

HILLSBOROUGH  
**Greenways**  
COMMITTEE



## ADMINISTRATIVE PROCEDURES

Revised September 2021

Approved by Committee 12/6/21

### 1. Introduction

The Hillsborough Greenways Program was established by the Board of County Commissioners (BOCC) in 1995 to implement the Hillsborough Greenways Master Plan. The Master Plan is a conceptual and strategic plan for creating and maintaining a county-wide greenway system. The Master Plan envisions a system of protected open space corridors and trails to conserve natural resources and provide opportunities for recreation and non-motorized transportation.

When the County Commission established the program, it created an implementing committee, the Hillsborough Greenways Committee. Membership includes local citizens, representatives of local governments, and utility company representatives.

County staff, as designated by the County Administrator, provide technical and administrative support to the Committee. As the Greenways Master Plan envisions a variety of facility types, planning and implementation of the Greenways Program is managed cooperatively across multiple County departments.

### 2. Responsibilities and Activities

The Hillsborough Greenways Committee considers issues relating to the implementation of the Hillsborough Greenways Master Plan and is responsible for making recommendations to the BOCC regarding those issues. Recommendations requiring BOCC action are forwarded to the BOCC after review by the Parks, Recreation & Conservation Board.



The Greenways Committee provides guidance to County staff involved in implementation of the Master Plan and is active on a number of fronts to implement the Plan. Activities include:

- advocating protection of environmentally important lands that contribute to the greenway system,
- advocating adequate funding for land acquisition and management and for trails construction and operation,
- participating in public education and outreach activities,
- updating the Greenway System map,
- guiding development of new trail concepts, and
- prioritizing trail projects for funding.

### 3. Committee Membership

The Hillsborough Greenways Committee is comprised of nineteen (19) voting seats. Twelve (12) seats are reserved for citizen members. Four (4) seats are reserved for local government representatives. Three (3) seats are reserved for utilities. Interested government agencies are invited to appoint liaisons to attend and participate in Committee meetings, but these do not have voting roles.

#### 3.1 Citizen Members

There are twelve (12) citizen member positions on the Committee.

**3.1.1 Appointment** Citizen members are appointed to these positions by the Greenways Committee as a whole.

**3.1.2 General Qualifications** To be considered for appointment to a citizen member position on the Committee, an individual must meet at least one of the following qualifications: 1) resident of Hillsborough County, 2) property owner or owner representative in Hillsborough County, or 3) business owner/representative in Hillsborough County. Individuals who represent a local government or government agency cannot be appointed to a citizen member position on the Committee.

**3.1.3 Representation** Of the twelve (12) Citizen Members, four (4) individuals are appointed to at-large positions, while eight (8) are appointed to represent the greenway-related interests listed below.

Greenway-related interest categories and their apportioned representative Committee positions are listed below.

- Two (2) members representing the Greenway functional interest of preserving natural resources (water, wildlife, natural systems, native plants, riverine corridors, restoration, resource management, agricultural land)
- Two (2) members representing the Greenway functional interest of providing paved multi-use trails to accommodate alternative transportation and recreation via



- walking, jogging, bicycling, in-line skating, and other non-motorized uses
- One (1) member each representing three (3) distinct Greenway functional interests of providing unpaved trails to accommodate
    - Hiking
    - Horseback Riding
    - “Mountain” Bicycling
  - One (1) member representing the Greenway functional interest of facilitating non-motorized boating/paddling along rivers, creeks, and coastal areas (a.k.a. “Blueways”)

**3.1.4 Citizen Member Designees** A citizen member may nominate a designee, to be confirmed by the Committee, to attend meetings that the member is unable to attend and to vote on the member's behalf.

### **3.2 Government Members**

Four (4) local governments are represented on the Committee: Hillsborough County, the City of Tampa, the City of Plant City, and the City of Temple Terrace. The governments are each invited to name one representative to serve on the Committee, and to identify alternate designees when necessary.

### **3.3 Utility Members**

Three utilities may be represented on the Committee, including Tampa Electric Company (TECO). Additional utility companies may be invited to fill the remaining seats. Each entity is invited to name one representative and identify alternate designees when necessary.

### **3.4 Non-voting Agency Liaisons**

In addition to the voting members, various interested government agencies and other community stakeholders are invited to name liaisons to attend and participate in Committee meetings to advise the members about the stakeholders' interests and concerns relative to matters before Committee. The Chair and staff coordinator will keep a roster of participating agencies and their representatives.



#### 4. Operating Procedures

##### 4.1 Meeting Schedule

Meetings typically are held quarterly, usually in March, June, September and December. The Committee should approve a preliminary schedule for each calendar year to facilitate maximum participation by members and the public.

##### 4.2 Meeting Order

Meetings of the Hillsborough Greenways Committee are conducted as informally as possible, relying on Robert's Rules of Order to resolve procedural issues.

##### 4.3 Officers

On an annual basis, the Greenways Committee shall elect a Chair, Vice Chair, and Recording Secretary.

**4.3.1 The Chair** guides development of meeting agendas and conducts the meetings of the Greenways Committee, with administrative support provided by the designated County staff. The Chair represents the Committee at various meetings in the community and before the Board of County Commissioners concerning implementation of the Greenways Master Plan.

**4.3.2 The Vice Chair** assumes the duties of the Chair when the Chair is unable to do so.

**4.3.2.1** In the event the Vice Chair is unavailable, the Chair may designate other members to represent the Committee before the Board of County Commissioners or at community events.

**4.3.3 The Recording Secretary** ensures the summary minutes prepared by County staff accurately reflect the proceedings of the Committee meetings.

##### 4.4 Member Communications

Because the Greenways Committee is subject to Florida's Sunshine Law, discussion by Committee members of matters which may result in recommendations on which foreseeable action will be taken by the Board of County Commissioners can only occur during a noticed meeting.

##### 4.5 Open Meeting and Meeting Notice Requirements

**4.5.1** All meetings of the Greenways Committee are open to the public, and the meeting location will be accessible by the public. As conditions require, meeting access may be accommodated via remote technology in accordance with County policy.

**4.5.2** Notice of Committee meetings will be given a reasonable time prior to the meeting, but no less than 24 hours before a meeting.



**4.5.2.1** Noticing of meetings to the public will be the responsibility of the County staff designated to coordinate the Committee in accordance with the Communications Department's noticing procedures. As a courtesy to members and interested parties, meeting information will also be distributed via an e-mail list maintained by County staff.

**4.5.3** Members will receive the meeting agenda and any accompanying meeting material in advance of the meeting. Others who have requested meeting notice will also be sent the meeting agenda.

#### **4.6 Record of Meetings**

**4.6.1** The proceedings of Greenways Committee meetings will be recorded by County staff in the form of summary meeting minutes and reviewed for accuracy by the Recording Secretary prior to the Committee's vote to approve the minutes.

**4.6.2** County staff will maintain a file of meeting minutes and attendance records, which will be available to the public upon request.

#### **4.7 Decision-Making**

**4.7.1** For the purpose of conducting the business of the full Committee, a quorum of the Committee, comprised of the Chair or Vice Chair and one-half of the filled voting members must be present.

**4.7.2** The Committee has the discretion to delay a vote on a matter until more members are present.

**4.7.3** A motion must be favored by a majority of those present to pass.

#### **4.8 Attendance**

**4.8.1** The Greenways Committee may replace any citizen member who misses three (3) consecutive meetings.

**4.8.2** Government and utility members who miss three consecutive meetings may be requested to seek a replacement.

#### **4.9 Subcommittees**

**4.9.1** The Greenways Committee may vote to establish Subcommittees to consider specialized matters of interest and bring recommendations to the Greenways committee. The Greenways Committee may vote to dissolve any Subcommittee.

**4.9.2** In addition to Citizen, Government, and Utility members, Citizen Member Designees may serve on Subcommittees. Membership on any specific Subcommittee will be determined by the Greenways Committee.



**4.9.3** Subcommittees are subject to the same requirements as the Greenways Committee regarding Member Communications, Open Meetings, and Noticed Meetings.

**4.9.4** Subcommittees shall keep a record of meetings in coordination with appropriate County staff. Subcommittee records shall be provided to the County staff charged with keeping Greenways Committee records.

**4.9.5** The Greenways Committee may specify operating procedures for Subcommittee scheduling, decision making, and attendance when voting to establish a Subcommittee.

**4.9.6** All subcommittee recommendations must be taken to the full Greenways Committee for approval.

## **5. Greenway Trail Project Prioritization**

As established by the Hillsborough Greenways Master Plan, it is the responsibility of the Greenways Committee to provide direction for ranking Greenways Program trail projects for funding.

Each year, County staff will present the Committee with a preliminary ranking of proposed trail projects. The Greenways Committee will then discuss the rankings and members may move and vote to adjust the list as they feel appropriate, until the Committee agrees on a final ranking. The Committee's ranking will inform the County's Capital Improvement Program and may also inform pursuit of funds from other sources.

Staff will develop a memorandum documenting the specific methodology used each time the projects are ranked, to be kept on file with other Committee Records and incorporated into the Greenway Program's Annual Report. The following criteria should be considered by staff and the Greenways Committee when ranking trail concepts:

- Facility demand, as measured by public support, anticipated usage, or other measures,
- Connectivity,
- Environmental impacts,
- Benefits to the public, such as education, transportation, recreation, etc.,
- Cost,
- Need for land acquisition, and
- Competitiveness for outside funding.

HILLSBOROUGH GREENWAYS COMMITTEE  
ADMINISTRATIVE PROCEDURES, Revised September 2021\*\*\*DRAFT\*\*\*



Administrative Procedures (Sections 1-4)

Approved October 24, 1995  
Amended April 23, 1996  
Amended July 18, 2000  
Amended March 26, 2002  
Amended December 15, 2003.  
Amended June 12, 2007  
Amended March 17, 2010  
Amended December 4, 2012  
Amended September 27, 2021/Approved by Committee December 6, 2021

Prioritizing Criteria (Section 5)

Revised June 7, 2005  
Amended September 27, 2021/Approved by Committee December 6, 2021

ADMINISTRATIVE PROCEDURES APPROVED:

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CHAIR'S SIGNATURE

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Date