Meeting of the Transportation Disadvantaged Coordinating Board
Friday, June 25, 2021, 9:30am

The County Center and Plan Hillsborough offices are closed to the public in response to the COVID-19 pandemic. Helpful hints for participating remotely are attached. For technical support during the meeting, please contact Jason Krzyzanowski at 813-836-7327.

To view presentations and participate from your computer, tablet or smartphone, go to:
https://attendee.gotowebinar.com/register/7902245459938627342

Dial in listen only: 1-213-929-4212 Access Code: 812-758-528

I.   Call to Order

II.  Public Comment - 3 minutes per speaker, please

III. Approval of Minutes – April 23, 2021

IV.  Action Items
    A.  Minor TDSP Update (Joshua Barber, TPO Staff)
    B.  Annual Bylaws Review (Joshua Barber, TPO Staff)
    C.  Memorandum of Agreement for CTD and CTC (Joshua Barber, TPO Staff)

V.   Status Reports
    A.  HC School Route Program Development Process and SRTS Projects (Diana Ramirez, HC Staff)
    B.  Non-Discrimination Plan Public Involvement Findings (Dayna Lazarus, TPO Staff)

VI.  Old Business & New Business
    A.  Sunshine Line Update (Scott Clark, Sunshine Line)
    B.  Transportation Surtax Discussion
    C.  Next Meeting: August 27th, 2021 – Meeting Attendance

VII. Adjournment

VIII. Addendum
    A. TPO Meeting Summary & Committee Report
    B. FDOT Draft Electric Vehicles Infrastructure Master Plan
    C. GC Safe Streets Summit – Save the Date
    D. FDOT Strategic Highway Safety Plan
    E. Florida Outdoor Recreation Survey

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.

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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.
I. CALL TO ORDER

Chair Commissioner Mariella Smith, called the meeting to order at 9:31 a.m. The meeting was held via Hybrid Virtual and In-person.

Members Present In-Person: Gloria Mills, Craig Forsell (9:36), Tracy Noyes, Cassandra Blaylock, and Mike Lacy

Members Present Virtually: Commissioner Mariella Smith, Glenn Brown, Emily Hughart, Claredine Senat, Beth Pasek, Deborah Lekenta, Dr. Leslene Gordon, Councilman Viera (9:38), John Pelkey, and Artie Fryer (9:36)

A quorum was met in-person.

Members Absent: Mark Harshbarger, Nancy Pacificio, and Jody Toner

Others Present: Joshua Barber, Cheryl Wilkening, Gail Reese, Beth Alden, Allison Yeh – MPO Staff; Karen Smith, Sunshine Line; Tia Boyd, CUTR; Steven Holmes, UZURV; Cherie Leporatti, Lynda Crescentin, HART; Christopher English, Jason Krzyzanowski, Scott Clark, Daniel Holiday

II. WORKSHOP PRESENTATION (Joshua Barber, MPO Staff) – SHARED MOBILITY

A. Why the Workshop
   • Must hold one public workshop annually at a minimum for Commission Planning Grant to gain insight in needs.
B. Provided examples of traditional Shared Mobility and emerging modes of these services.
C. Shared Mobility as a Service information
   • Pay for multiple services through a single platform.
D. What these things have to do with TDCB
   • More trips
   • Working with PNCs providing trips
   • More of these operations in Tampa Bay especially with cross-county and late-night services
   • Provided examples from other jurisdictions: MBTA (Boston region), RTC in Nevada, PSTA TD Late Shift in Tampa Bay, Dakota County Minnesota
E. Shared ongoing challenges including accessibility: ADA, banking and smartphones, services are competing with public services, funding is subject to run-out at any time, generating trips that may not be taken otherwise, companies are operating with profit set, no oversight for dispatching, no oversight of insurance coverage, crash liability rights, no oversight of driver screening, no oversight of vehicle maintenance, lack of specialized training, no real process to share data between public and private entities.
F. The role of the LCB
   • Continue with the work, coordination, planning for needs changes, look at performance.

III. DISCUSSION

   Mr. Brown inquired about possible tax benefits for the for-profit companies that provide these services and about setting up a bond with tax collected funds to help with the liability.

   Chair Smith commented the overview was informative and found what Pinellas County is doing with PSTA very interesting and robust. Hopes Hillsborough County will be able to step up with emerging funding.

IV. PUBLIC COMMENT – None at this time.

V. WORKSHOP ADJOURNMENT – Chair Smith adjourned the Workshop at 9:49 AM

Presentation: Workshop on Shared Mobility
YouTube Video: TDBC Workshop: Shared Mobility (00:00 – 19:46)
I. CALL TO ORDER

Chair Commissioner Mariella Smith called the meeting to order at 9:50 AM.

**Members Present In-Person:** Gloria Mills, Craig Forsell, Tracy Noyes, Cassandra Blaylock, and Mike Lacy

**Members Present Virtually:** Commissioner Mariella Smith, Glenn Brown, Emily Hughart, Claredine Senat, Beth Pasek, Deborah Lekenta, Dr. Leslene Gordon, Councilman Viera, John Pelkey, and Artie Fryer

*A quorum was met in-person.*

**Members Absent:** Mark Harshbarger, Nancy Pacificio, and Jody Toner

II. Others Present: Joshua Barber, Cheryl Wilkening, Gail Reese, Beth Alden, Allison Yeh – MPO Staff; Karen Smith, Sunshine Line; Tia Boyd, CUTR; Steven Holmes, UZURV; Cherie Leporatti, Lynda Crescentin, HART; Christopher English, Jason Krzyzanowski, Scott Clark, Daniel Holiday

III. PUBLIC COMMENT – None at this time.

IV. APPROVAL OF MINUTES

Chair Smith sought a Motion to approve the minutes from the February 26, 2021 meeting. Glenn Brown so moved, Seconded by Cassandra Blaylock. Voice Vote, motion carries unanimously.

V. ACTION ITEMS

A. Coordination Contract with Brandon Sports and Aquatic Center (Karen Smith, Sunshine Line)

Brandon Sports and Aquatic Center currently has a Coordination Contract with Hillsborough County that is expiring. This new contract would replace the expired contract. This agency is a recipient of 5310 funding through the Florida Department of Transportation (FDOT); FDOT requires all recipients to have a Coordination Contract with the local CTC.

Brandon Sports and Aquatic Center’s TRIDENT Program provides training and recreation for the intellectually disabled population, while enhancing their natural talents and teaching them life skills.
TRIDENT provides pickup transportation to the BSAC facility and to offsite programming like field trips and trainings.

Last year Brandon Sports and Aquatic Center provided 2,455 one-way passenger trips for 27 unduplicated clients with 1 vehicle at an average cost of $6.03 per trip. Please note that this period included several months during the Covid-19 pandemic.

Karen Smith presented the coordination contract. It expires in May. Need approval from coordinating board to enter into the new contract.

Discussion:
Chair Smith inquired about cost per trip.

Mike Lacey commented that the $6 cost is about standard.

Chair Smith called for the motion to approve the renewal of the contract. Mr. Lacey so moves, Seconded by Mr. Brown. Voice Vote: motion carries unanimously.

B. Coordination Contract with DACCO Behavioral health (Karen Smith, Sunshine Line)

DACCO Behavioral Health currently has a Coordination Contract with Hillsborough County that is expiring. This new contract would replace the expired contract. This agency is a recipient of 5310 funding through the Florida Department of Transportation (FDOT); FDOT requires all recipients to have a Coordination Contract with the local CTC.

DACCO Behavioral Health’s primary purpose is to treat substance use disorders centered around alcohol, illicit drugs, and/or prescription drugs, specializing in providing treatment to individuals who also have a co-occurring mental health disorder. DACCO provides transportation primarily for their residential clients for doctor’s appointments, Alcoholics Anonymous and Narcotics Anonymous meetings, securing an identification card, social security card, and/or food stamps.

Last year DACCO Behavioral Health provided 8,610 one-way passenger trips for 393 unduplicated clients with 11 vehicles at an average cost of $45.80 per trip. Please note that this period included several months during the Covid-19 pandemic.

Mainly single trips going to appointments, resulting in increased cost. Program has a lot of fixed costs such as insurance and personnel. Typical cost per trip is $33.74. Need approval from this board to enter into a new contract.

Discussion:
Tracy Noyes: DACCO was awarded a vehicle this fiscal year. Questioned how would they verify that these passengers are elderly and disabled for this program? (Karen Smith will send breakdown separately.)
Chair Smith: Commented that the cost is quite reasonable per trip. Called for motion to approve contact renewal.

Councilmen Viera moved for approval, Seconded by Ms. Pasek. Voice Vote, motion carries unanimously.

C. Trip and Service Rate Approval (Karen Smith, Sunshine Line)

Each year the Community Transportation Coordinator (CTC) is required to submit a completed Rate Calculation Model worksheet to the Commission for the Transportation Disadvantaged. This rate model determines the trip rates for reimbursement to the CTC from the Trip/Equipment Grant from the Commission for the Transportation Disadvantaged (CTD). Rates are determined by the model using budget and estimated trip and mileage data from the current fiscal year.

The CTD Disadvantaged Rate Calculation Model for the 2021/2022 grant year effective July 1, 2021 are proposed to be:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate per One-Way Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door-to-Door Service</td>
<td></td>
</tr>
<tr>
<td>Ambulatory Trip</td>
<td>$40.60</td>
</tr>
<tr>
<td>Wheelchair Trip</td>
<td>$69.60</td>
</tr>
<tr>
<td>(requiring the use of vehicle lift)</td>
<td></td>
</tr>
<tr>
<td>Group Trip* per Passenger</td>
<td>$19.88</td>
</tr>
<tr>
<td>*5 or more passengers transported in one vehicle at the same time and being picked up at multiple origins and travelling to one single destination or being picked up from one single origin and traveling to multiple destinations.</td>
<td></td>
</tr>
<tr>
<td>Group Trip* per Group</td>
<td>$75.02</td>
</tr>
<tr>
<td>*(5 or more passengers in one vehicle being picked up from a single origin and traveling to a single destination at the same time).</td>
<td></td>
</tr>
<tr>
<td>Bus Passes/Tickets</td>
<td>Cost of pass or ticket plus administration.</td>
</tr>
</tbody>
</table>

- CTC required to submit a rate worksheet each year to Florida Commission for the Transportation Disadvantaged (submitted before grant cycle in July)
- Included in the Transportation Disadvantaged Service Plan (updating in 2021)
- Used to determine reimbursement rates per trip.
- Does not determine the amount of the annual grant.
- Includes revenue, expenses, trip, and mileage estimates for 2021/2022.
- Reimbursement rates based on calculation of cost based on 2021/2022 estimates and worksheet formulas.
- Grant reimburses a portion of the cost. This year, covering 73%. Originally estimated the grant would cover the same as previous year, it is a little less. The formula changed and shifted things.
- Rates reflect about a 4.5% increase. Estimate for 2021/2022 year, will return to 2018/2019 for service levels. Some expense increases, County had increase to what all staff are getting for pay, fuel prices anticipated to go up.
Asking for approval of rates so they can be included in TDSP update. Rate worksheet has been sent to the TD staff for their required review. They have not submitted and changes. ((revisit this)) to have rates in new grant cycle.

Discussion:

Chair Smith: Inquired what the other committee approving is? If there are any questions or changes, it will come back to this board? Open for motion to craft to approve service and rate inclusion in the update with any changes by TD Commission if there are any. Any changes would come back to this board for update. Confirmed that part of the cost increase was from increasing Hillsborough County pay increases.

Dr. Gordon: Questioned whether the Sunshine Line can be used to go to get a COVID vaccine or test? Commented that last year was not a typical year, propose that for the next year or two, they may not be normal in terms of operation. Sunshine Line will need to prepare for that.

Mr. Brown moves to adopt the rates with the condition that any changes from the TD Staff will be brought back before this board, Seconded by Dr. Gordon. Voice Vote: motion carries unanimously.

Presentation: [LCB Presentation: 2021 Rate Review](#)

D. Grievance Procedures Approval (Joshua Barber, MPO Staff)

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:
  - One user of transportation services
  - One representative of a recognized disabled group
  - Three representatives of the LCB at-large
- Currently, the following members serve as the Grievance subcommittee: Gloria Mills, Nancy Pacifico, Mark Harshbarger, Craig Forsell and Nancy Castellano.
- Do not seem to many grievances that require convening the subcommittee; one or two in the last ten years.
- Ms. Pacifico is no longer able to serve. A new member needs to be appointed.
Discussion:

Chair Smith confirmed that everyone else is willing to continue serving and that Ms. Debra Noel is willing to serve and is appointed at this time. Staff can reach out to Ms. Noel and let her know she is the next appointee.

Mr. Barber requested a motion for approval of the procedures and subcommittee.

Mr. Forsell commented on the form to be filled out, the amount of space allowed to write things down; the date has more space than name and address. Would like those updated.
Chair Smith commented with her agreement of the comment.

Councilman Viera moves to approve procedures and subcommittee, Seconded by Mr. Brown. Voice Vote: motion passes unanimously.

VI. STATUS REPORTS

A. CUTR Equity Needs Assessment (Tia Boyd, CUTR)

Metropolitan planning organizations (MPOs) and local governments use a variety of methods to ensure that local and regional transportation plans and projects meet community needs. Increasingly, transportation planning agencies are also evaluating proposed projects from an equity perspective.

This toolkit focuses on equitable transportation practices in traditionally underserved communities. Traditionally underserved communities include low-income, minority, elderly, young, persons with disabilities, zero-vehicle, Limited English Proficiency (LEP), single-parents, rent-burdened households, and others whose needs have been historically underserved.

- Transportation Equity Toolkit – Toolkit is a resource for advancing equity-based improvements, emphasize community engagement. Includes several tools.
- Needs assessment – define and map underserved communities, MPO is using two processes, collect demographic and socio-economic, calculate concentration, identify, and represent larger concentrations of one or more areas of concern, Staff is encouraged to engaged community to redefine as needed.
- Highlight in each area that community engagement is necessary.
- Audit Tool – useful way to involve community members and ID traditionally underserved communities. Collect socio-economic information. Define and map the underserved communities. Calculate the concentration of communities of concern. Use GIS to map the concentrations. It includes a survey, eight sections, rank rating; reviews basic steps for audit; evaluate results and prioritizes needs; confirm with ranking that it matches findings; the process is data intensive.
  - Inventory and Assess Mobility Needs
  - Identified clusters and concentrations. Encourage groundwork to define boundaries.
- Build inventory maps of places where people need to travel to, routes, sidewalks, bike lanes, issues occurring for pedestrians and cyclists. Overlay on the concentration maps. Find out what is causing collisions to happen.
- Used Google Earth and local CDC to validate findings.
- Involved the community and tailored the engagement to the community.
- Include the Transportation Equity Audit Tool that was designed for the tool kit. Eight sections in the audit to identify and rank needs.
- Prioritize needs, identify, and analyze causes, summarize, and share findings; ask community members “What are your top three transit needs?”
- Project Prioritization: define and locate the Communities of Concern, select scoring system and methods, conduct evaluation, rank the select projects.

- Scorecard – has been automated, includes color-coded categories, factors, and criteria; uses weighted and non-weighted; concentrations are scored; maximum equity is 30, each category has maximum of 6 points.
  - Five benefit categories and one for burdens
    - Access to Opportunity
    - Health and environment
    - Safety and Emergency Evaluation
    - Affordability
    - Mobility
    - Burdens
  - 0 = no concentration of COC
    - +1 = Low to medium concentration of COCs
    - +2 = High concentration of COCs
    - -10 = Burdens
  - Apply the Scorecard: different times based on criteria and projects.

Discussion:

Chair Smith commented that she is happy to see the direction the county is moving in with equity and transportation. Making progress for the future. Glad that Sara Combs, University Area CDC, was working with project for ground level view. Inquired where this presentation has been shown and where will it be shown?

Dr. Gordon commented that this was a very interesting presentation and that she would like to learn more about the program so she can read through it. Asked if the toolkit somewhat like a health impact assessment? Is it another model? Inquired if an agency would be able to utilize the toolkit as an independent agency or would CUTR need to be engaged? Confirmed that there would be public outreach when agencies use the tool.

Ms. Noyes inquired whether there was any public input that contributes to these reports, such as surveys? If so, how were they developed?

Ms. Mills asked if the people that are Zooming in, that are not here, can they see this?

Allison Yeh (via chat): 10:45 AM: Tia - It was a pleasure for us to work with you and your team on the toolkit and assessment. Thanks for the opportunity to participate.
Mr. Fryer would like a better understanding of how COCs are defined? There should be a concentration of COCs, is the USF area typical? Is there another area in Hillsborough County that it can be equated to? Concerned about demographics and homeownership.

Mr. Brown Commented that this seems similar to what has been done in community health and vulnerability studies. Sounds like a lot has been borrowed on rapid assessment methods in sociology. Nice use to elaborate on existing tools.

Presentation: CUTR Equity Needs Assessment (Tia Boyd, CUTR)

B. Flamingo Fares Update (Lynda Crescentini & Cherie Leporatti, HART)

- Electronic payment system, contactless smart card and mobile app, looking to use other payment options in the next 12 months. Up and operational today.
- Download the app and/or purchase a card (one-time fee)
- Installed:
  - Hernando (TheBus)
  - Hillsborough (HART)
  - Pasco (PCPT)
  - Pinellas (PSATA) & Jolley Trolley
  - Sarasota (SCAT)
- Benefits
  - Fare capping – pay as you go.
  - Pay the lowest fare - $4 a day, $65 per month // discounted $32.50 cap.
  - One Way to pay for Tampa Bay (partners)
  - Balance Protection – stays on account, not the card, auto reload.
  - Faster boarding
- Fare structure changes
  - Transitioning from current to new
  - Mobile app and smartcard introduction
  - Approval for monthly and daily cap
- Discount fares – Flamingo Card will have picture on it, can link to mobile app.
- Distribution Network
  - Transit Centers
  - App
  - Institutional/ Corporate portal
  - Flamingo Website
  - Retail network
  - IVR
- Timeline – took four years, typical is three – five.
- Provides a lot of reporting structure.
- Proposed changes
  - Six-month transition time through July 1, 2021
  - Flamingo card has a one-time fee of $3.
  - Minimum load is $5.
o Interoperation with partners.
• HART conducted fare equity analysis.
  o Identified, developed, and applied mitigation strategies to the e-Policies that would have likely triggered a disparate impact on minority populations or a disproportionate burden on low-income populations.
  o Engaged local leadership from community-based organizations to engage the populations to gather feedback.
  o Use three-month, six-month, and upcoming one-year mark after implementation to analyze data around riders in the target population. Corrective action will be recommended based on that data if necessary.
• E-Fare Policies – identified seven that could have a disparate impact on target audience, working to minimize the impact. Example: transitioning from paper passes to e-card. Example: minimum load on the card, there is no minimum. Eliminated day and monthly pass. Implementing institutional account, others can add money to an individual’s card.
• Will continue to monitor the policies and make adjustments as needed.

Mr. Brown stated that at children’s board, have spent 10’s of thousands of dollars on bus passes. Asked if there will be training or outreach to agencies like this one to adjust quickly? This is critical. How is this going to be rolled out?

Mr. Foresell asked if the $65 a month cap is regardless of uses and if is a calendar month.

Presentation: Flamingo Fares Update April 2021

C. TD Tampa Bay Update (Steve Holmes, UZURV)

• Began operating in the five-county region of TBARTA in December 2020.
• Getting ready to put in another application to begin July 1, 2021.
• Partnership provides cross county, evening, and weekend trips when service not provided.
• Not supplanting any local services
• As long as TD eligible in the service counties and there is an application from an individual, they can use the service.
• Designed to get people to placed they need to get. Enhances regional connectivity with cross county.
• On-demand service, door-to-door, direct, non-stop, provided by credentialed drivers.
• A TNC contract driver who has been through training, screening, full backgrounds to be able to operate and provide paratransit-like services.
• In Hillsborough area through the beginning of April
  o 1256 across region; 878 are cross-county trips, majority of people coming into Hillsborough for employment and medical trips.
  o In Hillsborough county 244 trips; primarily for medical, employment/social next highest.

Discussion:

Gloria Mills asked if PCA person you have to take with you if you need assistance, is the PCA a $6 fare?
Tracy Noyes Inquired how many wheelchairs vs ambulatory provided rides and if they are using internal drivers or if other contract drivers are being used. Clarified the contract provider usage.

Steve Holmes requested a letter of support.

Chair Smith noted that this is not an action items and that the recommendation of the MPO will serve you well.

D. Sunshine Line Update (Scott Clark, Sunshine Line)

- Adjusted services during the pandemic, providing essential services:
  - Quarantine and isolation return trip transportation.
  - Delivering meals.
  - Transportation to vaccine sites: federal, state, corporate; requires a lot of coordination; have done 150 + trips.
- Goal to restore services to pre-COVID 19 levels.
  - Trips have increased 22% over previous month.
  - Incoming calls have increased 24%.
  - Have installed air purifiers and UV lights in all the vehicles.
  - Installing barriers on the passenger seats.
  - Aging services working on a plan to restore services.
  - All employees are going through their Know Your Role training for hurricane season and updating emergency plans.

VII. OLD BUSINESS & NEW BUSINESS

A. Transportation Surtax Impacts on TD (Glenn Brown)

Deferring discussion until next meeting.

No other old & new business.

VIII. ADJOURNMENT – adjourned at 11:31 AM

YouTube Video: TDBC Workshop: Shared Mobility (19:47 – 02:01:41)
Board & Committee Agenda Item

**Agenda Item:**
Transportation Disadvantaged Service Plan (TDSP) Annual Update - 2021

**Presenter:**
Joshua Barber, TPO Staff

**Summary:**
The Transportation Disadvantaged Service Plan is an annually updated tactical plan jointly developed by the Transportation Planning Organization and the Sunshine Line. The Local Coordinating Board reviews and approves the Service Plan and submits it to the Commission for the Transportation Disadvantaged for final action.

The TDSP is a state required planning and operational guide for the local TD program. It provides a needs assessment of program services, socio-economic on the TD community, goals and strategies, quality assurance standards, service rates, and operational information. The TDSP is updated annually to reflect changes in operations, policies, rates and/or information relating to the administration of the TD program.

Major updates involve a comprehensive review and retooling of the TDSP, with renewed public involvement efforts and reexamination of needs. These are conducted every 5 years coinciding with the designation of the Community Transportation Coordinator.

Proposed amendments associated with this TDSP update include the following:

- Updated list of LCB members and program organization chart
- Updated demographic maps and socio-economic data from the 2019 Census
- Updated service rates, forecast of TD population, and system safety certification
- Updated vehicle replacement schedule and vehicle inventory
- Clarified bus pass eligibility criteria
- Grammar and formatting corrections

**Recommended Action:**
Approve the 2021 TDSP

**Prepared By:**
Joshua Barber, TPO Staff

**Attachments:**
2021 Transportation Disadvantaged Service Plan
Board & Committee Agenda Item

**Agenda Item:**
Annual LCB 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, as a result 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
1.0 PURPOSE: These By-laws are adopted by the Hillsborough County Metropolitan Planning Organization hereinafter called the “MPO” 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.”

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 MPO 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 MPO.

2.4 MEMBER(S): The MPO 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 MPO meeting in place of a regular member. MPO committee membership is as provided in these By-laws.

2.5 PUBLIC HEARING: A meeting of the MPO 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 MPO at which all official business may be transacted.
2.7 **SPECIAL MEETING:** A meeting of the MPO 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 MPO.

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 MPO 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 MPO 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 MPO on the West Central Florida MPO Chairs Coordinating Committee (CCC) 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 MPO, unless otherwise specified by the By-laws or Policies.

(f) Express the position of the MPO as determined by vote or consensus of the MPO.

(g) See that all actions of the MPO 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 MPO.
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 MPO.

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 MPO. 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 MPO. 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 MPO shall not appoint committee applicants who are affiliated with private MPO 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 MPO 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 MPO 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 MPO Chair may immediately terminate the membership of any committee member
for violations of standards of conduct, defined as conduct inconsistent with Florida Senate Administrative Policies and Procedures. 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 MPO), 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 MPO By-laws shall be used for the conduct of all MPO committee meetings.

4.2.5 Standing Committee Sub-Committees: An MPO 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 MPO By-laws shall be used for the conduct of such sub-committees meetings in the same manner as the MPO committees.

4.2.6 MPO 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 MPO 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 MPO 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 Metropolitan Planning Organization area boundary.

The membership shall be composed of: two (2) 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 MPO.

4.2.7 MPO 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 MPO; 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 MPO 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 MPO, one (1) member nominated by each member from the City of Tampa serving on the MPO, 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 MPO 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 MPO.

4.2.8 MPO Policy Committee: The MPO Policy Committee shall be responsible for the review and in-depth discussion of items and issues proposed to come before the MPO and for development of recommendations to the MPO, as appropriate, regarding such items and issues in order to facilitate the accomplishment of the MPO’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 MPO who shall serve on a voluntary basis. Volunteers for membership will be solicited at the MPO meeting at
which the Chair is elected and at any MPO meeting thereafter if the total membership of the Policy Committee falls below five (5). Those MPO members requesting to be made Policy Committee members in response to such solicitation or upon the initiative of an individual MPO member shall be so appointed by action of the MPO and shall serve terms that last until the next MPO 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 MPO 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 MPO who has been appointed by the MPO 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 MPO.

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 MPO 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 MPO with an evaluation of the CTC’s performance relative to the standards adopted by the Commission for the Transportation Disadvantaged and the MPO. 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 MPO 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 MPO;

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 MPO 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 MPO 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 MPO and/or other agencies. ITS Committee recommendations to the MPO 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 City of Plant City and the City of Temple Terrace. Members and Alternate Members shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies and the MPO.

4.2.11 MPO Bicycle/Pedestrian Advisory Committee (BPAC): The BPAC shall be responsible for making recommendations to the MPO, 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 MPO 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 MPO, local governments and transportation agencies relating to the mission of the Committee; and enhancing coordination among MPO 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 MPO. 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 MPO Board Member (appointed by the MPO 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 MPO 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 MPO 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 MPO 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 MPO shall be responsible for providing written public notice of all MPO 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 MPO's Public Participation Plan.

5.5 **AGENDA OF MPO AND COMMITTEE MEETINGS:** The agenda for all MPO 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 MPO 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 MPO 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 MPO Chair or the committee chair.

The agenda for any MPO 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 MPO and committee meetings.

5.7 **QUORUM:** A simple majority of the total non-vacant membership of the MPO or MPO 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, and five (5) members shall constitute a quorum for the TDCB. 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 MPO 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 MPO or MPO committee at a regular or special meeting, public hearing, or public participation type workshop, after signing in with the MPO 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 MPO 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, MPO 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) MPO 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 MPO regular and special meetings, workshops and public hearings, MPO 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 MPO 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 MPO 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 MPO 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 MPO 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 MPO 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 MPO or one of its committees.

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

8.1 **POLICIES:** The MPO shall adopt, by a vote of a majority of the total membership, Policies to guide the administration of the MPO. 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 MPO.

8.2 **STATUTES:** The MPO 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 MPO 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 MPO.

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 MPO. Any amendment shall be proposed at a regular meeting and voted upon the next regular meeting.
Board & Committee Agenda Item

Agenda Item:
Memorandum of Agreement for Commission for the Transportation Disadvantaged and the Community Transportation Coordinator

Presenter:
Joshua Barber, TPO Staff

Summary:
The final step in the redesignation of the Hillsborough County Board of County Commissioners as the Community Transportation Coordinator and the Sunshine Line as the operator is the review and approval of a Memorandum of Agreement between the Commission for the Transportation Disadvantaged, the Hillsborough County Board of County Commissioners, the Local Coordinator Board, and the Sunshine Line.

This MOA documents the requirements of the CTC including the provision of transportation services, the creation and execution of a Service Plan, coordination with other transportation providers locally and regionally, compliance with Civil Rights, safety requirements, insurance, and driver training, among other items.

Recommended Action:
Authorize the LCB Chair to sign the Memorandum of Agreement certifying the review and approval of the agreement by the LCB.

Prepared By:
Joshua Barber, TPO Staff

Attachments:
Memorandum of Agreement
STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Hillsborough County Board of County Commissioners, Post Office Box 1110, Tampa, Florida, 33601, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Hillsborough County(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

I. The Coordinator Shall:

A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.

B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.

C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.

D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.
E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.

2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.

3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.

4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.

5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.

3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.

4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.

G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.

H. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and

2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of $200,000 for any one person and $300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of $1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.
J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

K. Protect Civil Rights by:

1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission’s members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission’s negligence.
M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.

N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.

O. Comply with the following requirements concerning drivers and vehicles:

1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.

3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.

4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.
P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.

2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.

3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

4. Provide shelter, security, and safety of passengers at vehicle transfer points.

5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission’s Ombudsman Program as a step within the process as approved by the local Coordinating Board.

6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.

9. Maintain or have access to a passenger/trip database on each rider being transported within the system.

10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.
12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.

B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.

B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.

C. Termination Conditions:

1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.

2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.

D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.

E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.
F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Mr. Scott Clark, Director, Sunshine Line, Hillsborough County Board of County Commissioners, Post Office Box 1110, Tampa, Florida, 33601

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on ____________________________.

__________________________________________________________________________
Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION COORDINATOR:

Hillsborough County Board of
County Commissioners

Agency Name

Patricia Kemp
Typed Name of Authorized Individual

Signature: Patricia Kemp

Title: BOCC Chair

STATE OF FLORIDA, COMMISSION FOR THE TRANSPORTATION DISADVANTAGED:

David Darm
Typed Name of Authorized Individual

Signature: __________________________

Title: Executive Director

Approved as to Form and Legal Sufficiency:

Katherine M. Benson 5/5/21
By: __________________________ Date: ________
Assistant County Attorney

BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY FLORIDA
DOCUMENT NO. 21-0613

Rev. 04/02/12
Board & Committee Agenda Item

**Agenda Item**
Hillsborough County School Route Program Development Process and Safe Route to School Projects

**Presenter**
Diana Ramirez, Hillsborough County Staff

**Summary**
The Hillsborough County’s Engineering & Operations staff, working with school administrators and local law enforcement officials, have developed a Safe Routes to School (SRTS) Initiative. The program is based on evidence that physical upgrades help provide for students’ safety, reduce motor vehicle traffic and encourage exercise. Two changes helped spur the initiative. In 2017, Hillsborough County Public Schools ended courtesy (non-funded) busing for middle and high school students who live within 2 miles of their schools and do not meet state hazardous walking conditions criteria. In 2018, the school district changed starting (bell) times for elementary, middle, and high school students. The changes meant more students had to find their own way to and from campus, and elementary school students began some school days in the dark. All county schools were prioritized by their access needs, staff are developing plans to improve walk/bike safety to and from each school. Improvements can be physical features such as sidewalks, lighting, crosswalks, turn lanes or signage, which will be implemented in phases. Three schools in northwest Hillsborough County will be the first to see changes under the SRTS program, Pierce Middle and Alexander Elementary schools are adjacent campuses just north of Hillsborough Avenue. Leto High is less than 1 mile north on Sligh Avenue. After these initial improvements are made, staff will make similar safety enhancements at other schools in Hillsborough County.

**Recommended Action**
For Information Only

**Prepared By**
Lisa K. Silva, AICP, PLA

**Attachments**
None
Board & Committee Agenda Item

**Agenda Item:**
Nondiscrimination Plan Public Involvement Findings

**Presenter:**
Dayna Lazarus, Plan Hillsborough staff

**Summary:**
Between December 2020 and March 2021, staff conducted public engagement to collect input from Hillsborough County residents about the challenges they face accessing community elements including transportation options, quality housing, public engagement meetings and other important places in the County. The goal of this engagement was to learn about the needs and access issues of underserved communities. Outreach included a countywide survey, a Storytelling Forum, seven weeks of field outreach, and five focus groups. Since the conclusion of these outreach activities, we have been performing data analysis on 456 survey responses and 150 pages of narrative data, and we have identified some trends and themes in the challenges and ideas that were shared.

Those themes, combined with staff feedback and best practices research, are being used to create a list of preliminary recommendations designed to help the agency grapple with the area’s history of discriminatory planning and move towards a County where there are no longer underserved or underrepresented neighborhoods or demographics.

At this meeting, staff will present the findings from engagement and ask for the committee’s feedback and recommendation ideas for addressing the challenges identified.

**Recommended Action:**
None, for information only

**Prepared By:**
Dayna Lazarus, Community Planner II

**Attachments:**
None; see “Preliminary Public Engagement Findings – Challenges and Solutions (05/20/2021)” at [www.planhillsborough.org/title-vi-and-nondiscrimination-plan/](http://www.planhillsborough.org/title-vi-and-nondiscrimination-plan/)
TPO Board Meeting of Wednesday, May 12, 2021

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The TPO Chairman, Commissioner Harry Cohen, called the meeting to order at 10:11 AM and led the pledge of allegiance. The regular monthly meeting was held in-person and virtual via WebEx.

The following members were present in person: Commissioner Harry Cohen, Commissioner Pat Kemp, Commissioner Kimberly Overman, Commissioner Gwen Myers, Mayor Ross, Gina Evans, Melanie Williams, Charles Klug, Joe Waggoner, Derek Doughty.

The following members were present via teleconference: Commissioner Mariella Smith, Mayor Rick Lott, Councilman Guido Maniscalco, Jessica Vaughn.

Councilman Joseph Citro was excused; Councilman John Dingfelder was absent.

A quorum was met in person.

II. APPROVAL OF MINUTES – APRIL 14, 2021

Chair Cohen sought a motion to approve the April 14, 2021 minutes. Commissioner Overman so moved; seconded by Commissioner Meyers. Roll-call vote, motion carries 13 – 0.

III. PUBLIC COMMENT

A. Chris Vela: Comments about the proposed TIP Amendment and acquisition of property is for highway and not transit. Is proud that the TPO has been making strides for equity. Questioned why this TIP Amendment is being entertained as it goes against previous work. There was another TIP Amendment approved surrounding I-4; expressed opinion that I-4 is poorly designed. Expressed that FDOT owns 14 lanes going through Seminole Heights. Questioned where the messaging is coming from. Should be looking at bicycle networks and walkability.

IV. COMMITTEE REPORTS & ADVANCE COMMENTS

A. CAC Committee (Bill Roberts) – May 5, 2021
- Expressed appreciation for the all-volunteer committee and for the support from the TPO Staff.
- Action Items:
  o Voted to approve the MPO/FDOT Annual Joint Certification Statement.
  o Public Participation Plan Amendment to shorten the notification period from 3 weeks to 2 weeks.
    ▪ There was a lot of discussion – upward of 20 TIP Amendments come before the CAC each year.
    ▪ Tabled; the CAC did not feel they could vote on this at this time.
  o Transportation Improvement Program Amendment for Downtown Interchange
• Motion amended with a stipulation that the FDOT not acquire any more properties for this project. Passed 13 – 5.
• Heard status reports on:
  o TIP Preliminary Draft
  o CAC ad hoc subcommittee met on May 3rd to discuss the TIP preliminary draft. Recognized Committee Member, Amy Espinosa, on putting together this sub-committee.
• Encourage that the TPO Board approve the recommended committee member from the City of Temple Terrace
• Acknowledged that the FDOT addition for the West Shore Interchange has not come before the CAC at this time. Reminded the TPO Board of it’s importance and previous support of the CAC.

B. TAC Committee (Davida Franklin) – May 3, 2021
• Approved the following:
  o MPO/FDOT Annual Joint Certification Statement
  o Transportation Regional Incentive Program Priorities
  o Public Participation Plan Amendment
  o UPWP Amendment Air Quality Monitoring
  o Transportation Improvement Program (TIP) amendment for Downtown Interchange
• Heard status reports on:
  o TIP Preliminary Draft
  o USF to Tampa Green ARTery Trail Feasibility Study

C. BPAC (Davida Franklin) – April 14, 2021
• Heard status reports on:
  o Franklin Street Vision Project
  o Non-Discrimination Plan Update
  o CUTR Equity Needs Assessment
  o Manual on Uniform Traffic Control Devices (MUTCD) Updates

D. LRC – April 21, 2021
• Heard status reports on:
  o Franklin Street Vision Project
  o Non-Discrimination Plan Update
  o MUTCD – the Committee supported that the TPO send a letter of comment focused on improved safety and multimodal flexibility in the new MUTCD.

E. TDCB – April 23, 2021
• Action Items approved:
  o Coordinated Contract with Brandon Sports and Aquatic Center
  o Coordinated Contract with DACCO Behavioral Health
  o Community Transportation Coordinator (CTC) Service Rates for 2020/2021
  o TDCB Grievance Procedures Annual Review and Adoption
• Heard status reports on:
F. Summary of Public Comment

- Email
  - Dr. Govindan Parayil: Thanked Beth Alden for her participation in the 2021 Global Conference on Sustainability & Resiliency During the Pandemic.
  - Sam Owens: Displeased about worsening road conditions; wanted to make the Board aware of the consequences of Stacy White’s decision regarding the All for Transportation tax.
  - Jeff Horwath: Requested the TPO’s 2021 wall calendar.
  - Julie Scanlon and Peter Hsu: Provided feedback for the Citizens Advisory Committee re: signal timing at US 301 & Gibsonton Dr.; visual observation found unusually long wait times.
  - Mauricio Rosas: We must have reliable bus connections to appeal to the white-collar and blue-collar sectors, and we must remove the mindset that buses are for the elderly, disabled, and low-income persons.
  - Jennifer King: Concerned because there is no school zone on US 41 by Lutz K-8 that limits traffic to 20 mph during school drop off and dismissal.
  - Jane from the Safety Harbor Chamber of Commerce: requested more regional multi use trails maps.
  - Ali Ankudowich: really impressed with steps taken in the TPO’s equity planning and process for the Nondiscrimination Plan update.
  - Legislative aide David Yunk: asked for support to help an artist paint a safety crossing mural in front of Caminiti Exceptional School.
  - Lena Young: “We in Tampa Heights, are joining Vision Zero in advocating for sidewalks in the City of Tampa”.
  - Scott Clark, Director of the Sunshine Line: “Joshua and Allison have been doing an outstanding job providing proactive support, insightfulness, and care working with Sunshine Line staff.”
  - Eva Dyer: Thanked Beth Alden for speaking to their Leadership Hillsborough class.
  - FM: Stated that the South Selmon study was not a Vision Zero project.

- Social Media Comments
  - Facebook
    - 4/14/2021 – Tampa Hillsborough Expressway Authority (re: highlights from its 4/14/2021 Board presentation on the Selmon Extension): “Thank you”
    - 4/15/2021 – Andrew Gulbert (re: the grand opening of the Selmon Extension): “How is this innovation?”
  - 4/21/2021 – National Safety Council (re: to a shared post about Distracted Driving Awareness Month): “Thank you for the help to Keep Each Other Safe during Distracted Driving Awareness Month”
  - 5/11/2021 – Rick Fernandez: “This comment is directed to item VI B of the May 12, 2021 Agenda (TIP Amendment related to the DTI). I respectfully request that the TPO Board reject the
proposed amendment.

FDOT seeks funding approval to acquire 7 land parcels along the north and east borders of the DTI, in the area of VM Ybor. The goal is to expand the footprint of the DTI. This action will adversely impact a community of concern and work in contravention of our recently passed Race Equity Resolution.

Many of you have promised never to approve a project expanding the interstate footprint, displacing people and homes. This project does all three. Keep your promises.”

• Twitter
  o 4/19/2021 – Miami City Man (re: the Selmon Extension opening): “Who wants to bet that neither the author nor “Joe Waggoner” live anywhere near this monstrosity? Sucking fumes is always for others.”

G. TPO Policy Committee (Beth Alden)
  • Detailed discussion about the TIP and Priority Projects.
  • TPO Staff provided a summary of new funding requests.
  • Discussion suggest staff bring back information about coordination from the regional level, position projects for success with regional coordination process.
  • Share projects and advocate for them through our federal representatives.

V. ACTION ITEMS

A. Committee Appointments (Cheryl Wilkening, TPO Staff)
  • CAC – Aiah Yassin, by the City of Temple Terrace
  • TAC:
    o Sofia Garantiva, alternate for Planning Commission
    o Cal Hardie, alternate for Tampa Historic Streetcar Board
    o Rick Perez, alternate for Hillsborough County Engineering Division
  • LRC – Sofia Garantiva, alternate for Planning Commission.
  • BPAC – Ryan Thomas – Hillsborough County Sheriff

Recommend that the TPO confirm the above nominations.

Mayor Ross moved to approve committee appointments; Seconded by Commissioner Overman. Roll-call vote, motion carries 13 – 0.

B. Transportation Improvement Program Amendment for Downtown Interchange (Vishaka Shiva Raman, TPO Staff and Secretary David Gwynn, FDOT Staff)
  • The Florida Department of Transportation (FDOT) has requested this amendment to the Fiscal Year (FY) 2020/21– 2024/25 Transportation Improvement Program (TIP) to purchase seven (7) parcels for the Downtown Interchange Operational Improvements. This amendment will add $2.5 million towards Right-of-Way acquisition.
• This project was adopted in the 2045 Long Range Transportation Plan (LRTP) as part of the FDOT Strategic Intermodal System (SIS) Cost Feasible Projects. It was the Quick Fix solution identified in the 2019 MetroQuest survey.

• Tampa Bay Next – Downtown Tampa Interchange – started in 2016 – 2017 and would have required over 200 relocations. FDOT continued to look for alternatives.

• Crashes continue to increase, doing nothing is not an option.

• Utilized community input has led to this action.

• Interchange will include addition of bicycle and pedestrian areas, landscaping, lighting, widening areas under the interstate to make it safer.

• Working with the City of Tampa to slow the traffic speeds along 14th and 15th streets. Signalizing the ramps at these interchanges as well.

• Try to match aesthetics done in Ybor City.

• Why is this important; legislature provided $2 billion to be used throughout the state, all districts are preparing projects that can be ready to start in 2022 or 2023, this project is ready. The only thing needed to get funding for this project is to move on the Right-of-Way.

Presentation: TIP Amendment - Downtown Interchange and FDOT Downtown Interchange

Recommend that the TPO approve the Transportation Improvement Program (TIP) Amendment: 445056-1 I-4/SR 400 WB to I-275/SR 93 NB from W of 14th Ave to Floribraska Ave.

Discussion:

Commissioner Overman: Expressed appreciation for time Secretary Gwynn spent the previous week. Has concerns about air quality in the this area. Properties not identified are already owned by FDOT. Blank spaces cause deterioration. Appreciates FDOT commitment to assist residents to relocate and stay in the community. Crash rate is significant. Is willing to support this because there has been community involvement and changes made to the plan.

Commissioner Kemp: Noted that she has been following this interchange for many years. At the time, this interchange was a history mistake aimed at minority communities. Is appreciative of the clear presentation and utilization of the minimal impact fix. Believes that the community involvement has been extremely important in this improved project. This is Segment 6. Segment 7 is an extension adding two more 15' sections of pavement. Would like to see how it is going to interact with the interchange in terms of traffic congestion, patterns, air quality, and how these will push into the interchange.

Commissioner Myers: Thanked Secretary Gwynn for one-on-one meeting on this project. Is aware how these types of projects have displaced black and brown residents. Believes that adding these properties, it will enhance the interchange. Appreciates what FDOT has done by working with the communities and making sure that the displaced people will have options.

Commissioner Cohen: Expressed that his views have evolved on this issue over time. The original project was slated to take over 200 homes; the next iteration was 30 to 100 homes; now we have a project taking in the single digits in order to improve crash rates between 20 & 35% and deal with the huge congestion issues. When people look to government for compromise and cooperation, this is an example to solve legitimate problems while protecting communities.
Secretary Gwynn: (response to Segment 7) I-275 north of the Downtown Interchange. Heard a lot of opposition to express lanes but did desire general use lanes in this area. This includes a wide shoulder that could be used by buses. Now broken into 2 sub-sections. The area to Hannah would allow drivers to get into the correct lanes for the interchange. The area north of Hannah is not currently funded and is not near the top of the priority list. Noise walls will be put in as response to community request.

Commissioner Overman moved to approve the TIP Amendment for the Downtown Interchange; Seconded by Commissioner Myers. Roll-call vote, motion carries 13 – 1.

C. Letter requested by Livable Roadways Committee (LRC) regarding Manual on Uniform Traffic Control Devices (Gena Torres, TPO Staff and Paula Flores, TPO Consultant)
   • The Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) is a document issued by the Federal Highway Administration to specify the guidelines by which traffic signs, road surface markings, and signals are designed, installed, and used.
   • The last update to the MUTCD was in 2009, the last major rewrite was in 1971 and much has changed since then, which led to FHWA proposing an update which is now under review.
   • Concerns have been raised by municipalities and transportation agencies and organizations that the draft update does not go far enough to ensure the safety of all road users. It does not fix fundamental flaws.
   • Time to question validity and change the process of the MUTCD update.
   • Coalition of agencies have general concerns:
     o Requesting a re-write
     o Encouraging improved inclusion and equity through a Task Force on racial equity.
     o Questioning the focus on motor vehicle operational efficiency over safety.
     o Less flexibility on Vision Zero.
     o Not consistent.
     o Better alignment with goals of cities.
     o Go back to original premise of how signs should look but not how they are applied.
     o New language which is Victim Blaming and omits the needs of children, elderly, and the disabled road users.
     o New language stipulating right-of-way to be dedicated to “highway related functions”.
     o Prioritizing emerging AV at the expense of other modes; increasing cost burden for cities.
     o Speed Limits – 85% still recommended; allows professionals to opt-out of items that should be considered when setting speed limits; ignoring the NTSB recommendations.
     o Signal warrants ignore known conflicts and lang use.
     o Pedestrian push button signals are not required even with the increase in pedestrian deaths.
     o Too many studies and restrictions on how to do bicycle lanes.
     o New language stipulates distance of mid-block crossings and must be regulated by an intersection crossing or a hawk/beacon. Do not include aesthetic treatments and those already applied are being ignored and are considered under study.
   • Several other municipalities have written letters expressing their concerns over the proposed updates to this document.

Presentation: 2021 MUTCD NPA Explained
Recommend sending the letter included in the Agenda Packet to the FHWA commenting on the MUTCD update.

Discussion:

Commissioner Overman: Report is enlightening and maddening. Vision Zero improvements are not addressed in the manual. Creates an uphill battle. Intends on penning a separate letter. Spent most of neighborhood life being told that Speed Limits come from the manual is frustrating. Clear that omissions in the manual are omissions in favor of car planning. Individuals that are older walk about the same time as a person with a stroller. The timing needs to recognize the demographics and should be considered.

Commissioner Overman moved to draft and send the letter to the FHWA commenting on the MUTCD update; Seconded by Commissioner Kemp.

Commissioner Cohen: If we take action, a copy of the letter should be given to all members of the TPO Board. If they so choose, each member should send a letter. Some of what is in the MUTCD Update is “stupid” based on what we have learned over the years to make things safer.

Commissioner Kemp: Expressed that the TPO Board is lucky to have Ms. Flores and for the presentation. This topic has enormous impact on the most important issues. Science and data are not being used. Appreciated this being brought forward.

Mayor Ross: Talking about a manual for Unified Traffic Control. Part of the objections do not allow for local flexibility and some are out of not making enough requirements. Difficult to take both positions.

Commissioner Cohen called for the vote on the motion made. Roll-call vote, motion carries 14 – 0.

D. Annual Certification of TPO (Johnny Wong, TPO Staff)

- MPOs are established and funded by federal and state laws and rules.
- Federal government evaluates compliance every four years and public meeting is held. Done in January 2021
- TPO’s planning process must be certified in between major review events and concludes with a Joint TPO/FDOT Certification statement and summary of notable Achievements, recommendations, and correction actions.
- Notable Achievements
  - Data & Analytics Platform
  - Vision Zero Speed Management Action Plan – Transportation Planning Project of the Year
  - Regional Long Range Transportation Plan – across eight counties and two FDOT Districts
  - CAC Race Equity Resolution
- Recommendations
  - Evaluate website for ADA compliance.
  - Save current versions of UPWP only on the website to avoid confusion.
  - Advocate for partially funded projects.
- Corrective Actions – None

Presentation: MPO/FDOT Joint Certification 2020

Request support for re-certification of the TPO and authorization for the TPO Chairman to sign the Joint Certification Statement.
Discussion: None

Commissioner Cohen: Has a copy of the Joint Certification Statement

Commissioner Kemp moved for approval; Seconded by Commissioner Overman. Roll-call vote, motion carries 13 – 0 with 1 Non-Vote.

E. Unified Planning Work Program UPWP Annual Review and Amendment (Jamal Wise and Allison Yeh, TPO Staff)

- Currently in Fiscal Year (FY) 21 which runs from July 1, 2020 through June 30, 2021.
- Currently adopted UPWP is being amended to reflect adjustments in the TPO’s grant from Federal Highway Administration (FHWA).
  - FY 21
    - Task 2 (Systems Planning) increase by $102,500.
    - Task 1 (Management) decrease by $65,511.
    - Task 3 (Long Range Transportation Plan & data) decrease by $36,989.
    - PL grant trued up by $2, from $1,371,098 to $1,371,096.
  - FY 22
    - Task 1 (Management) add unused PL grant funds remaining from FY20: $23,021.
    - Task 2 (Systems Planning) add unused SU grant funds remaining from FY 20: $158; add increased CTD grant funds based on actual grant award: $2,081.
- Current Status of Planning Studied, Part II: Discretionary Projects – 4 In Progress, 5 Pending.
- Planning Studies: Staff Recommendations
  - Continue with studies approved by TPO Board in May 2020.
  - Proceed with lower-cost requests using savings from Year 1 studies.
  - Consider other requests in FY 23 & FY24 UPWP next year.
- Disadvantaged Business Enterprises
  - TPO supports FDOT goal of 11%, current utilization is 12%.
  - DBE-support projects – 3 to be completed in latter half of 2021, 2 completed.

Recommend the approval of the UPWP Amendment and the included resolutions to implement it.

Presentation: UPWP Amendment FY 21 May

Discussion:

Commissioner Cohen reminds everyone of the time.

Commissioner Kemp: Asked for clarification on a number.

Commissioner Kemp moved for approval; Seconded by Commissioner Myers. Roll-call vote, motion carries 13 – 0 with 1 Non-Vote.

VI. EXECUTIVE DIRECTOR’S REPORT
A. Thanked members for the discussions of the group; presentation slides are posted on the website under the meeting calendar; will send your staff the language for the letter re: MUTCD; quarterly report is proved in the email to the board members.

B. Regional meeting of what is becoming the Sun Coast Transportation Alliance is June 25, 2021 at 9:30 AM. Will be having two meetings: TMA at 9:30 A – Commissioners Kemp, Overman and Councilmen Dingfelder with Mr. Klug and Ms. Evans as alternates; a meeting of the Chairs of the MPOs over lunch at 11 – 11:30 A, everyone is welcome to stay; first hybrid meeting at the regional level. At Lakewood Ranch Town Hall.

C. American Rescue Plan funding, $2 billion for transportation out of $10 billion sent to Florida, District 7 has been working very hard to position for the funding, hopeful that the Downtown Interchange safety improvements will be part of the package. December funding in the COVID Response and Relief Supplemental Act, provided $500 mil to FDOT for transportation projects, $90 mil set aside for MPOs, possibly $7 mil coming to Hillsborough, would be available in FY 23, preliminary suggestion that it go to the Bush Blvd Safety Improvement.

VII. OLD BUSINESS & NEW BUSINESS

A. Commissioner Overman reminded the members that the comment period for the MUTCD update closes on May 14, 2021.

VIII. ADJOURNMENT Meeting adjourned at 12:03 PM.
Committee Reports

Meeting of the Citizens Advisory Committee (CAC) June 2

Under Action Items, the CAC approved:

✓ Transportation Improvement Program for FY22-26 -- with the removal from the Priority List, line item #47, of the words “[construct] an additional general-purpose lane” on I-275 between Hillsborough Ave and Bearss Ave.

  o Members had an in-depth discussion, touching on regional trails, tolled versus managed express lanes, improvements to the downtown interchange, and the Florida/Fowler arterial BRT project.

✓ Public Participation Plan Amendment to change the public notice timeframe for TIP amendments.

  o Members suggested some additional outreach steps, such as reaching out to community leaders, using QR codes on roadside signs, and engaging more on social media. Staff will pursue these steps.

Members also discussed a recent NY Times article titled “Can Removing Highways Fix America’s Cities” which highlighted efforts in 16 U.S. cities, including Tampa, to convert Interstate highways to surface-level arterials. Several members asked how the I-275 boulevard study could be advanced, including whether it could be included in the Transportation Improvement Program. This and remainder of the items on the CAC’s June meeting agenda will be taken up in July.

Bicycle Pedestrian Advisory Committee (BPAC) on May 19

Meeting virtually with no physically present quorum, the BPAC heard status reports on:

✓ Transportation Improvement Program (TIP)

  o Members raised no objection to moving forward with the TIP, after receiving clarification about several projects that have been on the TPO’s priority list:

    ▪ Green ARTery Segments D and E – Segments were removed due to the projects being funded through All For Transportation Surtax. Tampa is not seeking federal grants in 2027 because the City is continuing to look for funding sources to implement these projects as soon as possible, and has design underway.
- Trailhead beneath Selmon Expressway – This project has been delayed due to construction of a large reclaimed water line as well as the requirement of remediation of contaminated soil at the site.

- Rome Ave West River Project – This project is being funded through a BUILD grant, is listed only for illustrative purposes and is being constructed along with stormwater projects.

- Green Spine Segment 2B – This has already been constructed along with adjacent stormwater projects.

✔ Regional Trail Priorities
  - Members raised no objection to the regional trail priorities after asking about the Dale Mabry Overpass project. This project is requested to be constructed along with adjacent I-275 improvements.

✔ USF – GreenARTery Trail Study
  - Members asked how equity will be considered in this TPO trail feasibility study that is just getting underway. Staff responded that public outreach and equity are major components of the study, and that the study area is largely a food desert with high concentrations of chronic health conditions and economic disparities.

Meeting of the Livable Roadways Committee (LRC) on May 19

Meeting virtually with no physically present quorum, the LRC heard status reports on:

✔ Transportation Improvement Program (TIP)
  - Members supported the TIP after discussion, with clarification on inquiries regarding congestion mitigation projects, air quality funding, timing of projects, and sidewalk distribution.

✔ McIntosh Road Widening PD&E Study, Advance Notification
  - Members provided comments that the study should look at number of pedestrian crossings and at the project’s relationship to the three schools in the area.

✔ USF – GreenARTery Trail Study - No discussion.

Meeting of the Technical Advisory Committee (TAC) on June 7

A verbal report will be provided at the TPO meeting.