an innovation grant or driver numbers back up. Will be able to support the nutrition program but not able to support Adult Day Care when it opens up. Drivers are leaving for other options.
- 2 new drivers coming online with 3 pending.
- Legislation approved the funding for the innovation grants. Working on a regional strategy being led by PSTA that has a robust staff who can manage the project. Three counties working together are Hillsborough, Pasco, and Pinellas. Also working on another application for Hillsborough as a backup.
- Getting ready to support Aging Services as they re-open.
- Working on contract with taxi services.
- HART Plus service change; 130 out of 132 of the Sunshine Line customers identified have transitioned with no issues and no service loss.

Discussion:

It was asked if there has been a consideration for a higher wage for drivers and whether there has been movement. It is being worked on, but it is not resolved at this time. It was also asked if the overtime was being paid and whether or not that could be rolled into higher wages. It is being

looked at. Clarification was asked in the support for Aging Services and Adult Day Care. Working on bringing the staffing levels up to be able to serve that community. It is based on restrictions for the service, clients cannot be on board the bus for more than two hours per day with no exceptions. Kristina Melling noted that she would be willing to look into a standard that could be added for the Adult Day Care two-hour restriction. It was asked if Urgent Medical care information can be repeated. Sunshine Line is pre-scheduled. When people get sick, they need to get to Urgent Care immediately. There are no resources for that. The client ends up going to an ER via ambulance. The Tri-County project is working on handling the Urgent Care need. This service would be contracted. If the grant is awarded, the anticipated implementation would be in October. The grant could be up to \$1.5 million. The contract would be for nights, weekends, cross-county, and Urgent Care. It was asked if there is a short-term plan for the driver shortage. Yes, through recruitment, overtime, service strategies, etc.

B. FY23 & FY24 UPWP Preliminary Draft (Amber Simmons, TPO Staff) *(Timestamp 1:10:17)*

- Defines the transportation planning activities and products to be developed by the TPO.
- Required by federal law under Title 23 CFR 450.314 and Title 49 CFR 613.100 and state law Chapter 339.175 governing TPOs.
- Overview of the draft document.
 - Review of the budget.
 - Showed the six tasks and the new task 7 which is a Regional LRTP (shared funding)
 - Went over the summary of FY 21 and 22 projects
 - Current DBE is at 14.5% of projects, state goal is 10.5%
 - Review of UPWP Development Schedule
 - Showed this year's partner agency requests for planning and analysis, critical path projects for FY 23 & FY 24, and other recommended projects
 - UPWP coordinates the funding – FDOT planning activities are appendix G, HART will be in H.

Presentation: [FY 23 and FY 24 UPWP Preliminary Draft](#)

Website: [UPWP website](#)

C. Intro to New TPO Studies (Joshua Barber, TPO Staff) *(Timestamp 1:18:58)*

- Will hear more details in the summer on these projects.
- Health Impact Assessment of 2045 LRTP Complete Streets – Joshua Barber
- Freight Supply Chain Resilience Study – Allison Yeh
- Data Sharing Platform Enhancements – Johnny Wong/ Sarah Caper
- Tampa School Transportation Safety Study – Lisa Silva
- Plant City Canal Trail Study – Wade Reynolds
- Hillsborough County Bicycle Network Evaluation – Wade Reynolds/ Abigail Flores

Presentation: [Introduction to TPO Studies](#)

XII. OLD BUSINESS & NEW BUSINESS

A. Letter Requested by TDCB regarding surtax funding (Joshua Barber, TPO Staff) (*Timestamp 1:28:08*)

- The letter was requested in February by the Board.
- Due to the timing, it was not an appropriate time to put the letter to the TPO Board as the BOCC voted to finalize the surtax referendum language on April 20th.
- TPO Staff will be working on seeing how best to move forward.

B. Memo on Government in the Sunshine

C. Next meeting: June 24, 2022

XIII. ADJOURNMENT – adjourned at 11:02 AM

DRAFT



Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item

Public Participation Plan Amendments (2022)

Presenter

Davida Franklin, TPO staff

Summary

Engaging the public is critical to the Transportation Planning Organization's (TPO) success. Working with the community ensures TPO plans, and products better reflect the public's values and preferences. The Public Participation Plan (PPP) helps balance the professional and technical expertise brought to projects with the community's input and helps the TPO gain the broad support needed to ensure that transportation plans and programs are implemented.

At least once every two years, the TPO reviews its public participation and produces a Measure of Effectives (MOE) Report. The MOE was presented to committees last month and recommendations were made to improve the PPP:

- Increase digital and social media tools to increase engagement
- Institutionalize proactive outreach for TIP amendments
- Provide clarity about the TPO's roles and responsibilities in the planning process
- Use focus groups more often and consider target demographics
- Build culture awareness

Those changes will be highlighted in today's presentation and help set the stage for engaging the public in the update of the Long Range Transportation Plan (LRTP) to the year 2050.

Recommended Action

Approve the Public Participation Plan Amendments

Prepared By

Davida Franklin, TPO staff

Attachments

[Presentation slides](#)

[2020 Public Participation Plan](#)



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Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

Transportation Disadvantaged Grievance Procedures

Presenter:

Joshua Barber, TPO Staff

Summary:

The Transportation Disadvantaged Coordinating Board is required to review and approve its Grievance Procedures annually. To ensure quality control of the Transportation Disadvantaged (TD) system and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered, the TDCB creates the Hillsborough County Transportation Disadvantaged Grievance Procedures and a Grievance subcommittee.

The TDCB's Grievance Procedures are also found in Section 4.3 of the Transportation Disadvantaged Service Plan. The procedures include establishing a subcommittee, membership, powers, and duties.

Members of the Grievance Subcommittee shall be appointed by the Chairman of the Hillsborough County TDCB and shall be composed of **five** voting members of the TDBC as follows:

- a. One user of transportation services,
- b. One representative of a recognized disabled group, and
- c. Three representatives of the LCB at-large

Currently, the following members serve as the Grievance subcommittee: Gloria Mills, Mark Harshbarger, Craig Forsell and Nancy Castellano.

Recommended Action:

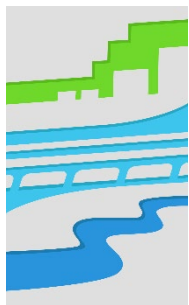
Approve the Grievance Procedures and appoint one new member representing a user of transportation services.

Prepared By:

Joshua Barber, TPO Staff

Attachments:

Grievance Procedures 2022



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Tampa, FL, 33602

GRIEVANCE PROCEDURES 2022

HILLSBOROUGH COUNTY TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

601 E. KENNEDY BLVD.
18TH FLOOR
TAMPA, FLORIDA 33602

APPROVED:

Hillsborough County Transportation Disadvantaged Board (TDCB) Grievance Subcommittee Policy and Procedures

The TDCB created a Hillsborough County Transportation Disadvantaged Grievance Subcommittee. This subcommittee develops rules and procedures to ensure quality control of the TD Coordinated System and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered.

Section 1. Creation of Board

1.01 There is hereby created and established a Hillsborough County Transportation Disadvantaged Grievance Subcommittee, hereinafter referred to as Grievance Subcommittee, a subcommittee of the TDCB, as specified pursuant to Chapter 427, F.S., and Rule 41-2, Rules of the State of Florida and Operations Plan 2c of the Memorandum of Agreement (MOA) between Hillsborough County and the Commission for the Transportation Disadvantaged.

Section 2. Definitions

2.01 As used in these Rules and Procedures, the following words and terms shall have the meanings assigned herein:

- (a) CTC: Board of County Commissioners (BOCC) of Hillsborough County of the State of Florida.
- (b) TDCB: Entity appointed by the Hillsborough County Metropolitan Planning Organization (MPO) that provides assistance to the CTC relative to the coordination of transportation service.
- (c) Funding Agency: Those agencies which have a funding contract with the CTC for transportation services for the TD.
- (d) MPO: The Hillsborough County MPO, an organization responsible for carrying out transportation planning and staffing the TDCB.
- (e) Program Manager: The individual responsible for the operation of the transportation program for the transportation provider.
- (f) Transportation Provider: The entity providing transportation services for the TD whether it be the County or private non-profit or private for-profit providers.
- (g) TD (User): Those persons who because of physical or mental disability, income status or age, or who for other reasons are unable to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, and other life sustaining activities.
- (h) CTD: Entity responsible for fostering the coordination of transportation services statewide provided to the TD.

Section 3. Objective

3.01 The objective of the Grievance Subcommittee shall be to develop rules and procedures to ensure quality control and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered.

Section 4. Membership

4.01 Members of the Grievance Subcommittee shall be appointed by the Chairman of the Hillsborough County Transportation Disadvantaged Coordinating Board (TDCB) and shall be composed of five voting members of the TDCB as follows:

- (a) One user of transportation services,
- (b) One representative of a recognized disabled group, and
- (c) Three representatives of the LCB at-large.

4.02 The designated representative of the CTC, charged with responsibility of overseeing the TD program, shall be an advisory member of the Grievance Subcommittee. The Hillsborough County MPO shall staff the Grievance Subcommittee.

Section 5. Terms of Members

5.01 The members of the Grievance Subcommittee shall serve a 2-year term.

5.02 A member of the Grievance Subcommittee may be removed for cause by the Chairman of the LCB. Vacancies in the membership of the subcommittee shall be filled in the same manner as the original appointments. An appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

5.03 The Grievance Subcommittee shall elect a chairperson and a vice chairperson at the first scheduled meeting of each year who shall serve for one year.

5.04 A quorum (three voting members) shall be present for any official action. In the event of a tie vote, the chairperson shall then have the deciding vote. Meetings shall be held at such times as the Grievance Subcommittee may determine.

5.05 No voting member will have a vote on an issue that is deemed a conflict of interest.

Section 6. Grievance Procedures

6.01 Grievance procedures will be those as specified by the Grievance Subcommittee as set forth below.

6.02 Complaints that emanate from continued tardiness; driver behavior; passenger discomfort; irregularities in the system of delivery; or decisions made to deny, reduce, or terminate services constitute grievances for users or funding agencies. Complaints about charges or billing constitute grievances by a funding agency or transportation provider. Other complaints can be heard at the discretion of the Grievance Subcommittee.

6.03 Clients or funding agencies shall contact the CTC Program Manager verbally, or in writing, in an attempt to resolve the complaint following the procedures of his/her agency.

6.04 If this effort is not successful, the grievant may present their grievance to the Grievance Subcommittee by securing a grievance form (Figure 4-1) from the program managers of the transportation providers in care of the Hillsborough County MPO. The client will also be advised about the CTD Ombudsman Program.

6.05 Upon receipt of the grievance form, the TDCB chairperson shall, within 15 working days, contact Grievance Subcommittee members and the CTC Program Manager to set a grievance hearing date and location.

The grievance may also be sent to:

CTC Ombudsman Program
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0700
1-800-983-2435
1-800-648-6084 (TTY)
www.dot.state.fl.us/ctd

6.06 The grievant and all parties involved shall be notified at least seven working days prior to the hearing date by certified mail; return receipt requested.

Section 7. Powers and Duties of the Grievance Subcommittee

7.01 The Grievance Subcommittee shall have the power to hold hearings, conduct investigations, and take testimony in all matters relating to complaints or grievances brought before the subcommittee by a user, funding agency, or transportation provider.

7.02 Each party, at their own expense, shall have the right to be represented by counsel, to call and examine witnesses, to introduce exhibits, and to examine opposing witnesses on any relevant matter. Information presented at the grievance hearing that is irrelevant, immaterial, or unduly repetitious will be excluded from consideration. All other information of a type commonly relied upon by reasonable prudent persons in the conduct of their affairs will be admissible. The Grievance Subcommittee will determine whether the information presented is relevant to the hearing and that decision is final.

7.03 The Grievance Subcommittee shall review the material presented and make recommendations to all parties involved and the TDCB within 15 working days. The said notice shall be sent to all parties by certified mail; return receipt requested.

7.04 The CTC shall, within 15 working days from the receipt of the recommendations, address in writing the Grievance Subcommittee's recommendations, and send them to the TDCB staff.

7.05 The Grievance Subcommittee will report the CTC's response to the full TDCB at their next scheduled meeting.

7.06 All meetings and hearings shall be open to the public.

7.07 Minutes shall be kept at each hearing and filed with the LCB staff, in care of the Hillsborough County MPO, and shall be public record.

7.08 If the grievance cannot be resolved pursuant to the procedures set forth, the grievant may notify the local TDCB, who shall recommend solution(s).

- 7.09 If the local TDCB cannot resolve the grievance, the grievant may appeal it to the Hillsborough County MPO, who shall recommend solution(s).
- 7.10 Any appeals to the recommendations of the Grievance Subcommittee, the TDCB, or the Hillsborough County MPO must be filed with their staff within 60 days of the latest hearing decision. The appeal will be filed to Hillsborough County MPO/TDCB staff by certified mail; return receipt requested.
- 7.11 Upon receipt of an appeal, Hillsborough County MPO/TDCB staff shall, within 15 working days, request an appeal hearing date from the appropriate party and notify relevant individuals.
- 7.12 Any person or entity aggrieved by the decision of the TDCB or the Hillsborough County MPO may appeal in any manner provided by law.
- 7.13 At any time during the process, the grievant may present the grievance to the CTD through its Ombudsman Program.



HILLSBOROUGH COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
GRIEVANCE FORM

Name: _____ Date: _____
Address: _____ Telephone: _____

Description of incident and steps taken to resolve complain:
(The description must at a minimum include the nature of the alleged complaint, the transportation provider involved and the date(s), time(s), and place(s) where the incident(s) occurred. Please use additional sheets if needed.)

Description of relief desired:

Signature: _____

OFFICIAL USE ONLY

Date Chairperson Received Report: _____
Date Presented to Grievance Board: _____

Recommendation:

Date Parties Notified of Results:

Return form to:

Transportation Disadvantaged Coordinating Board
P.O. Box 1110
Tampa, FL 33601-1110
(813) 272-6255 (fax)
Attn: TD Planner



Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

TPO/LCB Annual Bylaws Review

Presenter:

Joshua Barber, TPO Staff

Summary:

The Commission for the Transportation Disadvantaged requires LCB's to annually review and (re)adopt their bylaws. The LCB Bylaws establishes the formal procedures for the TDCB activities including membership, staff, board duties, and subcommittees, communication with other organizations. The Bylaws of all the TPO Committees are incorporated into the TPO Bylaws.

The Hillsborough LCB in October 2020 amended the bylaws to reduce the requirements for a quorum from a majority of the seated Board members to five (5) members of the Board, because of the COVID-19 Pandemic. These changes were approved at the January 2021 TPO Board Meeting. As Local and State Declarations of Emergency are lifted, it is the expectation of the Florida Attorney General that members of the TPO Board and its Committees begin to attend meetings, which take place under the Sunshine Law, in-person, unless there is a medical emergency or other circumstances which prevent members from attending in-person.

Given this expectation, the LCB can either request the TPO amend the bylaws back to a majority of the seated LCB Members or can maintain the current five (5) member quorum. Maintaining the current five (5) member quorum will not excuse anyone from attendance of LCB meetings in-person in accordance with Florida Attorney General expectations.

Recommended Action:

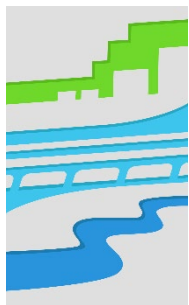
Review and (re)approve the LCB Bylaws, amended if necessary.

Prepared By:

Joshua Barber, TPO Staff

Attachments:

TPO Bylaws



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**BY-LAWS OF
THE HILLSBOROUGH COUNTY
TRANSPORTATION PLANNING ORGANIZATION
AND ITS COMMITTEES
Amended June 8, 2022**

1.0 PURPOSE: These *By-laws* are adopted by the Hillsborough County Metropolitan Planning Organization to govern the performance of the MPO's duties as well as those of MPO committees and to inform the public of the nature of the MPO's internal organization, operations and other related matters.

1.1 DOING BUSINESS AS: Consistent with the Fictitious Name Act (s.865.09, F.S.), and as registered with the Florida Department of State, the MPO will conduct business as the "Hillsborough Transportation Planning Organization," hereinafter called the "TPO".

2.0 DEFINITIONS:

2.1 EMERGENCY: Any occurrence or threat thereof, whether accidental or natural, caused by man, in war or in peace, which necessitates immediate action because it results or may result in substantial injury or harm to the population or the TPO or substantial damage to or loss of property or public funds.

2.2 GOOD CAUSE: A substantial reason which is put forward in good faith.

2.3 INTERESTED PERSON: Any person who has or may have or who represents any group or entity which has or may have some concern, participation or relation to any matter which will or may be considered by the TPO.

2.4 MEMBER(S): The TPO consists of sixteen (16) official members, with FDOT designated as a non-voting advisor. Each member government or authority may also appoint an alternate member, who may vote at any TPO meeting in place of a regular member. TPO committee membership is as provided in these By-laws.

2.5 PUBLIC HEARING: A meeting of the TPO convened for the purpose of receiving public testimony regarding a specific subject and for the purpose of taking action on amendment to or adoption of a plan or program. A public hearing may be convened with less than a quorum present; however, no official action other than adjournment or continuation of the public hearing to another time may be taken unless a quorum is present.

2.6 REGULAR MEETING: The regular scheduled meeting of the TPO at which all official business may be transacted.

- 2.7 SPECIAL MEETING:** A meeting of the TPO held at a time other than the regularly scheduled meeting time. All official business may be transacted at a special meeting.
- 2.8 WORKSHOP:** A conference where members are present and are meeting to discuss a specific subject. A workshop may be convened with less than a quorum present; however, no official action other than adjournment or continuation of the workshop to another time may be taken.
- 3.0 MPO OFFICERS:** There shall be a Chair and a Vice-Chair. All officers shall be voting members of the TPO.
- 3.1 TENURE:** All officers shall hold office for one (1) year or until a successor is elected. However, any officer may be removed by a majority of the total members. No officer may serve for more than two years consecutively.
- 3.2 SELECTION:** At the regular meeting in December, the members shall nominate one or more candidates to fill each office. Immediately following the close of nominations, the TPO shall vote to fill each office, with the vote for each office being taken in the order in which candidates for that office were nominated, until one is elected. New officers shall take office immediately upon the conclusion of the election of officers.
- 3.3 VACANCY IN OFFICE:** A vacant office shall be filled by the TPO at its first regular meeting following the vacancy. The officer so elected shall serve the remainder of their predecessor's term in office.
- 3.4 DUTIES:** The officers shall have the following duties:
- 3.4.1 CHAIR:** The Chair shall:
- (a) Preside at all regular and special meetings, workshops and public hearings.
 - (b) Represent the TPO on the West Central Florida MPO Chairs Coordinating Committee (CCC), doing business as Suncoast Transportation Planning Alliance (SCTPA), and the Florida MPO Advisory Council (MPOAC).
 - (c) Establish such ad hoc committees as the Chair may deem necessary and appoint their members and chairs.
 - (d) Call special meetings and workshops and public hearings.
 - (e) Sign all contracts, resolutions, and other official documents of the TPO, unless otherwise specified by the *By-laws* or *Policies*.
 - (f) Express the position of the TPO as determined by vote or consensus of the TPO.
 - (g) See that all actions of the TPO are taken in accordance with the *By-laws*, *Policies* and applicable laws.
 - (h) Perform such duties as are usually exercised by the Chair of a commission or board, and perform such other duties as may from time to time be assigned by the TPO.

3.4.2 Vice-Chair: The Vice-Chair shall, during the absence of the Chair or the Chair's inability to act, have and exercise all of the duties and powers of the Chair, and shall perform such other duties as may from time to time be assigned to the Chair by the TPO.

4.0 COMMITTEES:

4.1 AD HOC COMMITTEES:

4.1.1 Chair and Expiration: An ad hoc committee shall consist of a committee chair, who shall be a member of the TPO. All ad hoc committees shall have an expiration time identified by the Chair at the time of creation or shall dissolve at the expiration of the Chair's term.

4.1.2 Purpose: The purpose of establishing ad hoc committees is to facilitate the accomplishment of a specific task identified by the Chair.

4.2 STANDING COMMITTEES:

4.2.1 Appointment of Committee Members: Members and alternate members of all committees shall be appointed by action of the TPO. Members representing an organization on a committee, as specified in the committee membership list, shall be nominated in writing by their organization. Members representing the citizens of Hillsborough County, and not representing any particular entity as specified in the committee membership list, shall be recommended for membership by action of the committee on which they would like to serve. Using the same procedure, alternate members may be designated to act on behalf of regular members with all the privileges accorded thereto. The TPO shall not appoint committee applicants who are affiliated with private TPO consultants or contractors. If such an affiliation occurs, an existing committee member shall be deemed to have resigned.

4.2.2 Termination of Committee Membership: Any member of any committee may resign at any time by notice in writing to the Chair. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chair. Each member of each committee is expected to demonstrate his/her interest in the committee's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The TPO may review, and consider rescinding, the appointment of any member of any committee who fails to attend three (3) consecutive meetings. In each case, the TPO will warn the member in writing, and if applicable the member's nominating organization, thirty days in advance of an action to rescind membership. The TPO Chair may immediately terminate the membership of any committee member

for violations of standards of conduct, defined as conduct inconsistent with Section 7.0 of these By-laws. At a minimum, committee member attendance will be reviewed annually. In the case of members representing an organization on a committee as specified in the committee membership list, the individual's membership may also be rescinded by the nominating organization, by letter to the Chair.

- 4.2.3 Officers of Standing Committees:** The committee shall hold an organizational meeting each year for the purpose of electing a committee chair (unless designated by the TPO), a committee vice-chair, and, at the discretion of the committee chair, an officer-at-large. Officers shall be elected by a majority vote of a quorum of the members. Except as otherwise provided in these By-laws, officers shall serve a term of one year starting with the next meeting. The powers and duties of the committee chair shall be to preside at all meetings; to express the position of the committee as determined by vote or consensus of the committee; and to ensure that all actions of the committee are taken in accordance with the bylaws and applicable law. The committee vice chair shall have these same powers and responsibilities in the absence of the committee chair. The officer-at-large shall, during the absence of both the committee chair and the committee vice-chair or their inability to act, have these same duties and responsibilities, and in addition shall perform other duties as may from time to time be assigned by the committee chair.
- 4.2.4 Conduct of Committee Meetings:** Sections 5 through 9, excluding Section 8.1, of these TPO By-laws shall be used for the conduct of all TPO committee meetings.
- 4.2.5 Standing Committee Sub-Committees:** An TPO standing committee or the MPO may establish such sub-committees to a standing committee as deemed necessary to investigate and report on specific subject areas within the scope of the standing committee. Such sub-committees shall be of limited duration and shall dissolve at such time as designated at the time of establishment or upon completion of the task(s) specified at the time of establishment. These TPO By-laws shall be used for the conduct of such sub-committees meetings in the same manner as the TPO committees.
- 4.2.6 TPO Technical Advisory Committee (TAC):** Established pursuant to Section 339.175, Florida Statutes, the TAC shall be responsible for considering safe access to schools in the review of transportation project priorities, long-range transportation plans and transportation improvement programs and shall advise the TPO on such matters. In addition, the TAC shall be responsible for assisting in the development of transportation planning work programs; coordinating transportation planning and programming; review of all transportation studies, reports, plans and/or programs, and making

recommendations to the TPO that are pertinent to the subject documents based upon the technical sufficiency, accuracy, and completeness of and the needs as determined by the studies, plans and/or programs. The TAC shall coordinate its actions with the School Board of Hillsborough County and other local programs and organizations within Hillsborough County that participate in school safety activities and shall also coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

TAC Membership: The TAC shall be composed of technically qualified representatives for the purpose of planning, programming and engineering of the transportation system within the Hillsborough County Transportation Planning Organization area boundary.

The membership shall be composed of: three (3) members from Hillsborough County, two (2) members from City of Tampa, two (2) members from the Hillsborough County City-County Planning Commission, one (1) member from the Tampa Hillsborough Expressway Authority, one (1) member from the Hillsborough Area Regional Transit Authority, one (1) member from Environmental Protection Commission, one (1) member from the Tampa Port Authority, one (1) member from City of Temple Terrace, one (1) member from the Tampa Bay Regional Planning Council, one (1) member from the Florida Department of Environmental Protection, one (1) member from City of Plant City, one (1) member from the Hillsborough County Aviation Authority, one (1) member from the Tampa Bay Area Regional Transportation Authority, one (1) member from the Tampa Historic Streetcar, Inc., one (1) member from the Department of Health-Hillsborough and one (1) member from the Florida Trucking Association.

Terms of Membership: Members shall serve terms of indefinite length at the pleasure of their respective nominating organizations and the TPO.

4.2.7 TPO Citizens Advisory Committee (CAC): The CAC shall be responsible for providing information and overall community values and needs into the transportation planning program of the TPO; evaluating and proposing solutions from a citizen's perspective concerning alternative transportation proposals and critical issues; providing knowledge gained through the CAC into local citizen group discussions and meetings; and establishing comprehension and promoting credibility for the TPO Program.

CAC Membership: The CAC shall be composed of appointed citizens (transportation agency staff are not eligible) who together shall represent a broad spectrum of social and economic backgrounds and who have an interest in the development of an efficient, safe and cost-

effective transportation system. Minorities, the elderly and persons with disabilities must be adequately represented on the CAC.

All members must be residents of Hillsborough County. Membership will be as follows: one (1) member nominated by each member of the Board of County Commissioners serving on the TPO, one (1) member nominated by each member from the City of Tampa serving on the TPO, one (1) member from the City of Temple Terrace nominated by the Mayor of the City of Temple Terrace, one (1) member from the City of Plant City nominated by the Mayor of the City of Plant City, one (1) member nominated by each respective Chairperson of the Hillsborough County Aviation, Tampa-Hillsborough Expressway, Tampa Port and Hillsborough Area Regional Transit Authorities, one (1) member representing the transportation disadvantaged nominated by the Chairman of the Transportation Disadvantaged Coordinating Board, one (1) member nominated by the Chairperson of the Hillsborough County City-County Planning Commission and one (1) member nominated by the School Board member serving on the MPO. In addition, there shall be six (6) at-large members nominated by local organizations representing the following constituencies or through application directly to the CAC as provided in Section 4.2.1. These shall comprise one (1) person of Hispanic ethnicity, one (1) person of African-American descent, one (1) person under the age of 30, one (1) woman, one (1) person to represent neighborhoods, and one (1) person to represent the business community.

Terms of appointment shall be for a two-year period with an opportunity for reappointment thereafter, unless the official who appointed the member leaves office or the TPO board during the term of the member's appointment. In that case, the member shall be deemed to have resigned from the CAC and the new official shall have the right to appoint a new member or reappoint the same member. A member of the committee whose term has expired shall continue to serve until they are reappointed or replaced. The terms of appointment notwithstanding, CAC members shall serve at the pleasure of the TPO.

4.2.8 TPO Policy Committee: The TPO Policy Committee shall be responsible for the review and in-depth discussion of items and issues proposed to come before the TPO and for development of recommendations to the TPO, as appropriate, regarding such items and issues in order to facilitate the accomplishment of the TPO's responsibilities to manage a continuing, cooperative and comprehensive transportation planning process and the development of transportation plans and programs.

Membership: The Policy Committee shall be composed of at least five (5) members of the TPO who shall serve on a voluntary basis. Volunteers for membership will be solicited at the TPO meeting at

which the Chair is elected and at any TPO meeting thereafter if the total membership of the Policy Committee falls below five (5). Those TPO members requesting to be made Policy Committee members in response to such solicitation or upon the initiative of an individual TPO member shall be so appointed by action of the TPO and shall serve terms that last until the next TPO meeting at which the Chair is elected.

4.2.9 Transportation Disadvantaged Coordinating Board (TDCB): The primary purpose of the TDCB is to assist the TPO in identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Section 427.0157, Florida Statutes.

The following agencies or groups shall be represented on the TDCB as voting members:

- an elected official serving on the Hillsborough County TPO who has been appointed by the TPO to serve as TDCB Chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children & Families;
- a local representative of the Public Education Community, which could include, but is not limited to, a representative of Hillsborough County Public Schools, School Board Transportation Office or Head Start Program;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- a person recommended by the local Veterans Service Office representing the veterans in the county;
- a person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly citizens in the county;
- a person with a disability representing the disabled citizens in the county;
- two citizen advocates in the county, one of whom must be a user of the transportation services of the coordinated transportation disadvantaged system as their primary means of transportation;
- a local representative for children at risk;
- the chairperson or designee of the local mass transit system's board except when they are also the CTC;
- a local representative of the Florida Department of Elder Affairs;
- a local representative of the local for-profit transportation industry;

- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Regional Workforce Development Board;
- a representative of the local medical community, which may include, but is not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, and;
- A local representative of the Agency for Persons with Disabilities

TDCB Terms of Appointment. Except for the TDCB Chairperson, the members of the TDCB shall be appointed for three (3) year terms which shall be staggered equally among the membership. The TDCB Chairperson shall serve until elected term of office has expired or is otherwise replaced by the TPO.

TDCB Duties. The TDCB shall perform the following duties which include those specified in Chapter 41-2, Florida Administrative Code and Section 427.0157, Florida Statutes.

- a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged and the TPO Chairperson;
- b. Review and approve the CTC's memorandum of agreement and the transportation disadvantaged service plan;
- c. On a continuing basis, evaluate services provided under the transportation disadvantaged service plan. Not less than annually provide the TPO with an evaluation of the CTC's performance relative to the standards adopted by the Commission for the Transportation Disadvantaged and the TPO. Recommendations relative to performance and the renewal of the CTC's memorandum of agreement with the Commission for the Transportation Disadvantaged shall be included in the report;
- d. In cooperation with the CTC, review and provide recommendations to the Commission for the Transportation Disadvantaged and the TPO on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner;
- e. Review coordination strategies for service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and

- consolidation of adjacent counties when it is appropriate and cost effective to do so;
- f. Appoint a Grievance Subcommittee to process, investigate, resolve complaints, and make recommendations to the TDCB for improvement of service from agencies, users, or potential users, of the systems in the county. This Subcommittee shall meet as often as necessary to resolve complaints in a timely manner;
 - g. In coordination with the CTC, jointly develop applications for funds that may become available;
 - h. Prepare quarterly reports outlining the accomplishments and activities or other areas of interest to the Commission for the Transportation Disadvantaged and the TPO;
 - i. Consolidate the annual budget of local and federal government transportation disadvantaged funds estimates and forward them to the Commission for the Transportation Disadvantaged. A copy of the consolidated report shall also be used by the TDCB for planning purposes;
 - j. Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the transportation disadvantaged service plan for the Commission for the Transportation Disadvantaged;
 - k. Assist the TPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP);
 - l. Assist the CTC in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys;
 - m. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

4.2.10 TPO Intelligent Transportation Systems (ITS) Committee: The ITS Committee is responsible for assisting in the development of Intelligent Transportation System (ITS) planning work programs, as well as reviewing ITS related studies, reports, plans, projects (including consistency with regional architecture and other standards and/or programs) and making recommendations to the TPO and/or other agencies. ITS Committee recommendations to the TPO shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and/or programs. The ITS Committee shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

ITS Committee Membership: The ITS Committee shall be composed of members technically qualified in the planning, programming, engineering and/or implementation of intelligent

transportation systems or projects within the Hillsborough County Metropolitan Planning Organization area boundary or in the case of the member nominated by the Environmental Protection Committee, technically qualified in the area of air quality impacts of transportation. The membership shall be composed of: one (1) member each from Hillsborough County, the City of Tampa, the Environmental Protection Commission, Tampa-Hillsborough Expressway Authority, Hillsborough Area Regional Transit Authority, the USF Center for Urban Transportation Research, the City of Plant City and the City of Temple Terrace as well as a non-voting advisor from the FDOT. Members and Alternate Members shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies and the TPO.

4.2.11 TPO Bicycle/Pedestrian Advisory Committee (BPAC): The BPAC shall be responsible for making recommendations to the TPO, Hillsborough County, City of Tampa, City of Plant City, City of Temple Terrace, the Hillsborough County Environmental Protection Commission, the Florida Department of Transportation, the Southwest Florida Water Management District, and others, on matters concerning the planning, implementation and maintenance of a comprehensive bikeway and pedestrian system. In addition, the BPAC shall be responsible for studying and making recommendations concerning the safety, security, and regulations pertaining to bicyclists and pedestrians. The BPAC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

BPAC Membership: The BPAC shall be composed of up to twenty-five members. One member shall represent each of the following entities, except as noted: City of Tampa (three seats), City of Temple Terrace, City of Plant City, Hillsborough County (three seats), University of South Florida USF, the Environmental Protection Commission of Hillsborough County, the Hillsborough County City-County Planning Commission, HART, and the Florida Health Department. The remaining members shall be citizen representatives.

All members of this Committee shall serve for a two-year term, ending on June 30th of its respective year. Without restriction, each member can be appointed to serve an unlimited number of two-year terms.

4.2.12 TPO Livable Roadways Committee (LRC): The LRC shall be responsible for integrating Livable Roadways principles into the design and use of public rights-of-way and the major road network throughout Hillsborough County. The LRC seeks to accomplish this responsibility by: making recommendations to create a transportation system that balances design and aesthetics with issues of roadway safety and function; ensuring that public policy

and decisions result in a transportation system that supports all modes of transportation, with a special emphasis on pedestrian and bicycle infrastructure and transit infrastructure and service; providing information and assistance to the TPO, local governments and transportation agencies relating to the mission of the Committee; and enhancing coordination among TPO member agencies and public participation in the transportation planning process. The LRC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

LRC Membership: The LRC shall be composed of representatives of local government departments, transportation agencies and other organizations. They may be elected officials, appointed officials, organization members, designated representatives or staff, but may not be staff to the TPO. Members will represent the following: City of Plant City; City of Tampa Parks and Recreation Department, Public Works, Transportation Division, or Urban Development Department (up to two members); City of Temple Terrace; Hillsborough County Planning and Infrastructure (up to two members); Hillsborough Area Regional Transit; Hillsborough County TPO Board Member (appointed by the TPO to serve as chair of the committee); Hillsborough County City-County Planning Commission; Tampa Hillsborough Expressway Authority and five members from professional organizations whose mission is consistent with the principles of Livable Roadways (such as American Planning Association; American Society of Landscape Architects; Urban Land Institute; Institute of Transportation Engineers; Congress for New Urbanism and American Institute of Architects); University of South Florida; New North Transportation Alliance; Tampa Downtown Partnership; Westshore Alliance; Person with disabilities; Neighborhood representative; Transit user representative; Citizen advocate for livable communities and/or multimodal transportation; and School District and/or School Parent representative.

5 MEETINGS:

5.1 SCHEDULE OF MPO MEETINGS:

5.1.1 Regular Meetings: Regular meetings shall take place on the first Tuesday of each month, unless otherwise decided by the TPO and shall be held in the Chamber of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.1.2 Special Meetings and Workshops: Special meetings and workshops shall be held at the call of the Chair or majority of officers. Special meetings and workshops shall convene at a time designated by the Chair and shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.1.3 Public Hearings: Public hearings of the TPO shall be held at a time designated by the Chair. A public hearing can be continued until a date and time certain, with due allowance of time for public notice of the continuation of the public hearing. Public hearings shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.2 SCHEDULE OF STANDING COMMITTEE MEETINGS: Each standing committee shall meet monthly, with the exception of the Intelligent Transportation Systems Committee and the Transportation Disadvantaged Coordinating Board which shall meet every two months, at a regular date and time designated by the Chair.

5.3 SCHEDULE OF AD HOC COMMITTEE MEETINGS: Each ad hoc committee shall meet at the call of the committee chair. Ad hoc committee meetings shall not be scheduled during the times reserved for TPO meetings. Ad hoc committee meetings shall be held at a suitable location designated by the committee chair.

5.4 NOTICE OF MPO AND COMMITTEE MEETINGS: The Executive Director of the TPO shall be responsible for providing written public notice of all TPO meetings, public hearings and committee meetings. Except in case of emergencies, written notice of any meeting shall be given at least five (5) days prior to the meeting. In case of emergency, notice of such meeting shall be given to each member as far in advance of the meeting as possible and by the most direct means of communications. In addition, notice of such emergency meeting shall be given to the media, utilizing the most practicable method. Written notice of any meeting shall state the date, time and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Florida law and the TPO's Public Participation Plan.

5.5 AGENDA OF MPO AND COMMITTEE MEETINGS: The agenda for all TPO regular and special meetings, workshops and public hearings shall be established by the Chair with the assistance of the Executive Director. Members or the Executive Director may request that an item be placed on the agenda by communicating such request to the Executive Director at least ten (10) days prior to the meeting date. The Chair shall consider with the Executive Director on a month to month basis whether there shall be a consent agenda.

The agenda for each committee meeting shall be established by the committee chair and shall be prepared by the Executive Director or designated TPO support staff. Members of a committee or the Executive Director may request that an item be placed on a committee agenda by communicating such request to the TPO support staff assigned to the committee, or the Executive Director at least ten (10) days prior to the committee meeting date.

The agenda shall list the items in the order they are to be considered. For good cause stated in the record, items on the agenda may be considered out of order with the approval of the TPO Chair or the committee chair.

The agenda for any TPO or committee meeting shall be delivered to each member at least five (5) days prior to the meeting date and shall be mailed or delivered to interested persons at that time, except in case of an emergency meeting, where the agenda will be provided to members, and interested parties as far in advance of such meetings as practicable.

5.6 RULES OF ORDER: Except where they are inconsistent with the *By-laws*, *Roberts Rule of Order* shall be used for the conduct of all TPO and committee meetings.

5.7 QUORUM: A simple majority of the total non-vacant membership of the TPO or TPO committee shall constitute a quorum for the transaction of business at all regular and special meetings and public hearings, except seven (7) members shall constitute a quorum for the CAC, five (5) members shall constitute a quorum for the TDCB and nine (9) members shall constitute a quorum for the LRC and BPAC. Public hearings may be conducted with less than a quorum, but no action, other than as noted at the end of this section, shall be taken unless a quorum is present. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting. Workshops may be conducted with less than a quorum, but no official action may be taken. A majority of the members present, whether or not a quorum exists, may adjourn any meeting or continue any public hearing to another time.

5.8 CONDUCT OF MEETINGS:

5.8.1 Chair Participation: The presiding TPO Chair, or committee chair, shall not be deprived of any rights and privileges by reason of being presiding Chair, but may move or second a motion only after the gavel has been passed to the Vice-Chair or another member.

5.8.2 Form of Address: Each member shall address only the presiding Chair for recognition; shall confine his/her remarks to the question under debate; and shall avoid personalities or indecorous language or behavior.

5.8.3 Public Participation: Any member of the public may address the TPO or TPO committee at a regular or special meeting, public hearing, or public participation type workshop, after signing in with the TPO Staff for a specific item. When recognized by the Chair, a member of the public shall state their name, address, the person on whose behalf they are appearing and the subject of their testimony. Each member of the public shall limit his or her presentation to three (3) minutes unless otherwise authorized by the Chair.

- 5.8.4** Limitation of Testimony: The Chair may rule testimony out of order if it is redundant, irrelevant, indecorous or untimely.
- 5.8.5** Motions: The Chair shall restate motions before a vote is taken and shall state the maker of the motion and the name of the supporter.
- 5.8.6** Voting: Voting shall be done by voice, as a group, but a member shall have his/her vote recorded in the minutes of the meeting if so desired. A roll call vote shall be taken if any member so requests. Any member may give a brief explanation of his/her vote. A tie vote shall result in failure of a motion.
- 5.8.7** Reconsideration: A motion to reconsider an item on which vote has been taken may be made only by a member who voted with the prevailing side. The motion to reconsider must be made on the day the vote to be reconsidered was taken, or at the next succeeding meeting of the same type of meeting at which the vote to be reconsidered was taken (i.e., at the next succeeding regular meeting if the vote to be reconsidered was taken at a regular meeting). To be in order, the motion to reconsider must be made under the consideration of old business. Adoption of a motion to reconsider requires the approval of at least a simple majority of the votes cast. If a motion to reconsider is adopted, the members shall consider the need for additional notice to interested persons before a vote subject to the motion for reconsideration was taken at a special meeting or a public hearing for which no subsequently scheduled meeting will provide an opportunity for reconsideration of the item, then the motion to reconsider may be made at the next regular meeting in the manner provided.

5.9 ORDER OF BUSINESS AT MEETINGS: The order of business shall be determined by the Chair; however, the following is provided as a guide:

- 5.9.1** Regular TPO Meetings:
- (a) Call to Order and Pledge of Allegiance
 - (b) Approval of minutes of prior meetings, workshops and public hearings.
 - (c) Public input on Agenda Items, TPO Committee Reports
 - (d) Presentation of the Chair's Report
 - (e) Presentation of the Executive Director's Report
 - (f) Consideration of Action Items
 - (g) Consideration of Status Reports
 - (h) Public input regarding general concerns
 - (i) Consideration of items under old business
 - (j) Consideration of items under new business
 - (k) Adjournment
- 5.9.2** Special Meetings or Workshops
- (a) Call to Order

- (b) Consideration of individual agenda items
- (c) Adjournment

5.9.3 Public Hearings

- (a) Call to Order
- (b) Consideration of individual agenda items
 - 1. Presentation by staff
 - 2. Public comment
 - 3. Board deliberation
- (c) Adjournment

5.9.4 Order of Consideration of Action Items: The order of consideration of any individual agenda item shall be as follows unless otherwise authorized by the Chair:

- (a) Chair introduces the agenda item.
- (b) Staff presents the agenda item.
- (c) Other invited speaker(s) make presentations.
- (d) TPO or committee members ask questions.
- (e) Motion is made, seconded and debated.
- (f) Vote is taken.

The Chair may expand all time limitations established by this section.

5.9 OPEN MEETINGS: All TPO regular and special meetings, workshops and public hearings, TPO committee meetings, and all meetings of the committees are open to the public as provided by Florida's Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

6.0 ATTENDANCE: Members are expected to attend all regular and special meetings, public hearings and workshops of the TPO and its committees.

6.1 EXCUSAL FROM MEETINGS: Each member who knows that his/her attendance at a regular or special meeting, public hearing or workshop will not be possible, shall notify the Executive Director, or committee support staff, of the anticipated absence and the reason thereof. The Executive Director, or committee support staff, shall communicate this information to the Chair who may excuse the absent member for good cause.

7.0 CODE OF ETHICS:

7.1 COMPLIANCE WITH LAWS: Members shall comply with the applicable provisions of the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, Florida Statutes.

7.2 REQUESTS FOR INFORMATION: Members may request information readily available to the general public directly from the appropriate staff person. Requests for information not readily available to the general public, or information which would involve the expenditure of staff time in preparation

or compilation, shall be made to the Executive Director, who may consult with the Chair for guidance.

7.3 LOBBYING ACTIVITIES: Members shall use their discretion in conducting private discussions with interested persons regarding TPO business, as long as all interested persons are treated equally. Any written material received by a member in connection with a private discussion with an interested person shall be given to the Executive Director for distribution to other members and as appropriate, to staff.

7.4 GOVERNMENT IN THE SUNSHINE: Members shall refrain from participating in any private communications regarding TPO business involving two or more members. For purposes of this section, a private discussion is one that is not conducted in accordance with the requirements of Florida's Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

Any written material received by a member in connection with TPO Business shall be given to the Executive Director or the member's committee support staff for distribution to other members and as appropriate, to staff.

7.5 STATEMENTS BY MEMBERS: Members will from time to time be asked to give their opinions regarding matters which have been or will be considered by the TPO or one of its committees. No member shall be prohibited from stating his/her individual opinion on any matter; however, in doing so, each member shall take care to make clear that the opinion expressed is his/her own, and does not constitute the official position of the TPO or one of its committees.

7.6 CODE OF CONDUCT: Recognizing that persons holding a position of public trust are under constant observation, and that maintaining integrity and dignity are essential for high levels of public confidence in institutions of government, members are expected to adhere to the following:

- a. Prepare for and regularly attend all meetings of the member's group;
- b. Extend courtesy and consideration toward colleagues, citizens, and staff, during all discussions and deliberations;
- c. Avoid appearance of impropriety;
- d. Allow citizens, colleagues, and staff sufficient opportunity to present their views, within the prescribed rules of conduct of meetings;
- e. Refrain from abusive comments or intimidating language directed at colleagues, citizens, or staff, including gestures, body language or distracting activity that conveys a message of disrespect and/or lack of interest;
- f. Not engage in harassing behavior or unwelcome conduct of a sexual nature toward colleagues, citizens, or staff;
- g. Discharge their duties without prejudice toward any person or group;
- h. Not lend their influence towards the advancement of personal financial interests or the financial interests of family, friends, or business associates.

8.0 ADMINISTRATION: The administration of TPO activities shall be accomplished through official actions of the TPO in accordance with the following guidelines:

8.1 POLICIES: The TPO shall adopt, by a vote of a majority of the total membership, *Policies* to guide the administration of the TPO. The *Policies* shall be published in conjunction with the *By-laws*. The *Policies* may be amended from time to time by a vote of a majority of the total voting membership of the TPO.

8.2 STATUTES: The TPO shall abide by legislation authorizing and specifying its duties and functions and all other requirements of Florida law.

8.3 STAFF: The staff of the TPO shall consist of the Executive Director and such additional employees as provided by the Hillsborough County City-County Planning Commission. The staff shall be directed by the Executive Director of the TPO.

9.0 RULES OF CONSTRUCTION: The following rules apply to the text of this document.

9.1 The particular controls the general.

9.2 The word “shall” is mandatory and not discretionary. The word “may” is permissive.

9.3 Words used in the present tense include the future; words used in the singular number shall include the plural and the plural the singular unless the context indicates the contrary.

9.4 Words not defined shall have the meaning commonly ascribed to them.

10.0 AMENDMENT: The *By-laws* may be amended by two-thirds majority vote of the total voting membership of the TPO. Any amendment shall be proposed at a regular meeting and voted upon the next regular meeting.



Hillsborough TPO

Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

Regional Rapid Transit Concept of Operations

Presenter:

Brian Pessaro, Tampa Bay Regional Transit Authority and Scott Pringle, WSP

Summary:

Since May 2019, Tampa Bay Area Regional Transit Authority (TBARTA) has been conducting a Project Development and Environmental (PD&E) Study for bus rapid transit (BRT) on I-275 and I-75. TBARTA has branded the service as Regional Rapid Transit or RRT. The RRT is 41 miles and would connect Pasco, Hillsborough, and Pinellas counties from Wesley Chapel to downtown St. Petersburg. TBARTA's study consultant (WSP) has developed a concept of operations for the RRT that consists of 4 combined routes.

- Route A: Wesley Chapel (SR 54) to Westshore
- Route B: Wesley Chapel (SR 54) to USF Area
- Route C: USF Area to Westshore/TIA
- Route D: St. Petersburg to Tampa

Route A would provide 15-minute service during the peak periods with hourly connections to Tampa International Airport (TIA). Routes B and C would provide 15-minute service during the off-peak periods with hourly connections to TIA. Route D would provide 15-minute service all day.

Recommended Action:

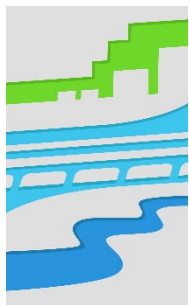
None. For information only.

Prepared By:

Elizabeth Watkins, TPO Staff

Attachments:

[Presentation slides.](#)



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Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

HART Transit Development Plan & Budget

Presenter:

Loretta Kirk, HART Chief Financial Officer

Summary:

HART staff will present a short briefing on the FY 2023–FY 2032 Transit Development Plan (TDP) and the Fiscal Year 2023 Proposed Budget.

The TDP is an annual document detailing the direction of HART, as well as its funded and unfunded operating and capital needs, over the next ten years.

The FY 2023–FY 2032 TDP is especially significant in that HART has engaged in a Comprehensive Operations Analysis (COA) of the transit system. A COA typically includes a detailed review of ridership and the cost of delivering transit service on each route. COAs often lead to recommendations for improving efficiency, reducing agency expenditures, and/or maximizing benefits to the public. Additionally, this TDP is considered a major update which is required every five years by State Law.

Recommended Action:

None. For information only.

Prepared By:

Elizabeth Watkins, TPO Staff

Attachments:

None.



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**HILLSBOROUGH TRANSPORTATION PLANNING ORGANIZATION BOARD
HYBRID MEETING, MAY 11, 2022
DRAFT MINUTES**

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE (Timestamp 1:31:07)

Commissioner Cohen, called the meeting to order at 10:04 AM and led the pledge of allegiance. The regular monthly meeting was held in-person and virtual via WebEx.

II. ROLL CALL (Gail Reese, TPO Staff) (Timestamp 1:32:16)

The following members were present in person: Commissioner Harry Cohen, Commissioner Pat Kemp, Commissioner Kimberly Overman, Commissioner Mariella Smith, Councilman Guido Maniscalco (in at 10:35 AM), Councilman Joseph Citro, Mayor Andrew Ross, Commissioner Nate Kilton, Joe Lopano, Greg Slater, Charles Klug, Planning Commissioner Cody Powell

The following members were present virtually: Adalee Le Grand, School Board Member Jessica Vaughn

The following members were absent/excused: Commissioner Gwen Myers

Letter received from Commissioner Gwen Myers

5/11/2022

TPO Board Members,

Good morning, I apologize however due to an unforeseen event, I am unable to attend today's meeting. Please read this letter into the record.

A quorum was met in person.

A. Vote of Consent for Remote Member Participation.

Voice vote, motion passes with one "Nay" vote.

III. APPROVAL OF MINUTES (Timestamp 1:33:16) – April 13, 2022

Chair Cohen sought a motion to approve the April 13, 2022 minutes. Councilman Citro so moved, seconded by Commissioner Smith. Voice vote: motion carries unanimously.

IV. PUBLIC COMMENT (Timestamp 1:33:34) (30 minutes total, with up to 3 minutes per speaker)
Additional comments made via [Social Media](#) and [Email](#) can be found at the end of these minutes.

- Rick Fernandez – Out of Tampa Heights and is a Tampa Heights Civic Association member and Vice-Chair of the TPO CAC. Written comments have been submitted via email and additional verbal comments were made at the TPO Policy Meeting on May 11, 2022. It was asked that

the Public Participation Plan Effectiveness Report document be removed from the Consent Agenda and returned to the author(s) for correction/update where the DTI project is concerned. The CAC approved the report with the caveat that “The report needs to acknowledge the challenges over the last two years in communicating with the public about the design of the Downtown Interchange”. The request was made on May 4, 2022, and there has been no effort to supplement the report. It is not worthy of Consent Agenda treatment. The CAC has begun a review of the TIP draft. The three-lane movement making up the DTI Quick Fix are now on Table 1. The CAC has recommended that two of these lane movements be removed due to their impact on Tampa Heights. The third lane movement was the subject of a motion to strike in 2021 made by a TPO Board member. Suggests that that motion should be revisited in 2022. It was noted that if those that ran on the promise to fight the expansion of the interstate in the urban core of Tampa honor their commitments, this project can be stopped this year. There is also a matter of dedicated bus lanes on Florida Avenue and Tampa Street through a lane repurposing request from HART. Asks that this step be taken and that the dedicated lanes be included in the project descriptions for this year’s TIP in Table 1. They are currently not there. Referencing FPN #'s 511-7 & 511-8.

- Anthony Mangieri –A life-long resident of Hillsborough County, particularly the northwest area of the county. Explosive growth has put challenges on our local infrastructure. In the northwest county, Van Dyke Road between Dale Mabry and the Sun Coast Parkway, there has been explosive growth and land-use changes that have driven up traffic volumes to the point of needing additional lanes. These are needed for life safety for the hospital, the local fire station, and for the main hurricane evacuation route. There is a project on the books that was explored in 2014 with some funding and land acquisition for this expansion. That project has been continually delayed out to 2027 when the initial completion was scheduled for 2024. This is creating a life safety issue and this corridor has a high crash rate according to Hillsborough County Sherriff’s records. Are looking for some temporary, reasonable measures until the project can be moved forward. Is asking for further review of the timing of this project and some temporary engineering fixes for the short term.
- Lena Young Green – is continuing to request that Tampa Heights and the surrounding neighborhood be considered as further transportation decisions are being made. The community is back making the requests for consideration going into the TIP hearing in June. Ask that the impact of the extending roads and interstate lanes in our neighborhoods. It impacts us environmentally, socially, and in our health. Asked that Rick Fernandez’s presentation be supported.
- Mauricio Rosas – Emphasized what was said in the TPO Policy meeting earlier about land use. The county needs land use correction. If the current path is continued there will not be reasonable mass transit for the outer county. Segments D and E of the Green Artery have been funded but there is no record for construction dates. These projects are shovel-ready. Back to I-275; the underpasses at Osborne, Chelsea, and Floribraska are not uniform with MLK and Hillsborough Avenue. According to FDOT staff, the decision was arbitrary. All of those underpasses are constructed exactly alike. All of the underpasses in Ybor City and Westshore look the same. When

you go north, they don't look alike anymore. There is no placemaking, there is nothing identifying the area as East Tampa or Seminole Heights.

V. COMMITTEE REPORTS & ADVANCE COMMENTS (Bill Roberts, CAC Chair; Davida Franklin, TPO Staff; Beth Alden, TPO Executive Director) (*Timestamp 1:44:38*)

A. CAC – Bill Roberts, CAC Chair (May 4, 2022 meeting)

- In-person quorum voted to allow virtual members to participate.
- Heard public comment.
- Took action on:
 - Approved FY 23 & FY 24 UPWP
 - TPO Apportionment Plan Draft, as recommended with a 10 – 4 vote. There was considerable discussion.
 - Public Participation Plan Measures of Effectiveness Report (2020-2021) – with the caveat that the report needs to acknowledge the challenges over the last two years in communicating with the public about the design of the Downtown Interchange
- The CAC has held two workshops in preparation for the upcoming TIP. Will be taking action at the June 4th meeting.
- The committee discussed the standards of conduct coming before the Board and support them.
- Heard status reports on: Live Grow Thrive Tampa Comprehensive Plan Update, TIP Priorities Update: Preliminary Draft

B. ITS – April 14, 2022 (Davida Franklin, TPO Staff)

- Approved Smart Cities Mobility Plan
- Heard status reports on
 - Regional ITS Architecture – FDOT Statewide and Regional ITS Architecture website
 - Low-Cost Air Quality Monitoring Pilot Study
 - FY 23 & FY 24 UPWP Preliminary Draft
 - Introduction to new TPO Studies

C. TDCB – April 22, 2022 (Davida Franklin, TPO Staff)

- Held annual workshop seeking public engagement on the Transportation Disadvantaged Program
- Approved CTC Trip and Service Rates for 2022/2023
- Heard status reports on
 - FY 23 & FY 24 UPWP Preliminary Draft
 - Introduction to new TPO Studies

D. TAC – May 2, 2022 (Davida Franklin, TPO Staff)

- Approved
 - FY 23 & FY 24 UPWP Approval
 - Public Participation Plan: Measures of Effectiveness Report (2020-2021) - Members commented that they liked that outreach is being tracked and evaluated and agreed that the engagement on the Non-Discrimination Plan was very effective.

- The TAC heard a motion to approve the Apportionment Plan as recommended but the motion failed to pass, therefore no action was taken. Comments included:
 - HCAA commented that you cannot compare Hillsborough to other MPOs because most airports are owned by the County. In examples where there is an independent authority, they have voting seats. For example, Orlando International Airport has a voting seat on the MetroPlan Board. HCAA representatives speak for the Board, not the CEO. HCAA has a unique perspective as a transportation operator and should retain a voting seat. The Port Authority agreed with HCAA and finds the proposed plan disturbing.
 - Planning Commission, Hillsborough County, and City of Tampa representatives abstained from voting since their Boards have not taken a position.
 - Status reports heard – Transportation Improvement Program (TIP) Priorities Update: Preliminary Draft; Live Grow Thrive Tampa Comprehensive Plan Update; HCAA is updating its Master Plan
- E. LRC – March 23, 2022** (Councilman Citro, City of Tampa and Davida Franklin, TPO Staff)
- Took action on
 - TPO Membership Apportionment Plan Draft – the LRC did not approve the staff recommendation, instead moved that the TPO Apportionment be left Status Quo.
 - Councilman Citro (noted LRC discussion on the Apportionment Plan) – noted that the LRC had a lengthy discussion about the make-up of the TPO Board. It was the decision, not unanimous, to keep it status quo. There was the consensus that two members need to remain on the Board, the Port of Tampa and the Airport Authority. These are two major entities that deal with transportation in the county. Also felt that because of major highways intersecting in the City of the Tampa and the number of fatalities in the City of Tampa and the number of bicycle and pedestrian crashes in the City of Tampa that there should be another representative from the City of Tampa.
 - Public Participation Plan Measures of Effectiveness Report was approved.
 - Comments on ETDM Project #14486 (US 301 from Moccasin Wallow Road to SR 674 – The LRC moved to submit the staff comments, comment from a member of the public on behalf of the Sundance Community, and additional comments made by the committee on the topics of rural context, wildlife crossings, safety, and a request to return to the committee at the design phase.
 - Heard status reports and updates on: FDOT District 7 Safety Program, FY23 & FY24 UPWP Preliminary Draft, Introduction to new TPO Studies, memo on Government in the Sunshine, Live Grow Thrive Tampa Comprehensive Plan Update.
- F. BPAC – April 27, 2022** (Davida Franklin, TPO Staff)
- Did not have a quorum and were unable to take action but provided some comments.
 - Action Items
 - Public Participation Plan: Measures of Effectiveness Report (2020-2021) – expressed their appreciation for the report and continued outreach.
 - TPO Apportionment Plan Draft – Members had several questions on the proposal:
 - Is there an issue with the current distribution?
 - Would this put the City of Tampa at a disadvantage? (It was pointed out that County Commission Districts also include cities.)

- Should the independent agencies be removed? Some members expressed that they provided value and expertise to the conversation.
- Several agency staff commented that they would abstain since their agencies had not yet taken a position.
- Heard status reports on the following: the City of Tampa MOVES and Vision Zero Action Plan, Introduction to New TPO Studies, Live Grow Thrive Tampa Comprehensive Plan Update

G. TPO Policy Committee – April 13, 2022 Meeting (Beth Alden, TPO Executive Director)

- Reviewed two items on the Consent Agenda – Smart Cities Mobility Plan Update and the Public Participation Plan: Measures of Effectiveness Report. The Policy Committee supported approving these items.
- Reviewed a preliminary draft of the TIP Priority List which will be at the public hearing in June. There were some comments that the staff will be addressing.

H. Public Comments Received Through Email & Social Media (Davida Franklin, TPO Staff).

Detailed [Email](#) and [Social Media](#) are located at the end of the minutes.

VI. PUBLIC COMMENT FEEDBACK (Secretary David Gwynn) and Discussion with the TPO Board (Timestamp 1:56:20) – Secretary Gwynn noted that FDOT will contact the contractors to make sure the dust mitigation is being handled appropriately. It was also noted that the underpasses are still in process and FDOT is continuing to work with the community and the city to make them as pedestrian-friendly and welcoming as possible. Not all of them will have the same treatment. Are working with the City of Tampa for the artwork. The dedicated transit lanes on Florida and Tampa; there is a BRT plan that will, hopefully, operate from downtown to USF with transit-only lanes in that corridor. The Tampa Heights Mobility Project has a lot of elements in it including fixing drainage in order to have bus-only lanes. It started in Pinellas County. FDOT wants to set these roads up for BRT or a premium transit option. Many people support transit but, many also oppose transit-only lanes when there is only one bus an hour or 30 minutes. PSTA has committed to running premium transit. FDOT is taking the stance that they want these projects to succeed. Noted that the way they fail is by converting the lanes too early when the premium service is not there. The roads are being set up to be ready for conversion. However, a premium transit service needs to be there.

Discussion:

The dust from the DTI construction public comment during the Policy meeting was brought up to Secretary Gwynn. The person who spoke got sick from it. Secretary Gwynn found out about that this morning. FDOT will be following up with the contractor as to why that is happening as the condition described is not supposed to. It was asked if there is screening in addition to water. The contractor is given a measure to meet. Will look at this further and address it.

The sloped walls under the underpasses open up the sidewalk but do not open up the perception of safety. Opening them all the way up is preferred and that was indicated by Commissioner Overman. It seems as though the smaller streets are not receiving the same treatments. It is important when

we receive public input to hear it. FDOT has its own communications plan. These may be different. It's important to partner and work together. On the major arterials, MLK and Hillsborough, the underpass sidewalks are going to be 30 feet wide whereas the sidewalks on the smaller streets will be 15 feet wide with enhanced lighting. It was asked that the sidewalks and flooding be addressed on Florida and Tampa Street; what would be the timeline and what would be the penalties if the dates are not met. The City of Tampa has been doing this work and it does not appear to have progressed in six months. Having that experience on these streets would be painful. The contractors have to pay when they go over time and FDOT may look into providing incentives for early completion. There is really no drainage in these areas now. FDOT partners with the city. The overall construction for the Heights Grant is about three years. The most points were given for the grant due to the resiliency measures to handle the stormwater. Heavy construction will likely be two years and expect it to begin in about a year. This project is fully funded.

A lot of concerns have been expressed at the meetings. Some of the vibrations that residents are experiencing and were concerned about were actually a combination of the DTI but also the City of Tampa Pipes Program going on at the same time in the same area.

It was noted that HART is working closely with FDOT to go through the process of dedicated bus lanes.

VII. CONSENT AGENDA *(Timestamp 2:20:16)*

A. Committee Appointments

- LRC – Emmeth Duran, as an alternate member, by Institute of Transportation Engineers.

B. Smart Cities Mobility Plan Update

C. Public Participation Plan: Measures of Effectiveness Report (2020-2021) – reviewed by committees

Motion to approve the consent agenda from Commissioner Kemp, seconded by Commissioner Overman. Voice vote, the motion passes unanimously.

ACTION ITEMS *(Timestamp 2:20:37)*

A. FY23 & FY24 Unified Planning Work Program Approval (Amber Simmons, TPO Staff) *(Timestamp 2:20:55)*

- Review of what the UPWP is and its purpose and the steps in the Biennial Update
- Went over Major Planning Tasks.
 - Showed the six tasks and the new task 7 which is a Regional LRTP (shared funding)
 - Review of the budget and where funding comes from.
 - Went over the summary of FY 21 and 22 projects
 - Current DBE is at 14.5% of projects, state goal is 10.5%
 - Review of UPWP Development Schedule
 - Showed this year's partner agency requests for planning and analysis, critical path projects for FY 23 & FY 24, and other recommended projects

- Updated projects with approximate costs per the request of the CAC (I-275 Conversion Study, Phase 1)
- Reviewed projects in progress that will conclude in FY23

Presentation: [FY 23 and FY 24 UPWP Adoption](#)

Website: [UPWP website](#)

Recommended Action: Approve the FY 23 & FY 24 UPWP.

Discussion:

The Hillsborough County Truck Plan, it was asked if it is making the funded list. It is in the second column of our Critical

Councilman Maniscalco moved to approve the FY23 & FY24 UPWP, seconded by Councilman Citro. Voice vote, motion passes unanimously.

B. TPO Apportionment Plan (Elizabeth Watkins, TPO Staff) *(Timestamp 2:2744)*

- Review of background and requirements.
- Went over considerations – heard different concerns from the TPO Policy Committee and others.
 - Government in the Sunshine Law
 - Accountability to Residents. Analyzed 17 MPO/TPOs across the state of Florida, Hillsborough County has the least amount of elected officials making up the vote.
 - Population growth and the percentage of growth in the unincorporated county.
- Review of three Scenarios.
 - Showed breakdown of proposed votes on the TPO Board and summary table.
- Went over proposed TPO Board votes versus the 2020 census data.
- Summarized committee feedback from the TPO committees.

Presentation: [Hillsborough TPO Membership Apportionment Plan](#)

Draft: [TPO Apportionment Plan Draft](#)

Recommendation: Approve the TPO Apportionment Plan.

Discussion:

It was pointed out that 78% of MPO/TPOs similar to Hillsborough County have all elected officials. It was noted that the CAC, representing citizens, has recommended the plan. It was asked that everyone give extra thought to the Sunshine Laws and the inability to discuss topics that come to a vote on the TPO Board with agency experts. Non-voting members do not lose their ability to advise and influence the Board. The fact that Hillsborough County is an outlier in the state XXX. It was brought up that there is often a disconnect between land-use planning and transportation planning without having the entire BOCC on the TPO Board. In many jurisdictions, the municipality operates the Transit Authority. HART needs to be part of the planning and there is some hesitation about not having them on the Board. MPO/TPOs were set up by the federal government because communities were impacted by having major interstates going through the middle of them. The TPO gives the citizens a voice. The comparison was brought up with other regions in the state. It

was also noted that, currently, four out of five of the BOCC members on the TPO Board live in the City of Tampa. It was acknowledged that the citizens have the right to vote the members out if they are not representing them. The agencies were put on the TPO Board for their expertise. FDOT has a strong advisory role. The instance in Hillsborough County where the agencies are not managed by the county is rare.

It was noted in the statute that the TPO may include as part of its voting members, a member of statutory authority, an authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. The other regions that have Port Authorities on their boards, those agencies are independent agencies in those counties. The Port Authority and Aviation Authority were created in 1945 by the legislature. The impact of these authorities represents the entire county. Port Tampa is the largest port in the State of Florida. They are very much responsible for transportation in the county. Their presence on the board ensures their planning and infrastructure improvements don't disparately impact the rest of the county and it is mutually beneficial. The I-4 connector is a prime example. There is a belief that there is too much emphasis on the representatives who are not elected officials. They are appointed by elected officials on the agency boards. If the members of this board do not act in a way that pleases their boards, they are held accountable. Excluding this representation removes the voice of major stakeholders in the county. It was noted that the only port represented on an MPO/TPO in the comparison list, Miami-Dade may be the only one close. Tampa Airport is the second largest in the country. This makes Hillsborough County an outlier by removing these transportation stakeholders.

It was noted that Hillsborough County is very different from the other MPO/TPOs being compared; Port Tampa Bay is expanding both in shipping and cruises; the Tampa Airport is a major US airport. Between the hours of 7A and 7P, the population of the City of Tampa doubles and are under-represented on the TPO Board.

Agency representatives are given direction from their Board of Directors on how to represent the agency and how to vote. Those Boards are made up of elected officials from the county and the city. Where the airport is concerned, 20 million travelers are represented. These travelers will not come back if they don't have good transportation experiences. There are also 17,000 employees being represented who have to get to work and back home. The sentiment is that the airport and the port are "great economic engines, you're off the Board, we don't want your vote." The airport built an automated people mover system to take cars off a congested roadway.

The agencies are supported by tax dollars. It is important that representation be on the board to keep continuity for long-range planning as elected officials won't be here. It was noted that in the land of politics, it is nice to have non-political voices once and add important perspectives. There are other boards in the county that makes important decisions about taxpayer dollars that are not made up of all elected officials such as Transportation Development and Tourism Development. It was brought up that the statute shows that it is intended to have non-elected officials on the MPO/TPO. All of the cities and counties around Florida are unique so having the Hillsborough TPO be different is not a bad thing; it reflects the county. The TPO Board is able to expand to 25 members and that would be a way to add elected officials to the TPO Board. Removing citizen voices would be unwise and does not meet the spirit of the statute.

Mr. Slater noted that he had not received direction from his board on this topic. However, he expressed that THEA reinvests 100% of its revenue back into the community, not just in roadways but in greenways, autonomous vehicle testing, and other technology testing. The objective should be to work together in a cooperative manner and an integrated manner.

It was noted that HART serves the entire county, and they are going through a transitional phase and looking at how best to utilize existing resources and attract new resources. The HART Board has engagement by elected officials and the monthly meetings are open to the public as well.

Commissioner Cohen noted that he received a letter from the Chair of the Hillsborough County Aviation Authority. [It was made available to the Board and is included at the end of the minutes.](#) It was stated that in order for there to be a change in the apportionment, there needs to be an agreement between the four municipalities, FDOT, and the Governor. Based on the discussion, the current plan does not have the support to pass and would likely not be supported by the Governor. Reservations were expressed during the Policy meeting about removing the Port Authority and the Aviation Authority. Elected officials that sit on agency boards have one vote on this board and do not have the ability to divide their vote. It was brought up that if it is the intent that more elected officials be added, that would be a compromised framework. That could be circulated to the local governments to see if there is support.

Commissioner Smith motioned to have staff take another look at the TPO Apportionment Plan and reconsider a plan that might adjust the representation of local governments based on representation while retaining the agencies; seconded by Councilman Maniscalco.

Discussion:

It was noted that the agencies are an integral part of the transportation system. The input is very valuable. It was noted that the increase in BOCC representation is based on population and not the variable population of a specific period of time or going beyond population trends versus importance.

Voice vote, motion passes unanimously.

C. Executive Director's Report (Cameron Clark, TPO Attorney) *(Timestamp 3:16:55)*

- Required by the MPO's agreement with the Planning Commission.
- Received numerous submittals from Board members; compiled them into an evaluation sheet that was submitted to the Board earlier. [\(Included after the minutes.\)](#)

Recommendation Action: To receive the evaluation.

Motion to approve from Mayor Ross; seconded by Mr. Lopano. Voice vote, motion passes unanimously.

VIII. STATUS REPORTS *(Timestamp 3:17:36)*

A. Tampa MOVES and Vision Zero Action Plan (Alana Brasier, City of Tampa) - deferred

B. Bylaws Amendment: Code of Conduct (Beth Alden, TPO Executive Director) *(Timestamp 3:17:44)*

- Required to be read in prior to action being taken.
- Will be brought back as part of the Consent Agenda in June.
- Would like feedback from the TPO Board.

Code: [Code of Conduct of Hillsborough County City-County Planning Commission](#)

IX. OLD & NEW BUSINESS - deferred

A. **TPO Public Hearing June 8, 2022**, beginning at 6:00 PM.

X. ADJOURNMENT – The meeting adjourned at 11:58 AM

The recording of this meeting may be viewed on YouTube: [Meeting Recording](#)

Social Media

Facebook

4/8

In a post on the Transit Now Tampa Bay Facebook page about technical issues with the Selmon Expressway beautification project

Christopher Vela:

It is important to note that after I did a half-hour report on the historic travesties of this project ALONE (no I275 and I4) the Hillsborough TPO still rolled with THEA over their expansion project.

We deserve it. Until we get we get 100% new people in leadership.

In a post on the Transit Now Tampa Bay Facebook page about increasing pedestrian deaths

Christopher Vela:

Also in 2021 out Hillsborough TPO did nothing to stop TBNEXT which is so dangerous that it would be illegal for actual pedestrians to use. But in all seriousness from that actual truth (law) local roads will be quite dangerous by the interstate's exits where the TPO's Vision Zero Hillsborough hopes that paint saves lives.

Jesus...the world we live in.

“California, Florida and Texas led the nation in the number of pedestrian traffic fatalities in the first half of last year, accounting for 1,289, or 37%, of all pedestrian deaths.”

In a post on the Transit Now Tampa Bay Facebook page about the I-75 PD&E study

Christopher Vela:

In case you are wondering there are express lanes being planned on I75 in Hillsborough County.

Unlike how TBX started with the Hillsborough TPO not compelled to care about some of us urbanites, these more rural communities already get a running start.

It is all bad, but if I were FDOT, I could tell the TPO to shut it because they neglected unconditional promises of rail, sound walls, or other improvements in the inner city and more urban parts of the



Hillsborough TPO

Transportation Planning Organization

Committee Reports

Meeting of the Intelligent Transportation System (ITS) Committee on April 14

The ITS held its election of officers. Margaret Kubilins was reaffirmed as the Chair, Brian Gentry as the Vice-Chair and Jeff Sims as the officer-at-large.

The ITS Committee approved the following action item:

✓ Smart Cities Mobility Plan

TPO staff presented the vision statement and the purpose of the Smart Cities Mobility Plan. There were primarily four tasks – Existing project inventory and the production of a factsheet booklet, comparison of Tampa Bay’s current deployments against the inventory and across peer metros, new ranking methodology for TIP prioritization and community outreach. Committee members discussed about the challenges including maintenance and funding investment. The committee approved the Smart Cities Mobility Plan and recommended to the TPO Board.

The ITS Committee heard status reports on the following:

- Regional ITS Architecture

FDOT Central Office and the consultant presented a review of the FDOT Statewide and Regional ITS Architecture website which is currently being updated. The website helps the stakeholders and agencies to access the inventory of existing and planned systems across the region, the project information flows and the functional requirements. The website will be available to the public once the update is complete.

- Low-Cost Air Quality Monitoring Pilot Study

TPO staff presented an update on the low-cost air quality monitoring pilot study that is being conducted in partnership with the USF College of Public Health, Hillsborough County EPC and FHWA. The areas identified as part of the pilot study were Sulphur Springs, VM Ybor, South Nebraska. Committee members raised question about moving to a larger project. The long-term goal was to develop methods to establish a larger community monitoring network and for them to monitor the quality of the air around them.

- FY 23 & FY 24 UPWP Preliminary Draft

Staff presented the UPWP Preliminary Draft, with a review of the budget and a summary of the FY 21 and 22 projects. The final UPWP will be approved by the Board in May.

- Introduction to New TPO Studies

A brief overview of the upcoming TPO projects was presented.

Meeting of the Transportation Disadvantaged Coordinating Board (TD) on April 22

The TDCB held its annual workshop seeking public engagement on the Transportation Disadvantaged Program.

The TDCB approved the following action item:

- ✓ Community Transportation Coordinator (CTC) Trip and Service Rates for 2022/2023

The TD heard status reports on the following:

- FY 23 & FY 24 UPWP Preliminary Draft
- Intro to New TPO Studies

The Executive Director of the Sunshine Line provided their bimonthly update. Sunshine Line is gearing up to provide transportation to the Tampa Heights Civic Association for their Water Safety Program for the summer as well as the HCSO Homeless initiative. They're also gearing up for the opening of three new Aging Services sites. Otherwise, they are operating at less than 50% capacity for drivers and are having significant challenges recruiting and retaining vehicle operators as a result of non-competitive wages. On-time performance is at 87.3% last month, the lowest it's been in many years. Saturday service is being phased out currently as a result of the driver shortage, and trips are being prioritized into essential and non-essential trips.

Meeting of the Bicycle Pedestrian Advisory Committee (BPAC) on April 27

The BPAC did not make recommendations on any action items due to lack of a quorum:

- Public Participation Plan: Measures of Effectiveness Report (2020-2021)
 - Committee members expressed their appreciation for the report and continued outreach.
- TPO Apportionment Plan Draft - Members had several questions on the proposal:
 - Is there an issue with the current distribution?
 - Would this put the City of Tampa at a disadvantage? (it was pointed out that County Commission Districts also include the cities)
 - Should the independent agencies be removed? Some members expressed that they provide value and expertise to the conversation.
 - Several agency staff commented that they would abstain since their agencies had not yet taken a position.

The BPAC heard status reports on the following:

- City of Tampa MOVES and Vision Zero Action Plan
- Introduction to New TPO Studies
- Live. Grow. Thrive. Tampa Comprehensive Plan Update

Livable Roadways Committee (LRC) on April 27

The LRC took the following actions:

- χ TPO Membership Apportionment Plan Draft – The LRC did not approve the staff recommendation, instead moved that the TPO Apportionment be left Status Quo.
- ✓ Public Participation Plan Measures of Effectiveness Report was approved.
- ✓ Comments on ETDM Project #14486 (US 301 from Moccasin Wallow Road to SR 674 – The LRC moved to submit the staff comments, comment from a member of the

public on behalf of the Sundance Community, and additional comments made by the committee on the topics of rural context, wildlife crossings, safety, and a request to return to the committee at the design phase.

The LRC heard status reports and updates on:

- FDOT District 7 Safety Program
- FY23 and FY24 UPWP Preliminary Draft
- Introduction to new TPO Studies
- Memo on Government in the Sunshine
- Live. Grow. Thrive. Tampa Comprehensive Plan Update

Meeting of the Technical Advisory Committee (TAC) of May 2

The TAC approved the following action items:

- ✓ FY 23 & FY 24 UPWP Approval
- ✓ Public Participation Plan: Measures of Effectiveness Report (2020-2021) - Members commented that they liked that outreach is being tracked and evaluated, and agreed that the engagement on the Non-Discrimination Plan was very effective.
- χ The TAC heard a motion to approve the Apportionment Plan as recommended but the motion failed to pass, therefore no action was taken. Comments included:
 - HCAA commented that you cannot compare Hillsborough to other MPOs because most airports are owned by the County. In examples where there is an independent authority, they have voting seats. For example, Orlando International Airport has a voting seat on the MetroPlan Board. HCAA representatives speak for the Board, not the CEO. HCAA has a unique perspective as a transportation operator and should retain a voting seat. The Port Authority agreed with HCAA, and finds the proposed plan disturbing.
 - Planning Commission, Hillsborough County, and City of Tampa representatives abstained from voting since their Boards have not taken a position.

The TAC heard status reports and announcements on:

- Transportation Improvement Program (TIP) Priorities Update: Preliminary Draft
- Live. Grow. Thrive. Tampa Comprehensive Plan Update
- HCAA is updating its Master Plan (<https://www.tampaairport.com/tpa-master-plan>)

Meeting of the Citizens Advisory Committee (CAC) of May 4

The CAC approved action items:

- ✓ FY 23 & FY 24 UPWP
- ✓ TPO Apportionment Plan Draft, as recommended by the Policy Committee
- ✓ Public Participation Plan: Measures of Effectiveness Report (2020-2021) – with the caveat that the report needs to acknowledge the challenges over the last 2 years in communicating with the public about the design of the Downtown Interchange.

The CAC heard status reports on:

- TIP Priorities Update: Preliminary Draft
- Live. Grow. Thrive. Tampa Comprehensive Plan Update



The future rides with us

Options for Expanding Amtrak Service in Florida

Presentation to Florida MPOAC - F&RC Passenger Rail Workshop

April 27, 2022

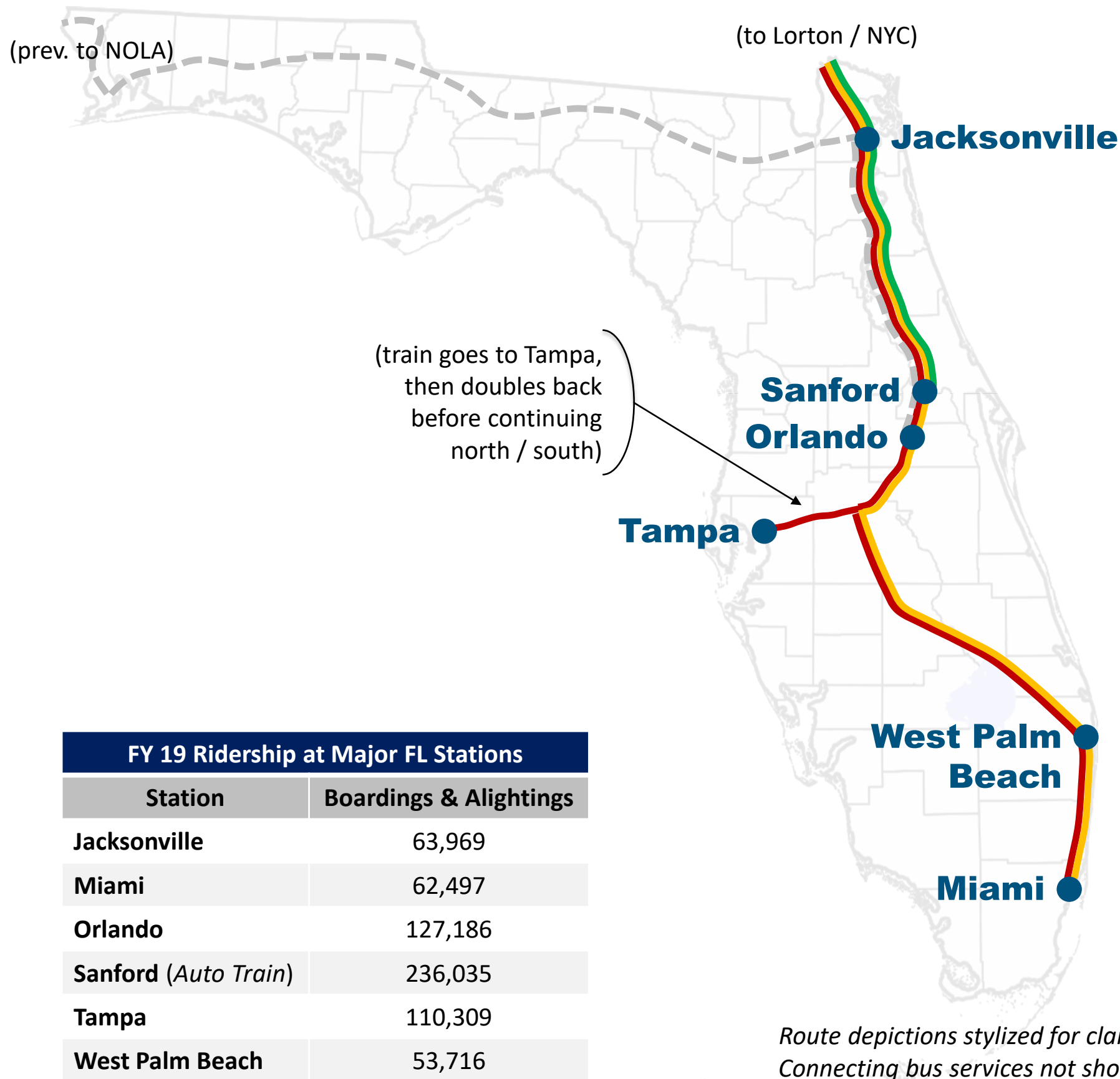
What Is Amtrak?

- Before Amtrak, railroads were obliged to offer passenger service—even if their primary business was freight. Over time, travel habits changed; by 1970, many railroads wanted to be relieved of that obligation.
- In part at the railroads' request, Congress created Amtrak to provide intercity passenger service—enabling those railroads to focus on freight operations. In exchange, the railroads were required to allow Amtrak to use their tracks and facilities at incremental cost.
- Amtrak has a public purpose. Our mission, defined by statute, is “to provide efficient and effective intercity passenger rail mobility consisting of high-quality service that is trip-time competitive with other intercity travel options...” In practice, that means:
 - **Providing retail commercial transportation** across three service lines (State-Supported, Long-Distance, and Northeast Corridor)
 - **Operating and maintaining critical rail infrastructure** used by Amtrak and other railroads (e.g., the Northeast Corridor and major stations)
 - **Operating or funding adjacent enterprises**, including contract commuter services (e.g., Metrolink), a bus network that connects to Amtrak routes (Thruway), charter trains, etc.

Amtrak Quick Facts

- More than 40 routes
- Approx. 21,400 route-miles
- Approx. 300 weekday trains (pre-pandemic)
- Service to 500+ stations in 46 states, plus DC & Canada
- Approx. 17,000 employees
- More than 32 million riders per year (pre-pandemic)
- Service partnerships with seventeen states sponsoring twenty-eight corridor routes

Amtrak in Florida Today



- Amtrak operates three once-daily Long-Distance routes that serve Florida:
 - **The Silver Star** (Miami to NYC via Tampa, Orlando, and CSX’s “S-Line” (goes through Columbia, SC))
 - **The Silver Meteor** (Miami to NYC via Orlando and CSX’s “A-Line” (goes through Savannah and Charleston))
 - **The Auto Train** (Sanford to Lorton, VA (DC area))
- A fourth Long-Distance route, the *Sunset Limited*, previously connected Orlando with Los Angeles; service east of New Orleans was suspended following Hurricane Katrina in 2005.
- Amtrak does not currently operate any State-Supported corridor routes in Florida.

Amtrak Connects US

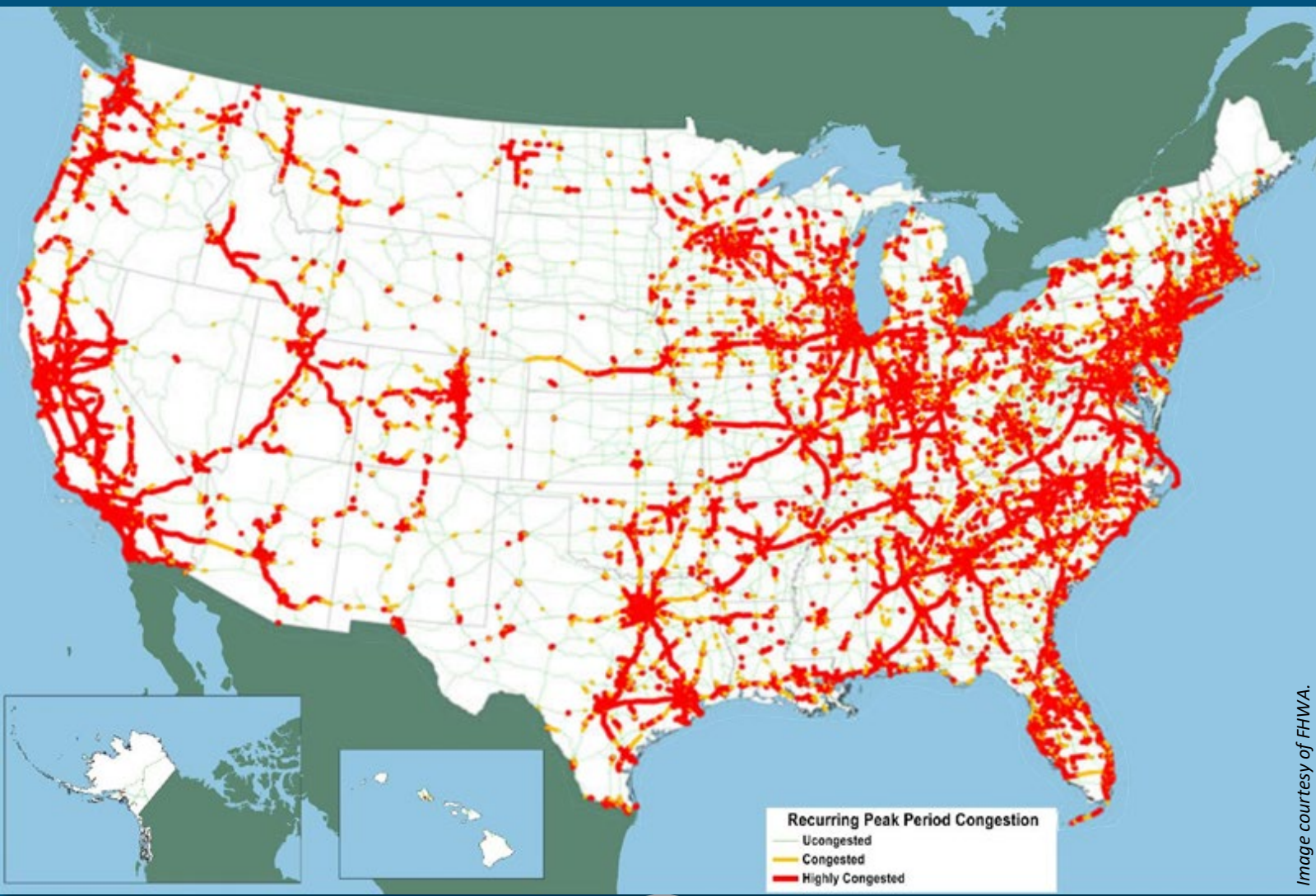
- **Amtrak Connects US (ACUS)** is Amtrak’s **vision** for growing rail service in currently unserved and under-served communities across America, in close partnership with states and other stakeholders.
- The proposal calls for expanding service in dozens of high-potential “corridors”: relatively densely-populated clusters of communities that are less than 500 miles from end to end.
- Rail is trip time-competitive with other modes at these distances, and the corridors’ high population bases mean that well-planned, well-resourced routes could recoup a large share of their operating costs.
- Service expansions would be operated as elements of Amtrak’s State-Supported Service, meaning Amtrak would typically provide the equipment and crews, and would operate trains in accordance with the sponsoring states’ wishes.
- Routes’ long-term operating losses (if any) would largely be covered by the relevant states. However, Amtrak is seeking significant new federal support for the up-front capital costs and early-year operating costs associated with service expansions.



Amtrak Connects US will transform passenger rail as we know it. Our plan will:

- **Bring service to 160+ new communities**
- **Create 10,000 permanent new jobs, and temporarily support thousands more (e.g., during construction)**
- **Provide \$150 billion in new economic benefits by 2035**
- **Greatly reduce greenhouse gas emissions relative to existing travel options**

Why Develop Corridor Service?

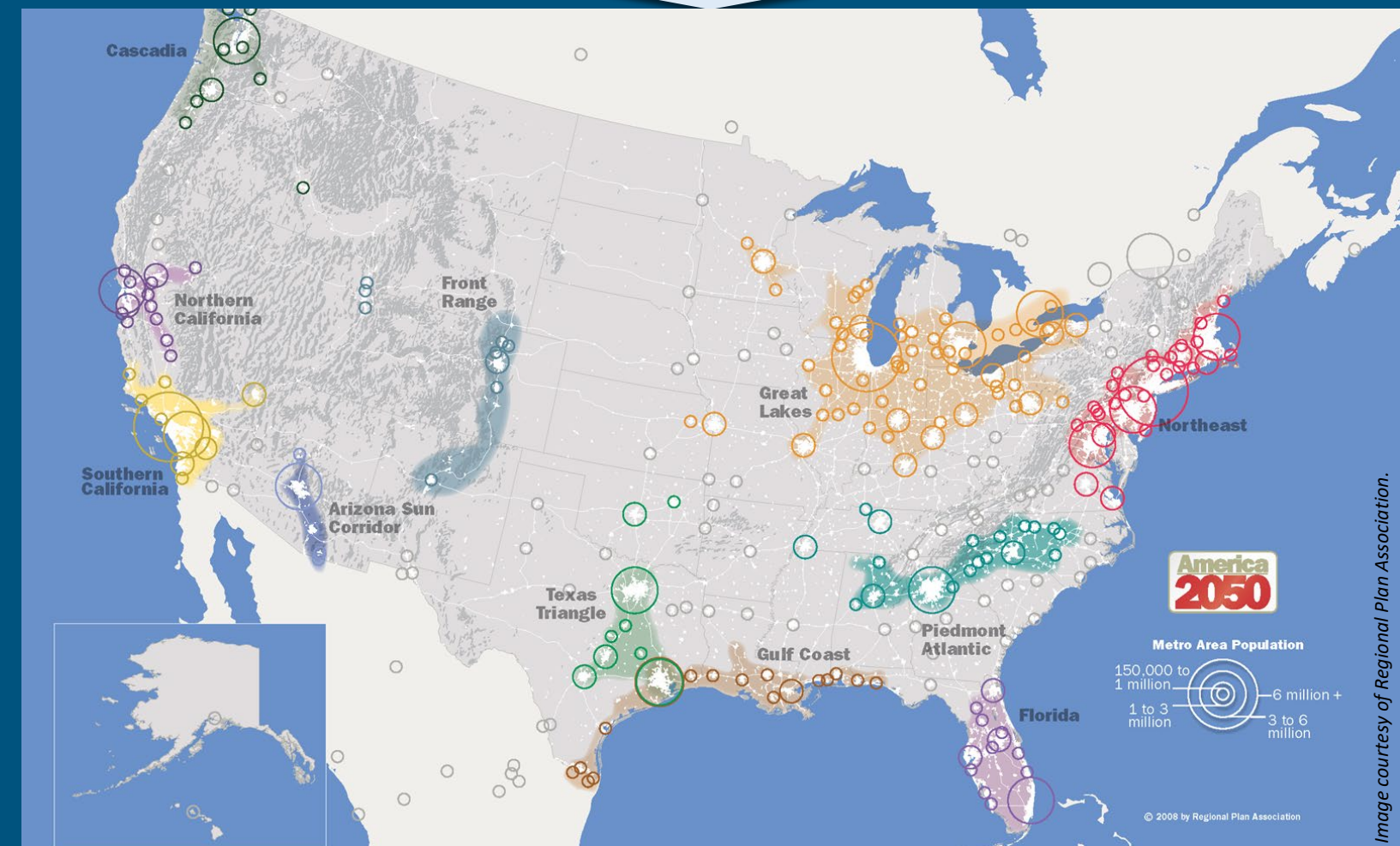


Population Shifts

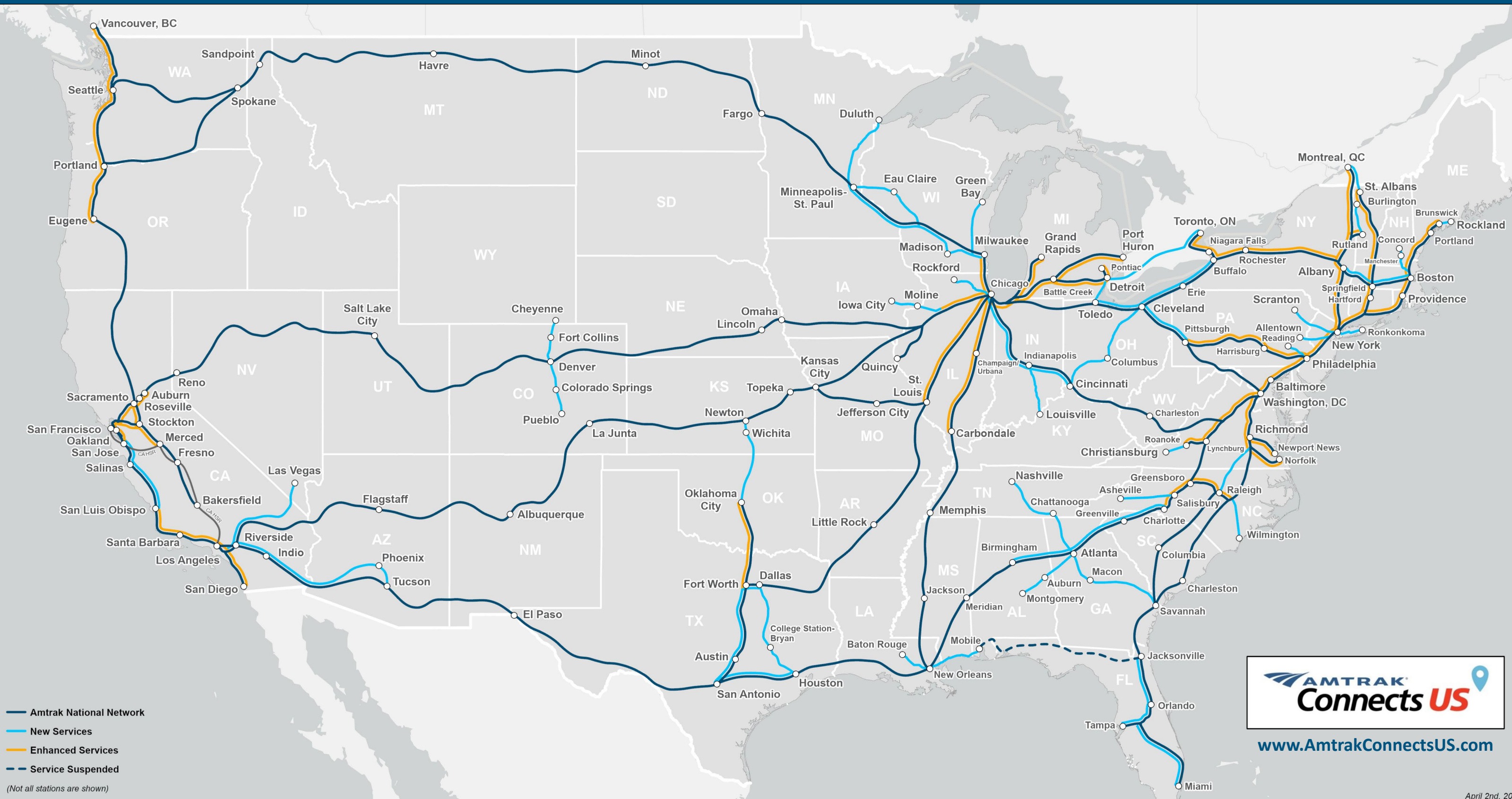
The U.S. population is increasingly concentrated in megaregions—densely-populated city-clusters that can be efficiently served by intercity passenger rail. Yet Amtrak’s network looks much the same as it did in 1971. **As a result, there is a mismatch between large, growing populations and sparse, infrequent service across much of the South (including Florida) and the West.**

Worsening Congestion

Map shows projected peak-period highway congestion in 2045. Red “highly congested” segments indicate “stop-and-go conditions with volume/service flow ratios greater than 0.95,” as estimated using Highway Performance Monitoring System field manual procedures.

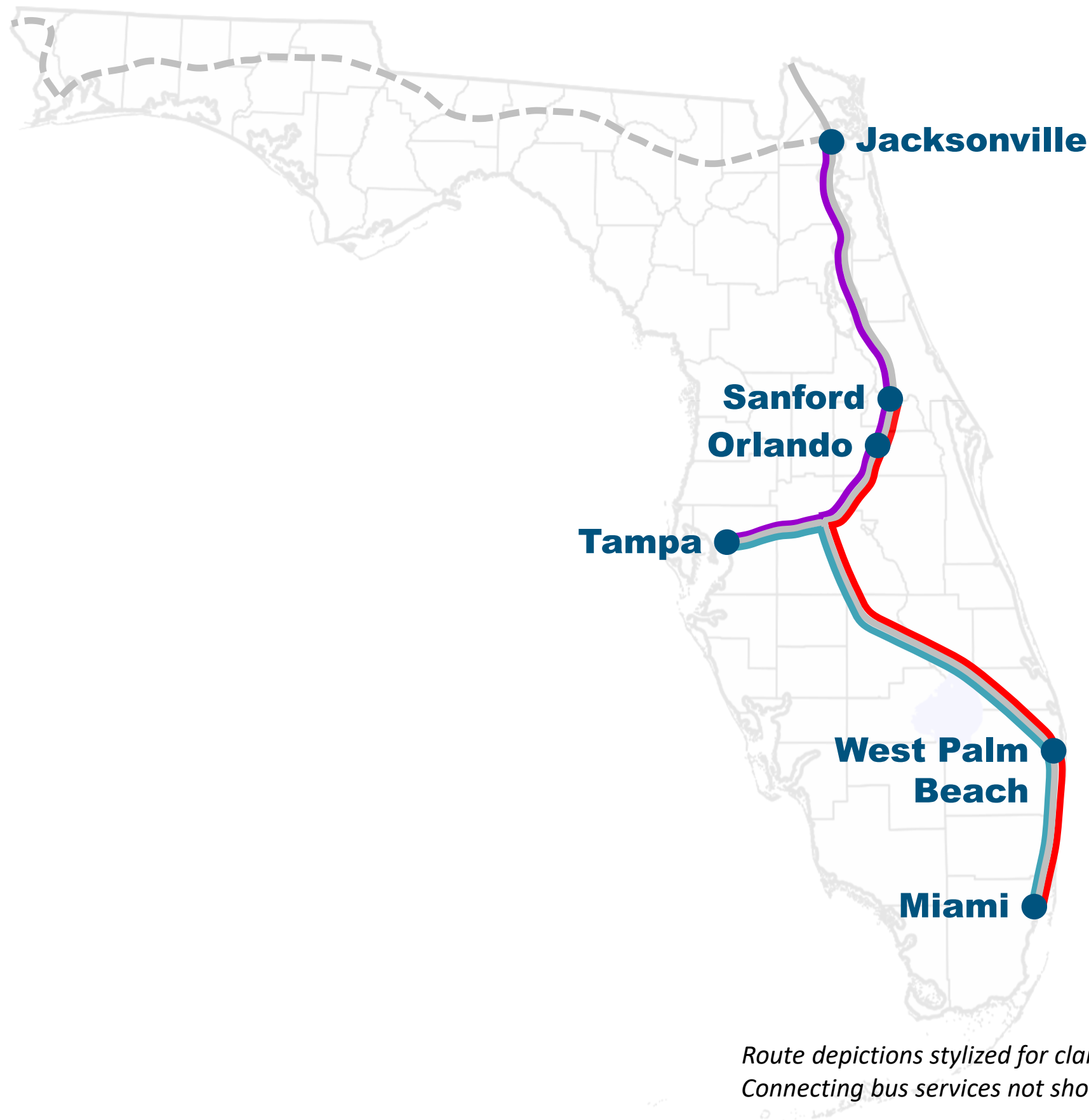


Amtrak's Vision for Corridor Development



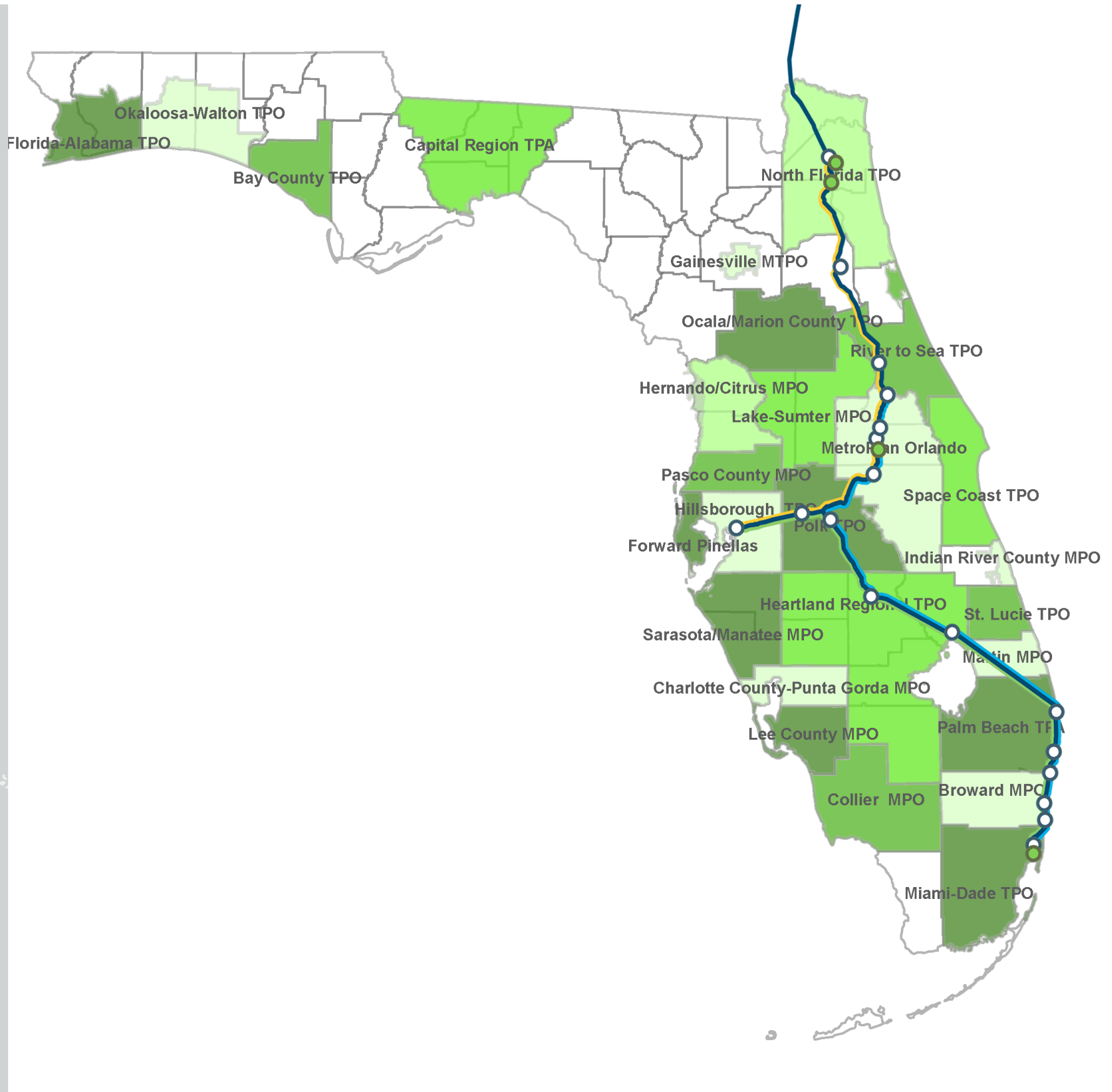
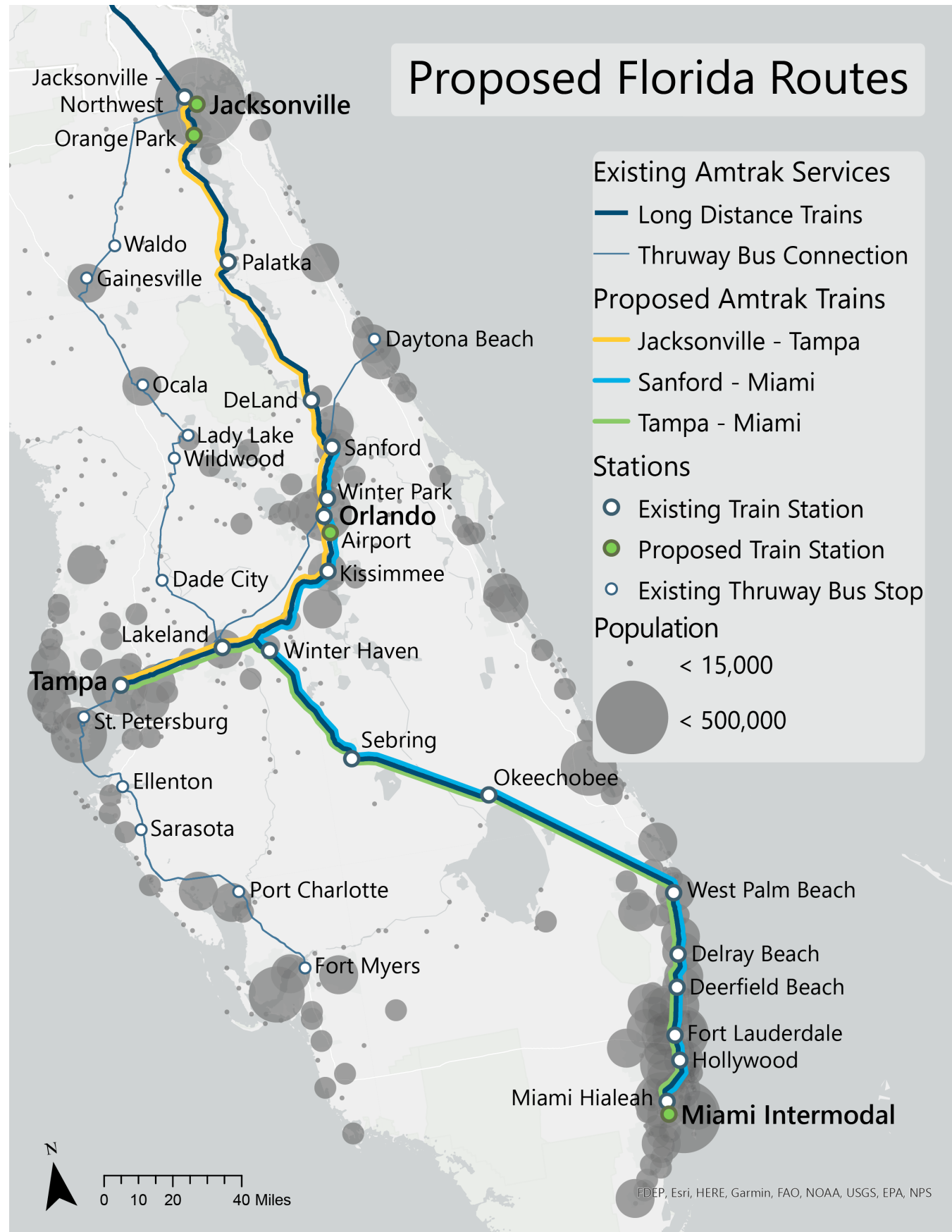
Map is for illustrative purposes only, and depicts one of many possible scenarios for what service could look like in 2035. Amtrak remains interested in working with any state that wishes to expand service.

Amtrak Connects US: Possible Florida Routes

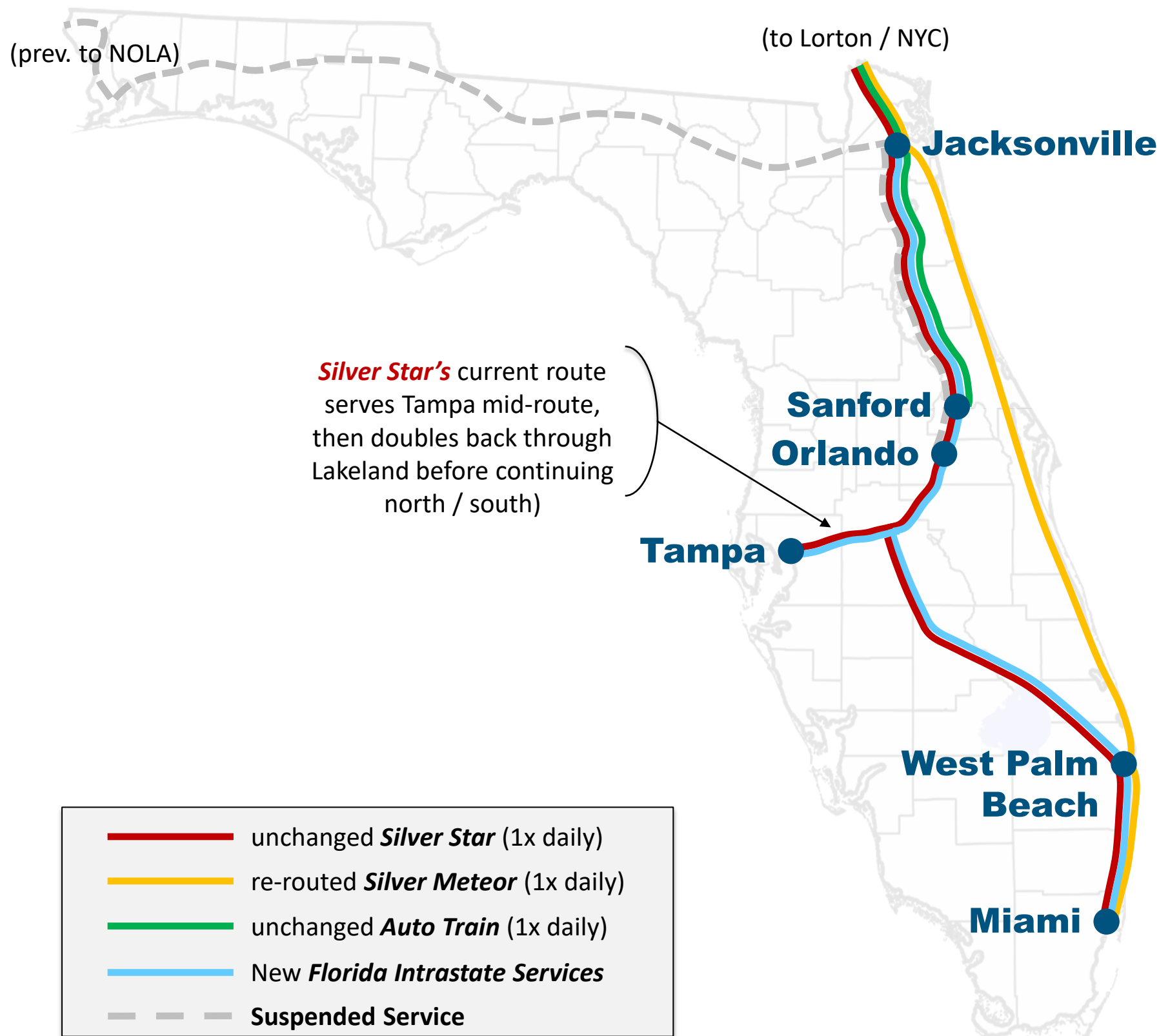


- If supported by FRA and state of Florida, ACUS proposal would provide **new, dedicated corridor rail service linking Florida metro areas** along three routes:
 - **Tampa – Orlando – Jacksonville**
2+ RT/day Jacksonville – Tampa
4+ RT/day Sanford – Orl.—Tampa
 - **Tampa – Miami**
3+ RT/day
 - **Sanford – Orlando – Miami**
2+ round trips/day
- These new corridor trains would be complemented by **continued operation of all current Long-Distance** trains.
- Amtrak is committed to help state partners and regional authorities to realize their visions for **intercity** and **commuter/regional** passenger rail.

Proposed Rail Service Links Florida's Four Largest Metros



Possible New Long-Distance Configurations – Options TBD



Long-Distance service in Florida could be enhanced and improved through a reconfiguration of existing routes, for example:

- The Virginia-Florida *Auto Train* remains unchanged in all scenarios.

Option 1 (depicted on map):

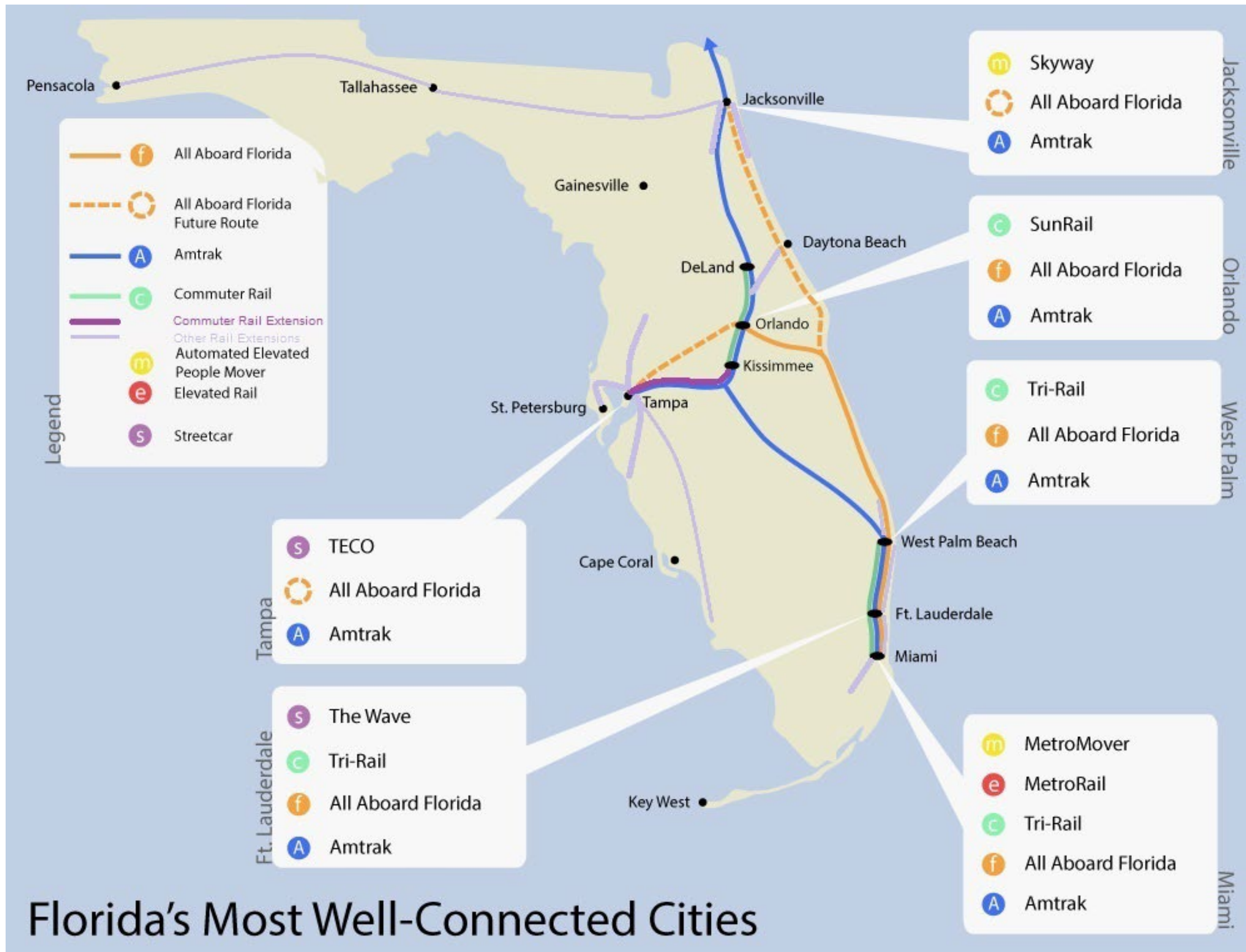
- The route of the NY-Tampa-Miami *Silver Star* remains unchanged.
- The NY-Miami *Silver Meteor* reroutes to the Florida East Coast Railway (parallel to I-95), returning to its present route in West Palm Beach. This route shortens NY-Miami trip times by over two hours.

Option 2 (not depicted):

- Split both the NY-Florida *Silver Meteor* and *Silver Star* trains in Jacksonville, separate Jax-Orlando-Tampa and Jax-Daytona-Miami trains continue to/from Central/South Florida terminals.

Route depictions stylized for clarity. Connecting bus services not shown.

Future Options for Intercity/Regional Rail Expansion



Florida's Most Well-Connected Cities

