



Hillsborough TPO Transportation Planning Organization

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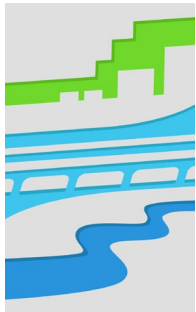
Hemant Saria
Planning Commission

Greg Slater
Expressway Authority

Commissioner
Joshua Wostal
Hillsborough County

Jessica Vaughn
Hillsborough County
School Board

Beth Alden, AICP
Executive Director



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Meeting of the Policy Committee

Wednesday, March 8, 2023, 8:30 AM

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, and members in exceptional circumstances may participate remotely.

This meeting may be viewed on Hillsborough Television (HTV) by visiting Spectrum: 637, Frontier: 22 or live stream from [Hillsborough County's Live YouTube Channel](#) or the County website's [Live Meetings](#) link, also found in the County [Newsroom](#). The agenda packet, presentations, and any supplemental materials are posted on the [TPO's online calendar](#).

Public comment opportunities:

To speak during the meeting - No later than 30 minutes before the meeting, please sign up [here](#) or phone 813-756-0371 for assistance. Provide the phone number you will call in from, so that we can recognize your call in the queue and unmute you when the chair calls on you. You will receive an auto-reply confirming we received your request, along with instructions.

Comments may also be given up to 5pm the day before the meeting:

- by leaving a voice message at (813) 756-0371
- by e-mail to tpo@plancom.org
- by visiting the event posted on the [Facebook page](#).

Advance comments will be provided in full to the board members and verbally summarized during the meeting by TPO staff.

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

Agenda

- I. **Call to Order & [Pledge of Allegiance](#)**
- II. **Roll Call, Declaration of Quorum, Welcome of Other TPO Board Members** (Gail Reese, TPO Staff)
 - A. Vote of Consent for Remote Member Participation – *if applicable*
- III. **[Approval of Minutes: February 8, 2023](#)**
- IV. **Public Comment** – *3 minutes per speaker, for a maximum of 30 minutes.*
- V. **Action Item**

- A. Executive Director Job Description and Recruitment Timeline (Meghan Betourney, TPO Staff)

VI. Status Reports

- A. Gandy Boulevard Bridge PD&E Study (Craig Fox, FDOT)
- B. Planning Commission Annual Update and Plan Hillsborough Strategic Plan (Melissa Zornitta, Planning Commission Executive Director)
- C. FDOT Rail System Plan and MPOAC Freight/Rail Committee Updates (Elizabeth Watkins and Wade Reynolds, TPO Staff)

VII. Old & New Business

VIII. Adjournment

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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**HILLSBOROUGH TRANSPORTATION PLANNING ORGANIZATION
POLICY COMMITTEE
MEETING, FEBRUARY 8, 2023
DRAFT MINUTES**

I. Call to Order, Pledge of Allegiance *(Timestamp 0:01:03)*

Chair Ross called the meeting to order at 8:30 AM and led the pledge of allegiance. The regular monthly meeting was held in person and virtually via WebEx.

II. Roll Call of Committee Members & Welcome to Other TPO Board Members (Gail Reese, TPO Staff) *(Timestamp 0:04:15)*

The following members were present in person: Mayor Andrew Ross, Councilmember Joseph Citro, Commissioner Gwen Myers, Commissioner Michael Owen, Charles Klug, Commissioner Joshua Wostal

The following members were present virtually: None

The following members were Excused/Absent: None

Welcome to other TPO Board Members present: None

A quorum was met in person.

III. Approval of Minutes *(Timestamp 0:01:29)* – January 11, 2023

Chair Ross sought a motion to approve the meeting minutes from January 11, 2023. Commissioner Owen so moved, seconded by Commissioner Wostal. Voice vote; motion passes unanimously.

IV. Public Comment *(Timestamp 0:01:46)* – 3 minutes per speaker, for a maximum of 30 minutes.

- None at this time

V. Chair Ross asked TPO Staff to give a brief overview of the purpose of the Policy Committee *(Timestamp 0:02:11)*

- Functions as an executive committee for the full Board.
- Actions are referred to the Board for action.
- Went over the Purpose and bylaws of the Policy Committee
- Executive Director brings topics to the Chair for a deeper dive.

VI. Action Item *(Timestamp 0:04:54)*

A. Amendment to General Planning Consultant Contract with AECOM (Meghan Betourney, TPO Staff)

- Looking to have AECOM add additional job classifications to the contract.



Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

Executive Director Job Description and Recruitment Timeline

Presenter:

Meghan D. Betourney, TPO Staff

Summary:

A proposed timeline, job description and a list of ad placements have been drafted for the TPO Executive Director recruitment. The timeline was made to coincide with existing meeting dates as much as possible, and to allow for a start date of mid to late October, bringing some overlap with the current Executive Director.

Job descriptions and salaries were gathered from the MPOs throughout the state to help determine the proposed salary range and create the job description. Further, this proposed job description is similar to the one used for the last TPO Executive Director recruitment, with updated projects and tasks included.

The list of places to advertise was compiled with the goal of targeting as many qualified candidates as possible. This list does not include any referrals that may be given to the HR Manager for direct contact.

Recommended Action:

Make a recommendation to the Board regarding the proposed job description and timeline.

Prepared By:

Meghan D. Betourney, TPO Staff

Attachments:

1. [Timeline for Executive Recruitment](#)
2. [Hillsborough TPO Executive Director job description](#)
3. [Placements for the TPO Executive Director Opening](#)



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Timeline for Executive Recruitment

Now-March 7

Draft timeline, job description, determine salary range, & create list of places to advertise.

March 8

HR Manager presents timeline & job description at the regular meeting of the TPO Policy Committee, for review and recommendation to TPO Board. TPO Board approval is sought, and an odd number of volunteers solicited to serve with the Policy Committee as the semifinalist interview panel.

March 13-May 12

Staff advertises the opening for up to two 30-day periods, accepts resumes, prepares and distributes a brochure, and places ads in social media and with professional associations. Placeholder dates are scheduled for the semifinalist interviews.

May 15-19

HR Manager reviews resumes against qualifications & conducts brief phone conversations to confirm receipt of applications.

May 22

Qualifying resumes are distributed to all TPO Board members, grouped into whether they meet the minimum or preferred qualifications, along with a survey for the members to rate the candidates. The survey questions are based on the position description.

June 9

Deadline for TPO Board members to return surveys rating the candidates, to the HR Manager.

June 14

HR Manager presents survey results at TPO Board meeting and recommends 4-6 semi-finalists to be interviewed, based on the survey. TPO Board is asked to approve the list of semi-finalists.

June 19-June 23

HR Manager circulates a draft list of interview questions to the panelists and solicits suggestions to be sent individually. At the week's end, HR Manager compiles the suggestions and sends a consolidated list of questions to the panel.

June 26-June 30 and July 10-July 28

Semifinalist interviews are conducted virtually, during new, specially scheduled virtual meetings of the Policy Committee on two days. These are advertised as workshops with no action and will take 4-6 hours all together. They will begin with the HR Manager reading the questions agreed on in advance by the interview panel but leave room for panelist follow-up questions.

August 9

The Policy Committee meets at its regular time to discuss the interviews, making a recommendation to the TPO Board of 2-3 finalists to interview in person. Any other members of the interview panel are asked to attend and participate in the committee discussion. Selection of the finalists is made by the TPO Board following a report from the Policy Committee Chair.

August 10-August 25

Travel arrangements are made as needed. Background and social media checks are conducted.

September 12

Finalists tour office.

September 13

TPO Board interviews finalists, votes on a ranking, and authorizes Chair and/or Vice Chair to negotiate salary, start date and provide direction for the Planning Commission Executive Director to administer the hiring action.

Mid-late October

Candidate's start date.

November 3

Beth retires.

Hillsborough TPO Executive Director
Hiring Salary between \$135,000-165,000/DOQ

About the Hillsborough Transportation Planning Organization (TPO)

The Hillsborough County Metropolitan Planning Organization (MPO), doing business as the Hillsborough TPO, is a transportation policy-making board mandated by federal and state law. The Hillsborough TPO is directly responsible for making sure federal and state dollars spent on existing and future transportation projects and programs are based on a continuing, cooperative and comprehensive transportation planning process. The Hillsborough TPO is hosted by the Hillsborough County City-County Planning Commission, which provides staff services to the TPO through interlocal agreement.

Committed to meaningful public engagement throughout this process, the TPO is responsible for establishing priorities to meet short-term (next 5 years) and long-term (20+ years) multi-modal transportation needs for Tampa, Temple Terrace, Plant City and unincorporated Hillsborough County.

About the Position

The role of the Executive Director of the Hillsborough TPO is to be the primary contact with the TPO Board members, the Executive Director of the Planning Commission, constituent jurisdictions and transportation agencies, and peer MPOs in the region and state. This position is responsible for cultivating consensus around long-range strategic priorities for multimodal transportation, and for annually shaping the TPO's work program and budget to include data analysis, community engagement, and planning tasks that support the long-range priorities. This position may work a hybrid schedule of days in the office and days remotely within a given week.

Minimum Qualifications

- Bachelor's degree in Urban and Regional Planning, Transportation Planning, Traffic Engineering, Geography, Public Administration or related fields.
- Ten years of progressively responsible supervisory experience in private or public sector urban planning
- Five years of experience at an MPO or FDOT Planning function

Preferred Qualifications

- Master's degree Urban and Regional Planning, Transportation Planning, Traffic Engineering, Geography, Public Administration, or related fields
- Membership in American Institute of Certified Planners (AICP), Professional Engineer (PE) licensure, and/or certification as a Professional Transportation Planner (PTP).

A combination of education, training and experience may be substituted at the TPO Board's discretion.

Typical Job Duties

- Carries out the mandates as described in federal and state laws governing the management and administration of the TPO and ensures compliance with all applicable regulations.
- Communicates timely and effectively with the TPO Board and the public regarding the TPO's priority investment programs for multimodal transportation:
 - Good Repair & Resilience
 - Vision Zero
 - Smart Cities
 - Real Choices When Not Driving
 - Major Projects for Economic Growth
- Works with the local governments and transportation agencies to bring forward projects that align with the TPO's strategic priorities and are ready to proceed into engineering or construction, if grant funding is available.
- Oversees the design of planning processes to address the needs of current and future growth; annually updates the TPO's annual work program and budgets for approval by the TPO Board; cultivates staff capacity and provides direction and guidance to staff and consultants to accomplish planning tasks in an efficient and customer-responsive manner.
- Carries out an effective TPO public involvement process through wide, proactive distribution of information to the public and providing opportunities for public feedback that meaningfully shapes transportation plans and priorities.
- Builds positive relationships within the community and the region by establishing and maintaining partnerships with public, not-for-profit, and other organizations.
- Manages staff to develop the Transportation Elements and conducts reviewing functions for all the local jurisdictions in the local comprehensive planning process.

Position Competencies

- Extremely conversant in both Land Use and Transportation Planning.
- Full understanding of the relationship among federal, state and local transportation planning processes.
- Skills in fiscal and grant management and alignment of agency resources.
- Advanced knowledge of funding categories in transportation.
- Passionate for creating a better future of the community.
- Ability to give effective presentations to small groups as well as large audiences.
- Ability to work with peers and political leaders in the field of transportation.

How to apply:

Apply via email to BetourneyM@plancom.org. You must include the following documents:

- Resume
- Cover Letter
- Three references

If you have any questions, you may contact Human Resources Manager Meghan D. Betourney at BetourneyM@plancom.org.

Placements for the TPO Executive Director Opening

- American Planning Association
- American Planning Association FL Chapter
- Association of Metropolitan Planning Organizations: AMPO
- Conference of Minority Transportation Officials
- Florida Metropolitan Planning Organization Advisory Council
- LinkedIn
- National Association of Regional Councils
- Streetsblog.org
- T4America
- Transportation Research Board
- Plan Hillsborough website
- Plan Hillsborough social media (Twitter, Instagram and Facebook)
- Planetizen



Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item

Gandy Blvd Bridge PD&E Study

Presenter

Craig Fox, PE, FDOT

Summary

The Florida Department of Transportation (FDOT) District Seven is conducting a Project Development & Environment (PD&E) study on Gandy Blvd (US 92/SR 600) from 4th St North in Pinellas County and West Shore Blvd (CR 587) in Hillsborough County, extending along the length of the bridge. The PD&E study will evaluate capacity needs, and potential bicycle and pedestrian improvements along the limits of the corridor.

The FDOT project manager will present details on the study objectives, potential improvements, and a timeline of completion.

FDOT will also host an in-person public hearing on Thursday, February 28, 2023 at 5:30pm at the Pinellas Park Performing Arts Center, 4951 78th Ave N, Pinellas Park, FL 33781. There will also be an option to attend virtually using GoToWebinar and details will be provided by FDOT staff at a later time.

Recommended Action

None. For information only.

Prepared By

Johnny Wong, PhD, TPO Staff

Attachments

[Project Webpage](#)



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Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

Planning Commission Annual Update & Plan Hillsborough Strategic Plan

Presenter:

Melissa Zornitta, FAICP

Summary:

This agenda item serves as annual reporting on the 2018-2023 Plan Hillsborough Strategic Plan. Adopted in August 2018, the Strategic Plan provides direction and guidance for the agency's near-term priorities. Staff continues to implement the objectives identified in the Strategic Plan.

Using the framework of the Strategic Plan's seven Strategic Priorities, staff will provide an update on projects, partnerships, and programs from 2022, as well as outline data and accomplishments. This consolidated report enables the agency to provide detailed information regarding performance and progress from a strategic perspective.

Recommended Action:

Information only, no action needed.

Prepared By:

Melissa Dickens, AICP

Attachments:

- [Plan Hillsborough Annual Report](#)
- [Presentation slides](#)



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Hillsborough TPO Transportation Planning Organization

Board & Committee Agenda Item

Agenda Item:

FDOT Rail System Plan and MPOAC Freight/Rail Committee Updates

Presenter:

Elizabeth Watkins, AICP, TPO Staff and Wade Reynolds, AICP, TPO Staff

Summary:

Rail transportation is vital to Florida's growth and development and continues to expand its role as a mode. Rail transportation moves people and goods within the state as well as to and from other regions of North America and through links with seaports and airports, around the world. Rail planning activities are being undertaken at both the State and Regional levels.

At the State level, the Florida Department of Transportation (FDOT) is updating the Rail System Plan to guide the state's rail freight and passenger transportation planning activities and project development plans. This Plan describes the state's existing rail network, its challenges and opportunities, and rail-related economic and socio-environmental impacts of each rail mode. It includes Florida's Rail Vision and Supporting Goals, along with both proposed publicly sponsored short and long-range capital improvements and policy recommendations.

At the Regional level, the Florida MPO Advisory Council (MPOAC) Freight & Rail Committee focuses on rail movement, both freight and passenger, as a recognition of the importance of rail to freight movement and the overlapping issues between passenger and freight rail. The Committee facilitates rail project prioritization through its established Freight Priorities Program and Passenger Rail Priorities Program which is currently under development.

Recommended Action:

None. For information only.

Prepared By:

Elizabeth Watkins, TPO Staff

Attachments:

[Draft FDOT Rail System Plan](#)
[2022 Freight Priorities Program Project List](#)



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