



CITIZENS ADVISORY COMMITTEE (CAC) AGENDA

DATE: Wednesday, March 7, 2018
TIME: 1:30 P.M.
PLACE: Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, FL 33411

1. REGULAR ITEMS

- A. Roll Call
- B. MOTION TO ADOPT Agenda for March 7, 2018
- C. MOTION TO APPROVE Minutes for February 7, 2017
- D. Comments from the Chair
- E. CAC Liaison's Report
- F. General Public Comments and Public Comments on Agenda Items

Any members from the public wishing to speak at this meeting must complete a Comment Card available at the welcome table. General Public comments will be heard prior to the consideration of the first action item. Public comments on specific items on the Agenda will be heard following the presentation of the item to the Committee. Please limit comments to three minutes.

2. ACTION ITEM

- A. MOTION TO RECOMMEND APPROVAL of Amendment #4 to the FY 18-22 Transportation Improvement Program (TIP) to include the Florida Department of Transportation's (FDOT) advance the State Road 7 project from 60th Street to Northlake Blvd.

The project funding was programmed in FY 17 but was not obligated, so FDOT is requesting the funding be rolled into FY 18. The requested amendment is shown in strikethrough/underline format to highlight the changes from the adopted TIP in the attachment.

3. INFORMATION ITEMS

- A. Draft FY 19-20 Unified Planning Work Program (UPWP)

The UPWP is the business plan identifying activities the TPA will carry out over the next two years. The UPWP includes a description of the planning work, deliverables, timeframes, costs, and sources of funds. The UPWP is the business plan identifying activities the TPA will carry out over the next two years. The UPWP includes a description of the planning work, deliverables, timeframes, costs, and sources of funds. The draft document is attached.

B. Bike Month Activities

TPA staff will provide an update on Florida Bike Month activities held around Palm Beach County.

C. Summary Points from the February 15, 2017 Governing Board Meeting

4. ADMINISTRATIVE ITEMS

A. Member Comments

B. Next Meeting – April 4, 2018

C. MOTION TO ADJOURN

NOTICE

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she 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.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachTPA.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



**MINUTES OF THE
CITIZEN'S ADVISORY COMMITTEE (CAC)
Wednesday, February 7, 2018 1:30 p.m.**

Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, Florida

*PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at
www.PalmBeachTPA.org/CAC*

1. REGULAR ITEMS

CHAIR HARVIE called the meeting to order at 1:30 p.m.

1.A. Roll Call

The Recording Secretary called the roll. A quorum was present as depicted in Exhibit A of these Minutes.

1.B. ADOPTED: Agenda for February 7, 2018

MOTION to adopt the Agenda. Motion by Mr. Bill Klein, seconded by Ms. Tinu Peña, and carried unanimously.

1.C. APPROVED: Minutes of December 6, 2017

MOTION to approve the Minutes for December 7, 2017. Motion by Dr. Myron Uman, seconded by Mr. Greg Fagan, and carried unanimously.

1.D. Comments from the Chair

The Chair welcomed members to the first committee meeting of the year and his first as chair of the committee.

1.E. CAC Liaison's Report

MR. ANDREW UHLIR reviewed the following from the Liaison Report provided:

- Noted that March is Florida Bicycle Month and encouraged members to celebrate and promote safe bicycling in Palm Beach County. He stated that more information about bicycle safety and bicycle events in PBC could be found at BikePalmBeach.org.
- Noted that there are copies of the 2017 Year in Review at the sign in table.

1.F. General Public Comments

There were no general public comments received.

2. ACTION ITEMS

2.A. RECOMMENDED APPROVAL: Safety Performance Measures

MR. ANDREW UHLIR, Palm Beach TPA Transportation Improvement Program (TIP) Coordinator, noted that staff will be presenting an updated presentation as compared to the slides provided in the agenda backup. The changes were based on input received from the Metropolitan Planning Organization (MPO) Advisory Council meetings that occurred following distribution of the agenda packet.

MR. UHLIR stated performance based measuring has been around since 2012 with MAP-21 (Moving Ahead for Progress in the 21st Century), and requires the FDOT and the TPA to monitor required performance measures, establish targets, and report progress. He reviewed the performance measure target due dates and the TPA vision. He noted the required safety performance measures that include number and rate of fatalities, number and rate of serious injuries, and number of non-motorized fatalities and serious injuries.

MR. UHLIR noted FDOT's target of Vision Zero, which is zero fatalities and serious injuries for 2018, and the TPA's recommendation based on this same principal. He reviewed prior data for the number of fatalities and serious injuries since 2006 and noted that 2017 data will not be available until April 2018. He clarified that the data included all city, state and county roads, pedestrians, bicyclists and vehicles after committee member inquiries.

He highlighted the current planning and implementation steps the TPA is taking toward Vision Zero, with the TPA to create a Vision Zero Action Plan by February 2019.

Discussion ensued regarding fatalities and serious injuries categorization. Mr. Uhlir noted that serious injuries were those that were incapacitating, meaning that the injured person is transported to the hospital and unable to perform a basic life function.

A further brief discussion ensued regarding the support of Vision Zero and meeting the targets presented.

MOTION to Recommend Approval with the request to the board to direct TPA staff to create a Vision Zero action plan by February 2019, and evaluate current TIP projects to determine safety effectiveness. Motion by Dr. Myron Uman. Seconded by Ms. Tinu Pena, and carried unanimously.

2.B. RECOMMENDED APPROVAL: Palm Beach TPA Limited English Proficiency (LEP) Plan

MS. MALISSA BOOTH, Palm Beach TPA Public Relations Manager, presented this item and noted the Governing Board adopted an updated Public Participation Plan (PPP) in October 2017 with this LEP plan to be include as an appendix to the aforementioned plan. She stated updates to this plan included redesign for consistency with the TPA's new branding, contact information, county demographic changes and updates of translated products and services routinely provided.

MOTION to recommend approval of the Palm Beach TPA LEP Plan. Motion by Mr. Bill Klein, seconded by Mr. Richard Gonzalez and carried unanimously.

2.C. RECOMMENDED APPROVAL: Palm Beach TPA Title VI and ADA Nondiscrimination Policy and Plan

MS. BOOTH reviewed the Nondiscrimination Policy and plan for Title VI and ADA populations. She highlighted updates to this plan that include identifying a specific TPA staff member as a single point of contact, a revised nondiscrimination policy statement, commitments to serve the LEP and disabled populations, and an updated complaint process and form. She noted this plan would also be included as an appendix in the PPP, and both this plan and the LEP would be translated into Spanish. She noted the TPA would annually examine the policy to determine any updates that may be needed.

There was a brief discussion regarding translating the PPP into Spanish, suggestions for other language translations due to demographic changes, and clarifications on sexual harassment policies as it relates to this plan with staff clarifying the TPA follows the County's policies.

MOTION to recommend approval of the Palm Beach TPA Title VI & ADA Nondiscrimination Policy & Plan. Motion by Mr. Bill Klein, seconded by Ms. Judy Daversa and carried unanimously.

3. INFORMATION ITEMS

3.A. **DISCUSSED: Okeechobee Boulevard Corridor Study Update**

MS. UYEN DANG, City of West Palm Beach Traffic Engineer, presented this update. She highlighted the concurrent studies and introduced some quick facts regarding the city of West Palm Beach. She noted that West Palm Beach is the third largest city in the region with a growing population, where the majority still prefer to drive.

MS. DANG, highlighted the downtown area and the ongoing traffic congestion in the area. She noted the Okeechobee Boulevard corridor has poor lighting conditions at night and reviewed some key observations regarding the corridor. She discussed strategies to improve the area and noted that public outreach has been ongoing and that there were charrettes in early June.

MS. DANG defined the strategic mobility vision for creating a connected community with increased biking, walking and transit options. She pointed out some short-term strategies as well as long-term improvements for the downtown area.

No further discussion ensued.

3.B. **Summary Points from the December 14, 2017 TPA Governing Board Meeting**

There was no discussion on this item.

4. ADMINISTRATIVE ITEMS

4.A. **Member Comments**

DR. MYRON UMAN inquired on the procedure for informing the Governing Board of the Committee's recommendations.

MR. UHLIR clarified that the language provided would be included in the Governing Board agenda and highlighted during the item's presentation during the Governing Board meeting.

MR. TOMAS BOITON informed members of the upcoming Human Services Transportation Summit on February 20th.

4.B. **Next Meeting – March 7, 2018**

4.C. **Motion to Adjourn**

There being no further business, the meeting was adjourned at 3:07 p.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee of the Citizens Advisory Committee and that information provided herein is the true and correct Minutes for the **February** meeting of the Citizen's Advisory Committee, dated this _____ day of _____, 2018.

Chair

EXHIBIT A
Citizens Advisory Committee
Attendance Record 2017- 2018

Representative Appointed by	Mar '17	Apr '17	May '17	Jun '17	Jul '17	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18
BRUCE BASTIAN Mayor Cary Glickstein	E	P	E	A	A		MEETING CANCELLED	E		E		E
TOMAS BOITON Commissioner Melissa McKinlay	A	E	P	E	E			A		P		P
TERRY BROWN General Public	P	P	P	E	A			E		P		A
JUDY DAVERSA General Public	E	P	P	P	P			A		E		P
GREG FAGAN Former Board Representative, Jeff Koons	E	P	P	P	P			P		P		P
MICHAEL FITZPATRICK Mayor Steven Grant	P	P	E	P	P			P		P		A
DAVID FLANIGAN Former Board Representative, Wendy Harrison	P	P	E	P	P			P		P		P
RICHARD GONZALEZ Commissioner Steve Abrams	P	P	P	E	P			P		E		P
*GLEN HARVIE Commissioner Mary Lou Berger	P	P	E	P	P			P		P		P
WILLIAM (BILL) KLEIN Mayor Anne Gerwig	-	-	-	***P	P			P		P		P
TINU PEÑA Former Board Representative, Richard Valuntas	P	E	E	E	Alt			P		P		P
ANDREW THOMSON Council Member Robert Weinroth	A	P	P	P	P			P		P		E
**MYRON UMAN Commissioner Keith James	P	P	P	P	P			P		P		P

*2018 Chair

A = Absent/No Attendance

**2018 Vice-Chair

- = Member not assigned

P = Member Present

***New Appointment

E = Excused Absence

Shaded Area= Meeting not held

OTHERS PRESENT

Robert Hintersteiner
Renee Cross
Kevin Fischer
Alyssa Frank
Valerie Neilson
Margarita Pierce
Andrew Uhlir
Nick Uhren
Tim Verbeke
Malissa Booth

REPRESENTING

COBWRA
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency



PALM BEACH TPA TRANSPORTATION IMPROVEMENT PROGRAM FY 2018-2022

AMENDMENT #4: SR 7: 60th St to Northlake Blvd

TPA Committee Meetings March 2018

PalmBeachTPA.org/TIP

2300 North Jog Road - 4th Floor - West Palm Beach FL, 33411 - 561.684-4170

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Phase	Fund Source	2018	2019	2020	2021	2022	Total
SR-7 FROM 60TH STREET TO NORTHLAKE BLVD. - Proj# 2296643					Length: 4.103 MI	*Non-SIS*	
Type of Work: NEW ROAD CONSTRUCTION					Lead Agency: FDOT		
					LRTP#: Pages 112-116		
Description: Extend SR 7 from 60th Street to Northlake Boulevard. 4-lane divided hwy.							
PE	DIH	15,578					15,578
ROW	SU	44,111 39,237	515,901 26,917	0	0	0	560,012 66,154
ROW	DDR	1,103,113	0	43,938	960,800	0	43,938 2,063,913
ENV	SU	0	0	860,551	0	0	860,551 0
ENV	DS	0	0	631,096 1,491,647	0	0	631,096 1,491,647
ENV	DDR	0	0	1,368,904	0	0	1,368,904
ROW	TRIP	0	0	0	371,436	0	371,436 0
UTL	DDR	25,000	0	0	0	0	25,000
CST	ACSA	2,985,397	0	0	0	0	2,985,397
CST	SA	1,710,383	0	0	0	0	1,710,383
CST	DDR	19,247,884	0	0	0	0	19,247,884
CST	DS	21,616,205	0	0	0	0	21,616,205
CST	DIH	8,745	0	0	0	0	8,745
Total		44,111 46,751,542	515,901 26,917	2,904,489 2,860,551	371,436 960,800	0	3,835,937 50,599,810
Prior Years Cost		49,718,708 0	Future Years Cost		Total Project Cost		53,554,645 50,599,810



Florida Department of Transportation

RICK SCOTT
GOVERNOR

3400 West Commercial Blvd.
Fort Lauderdale, FL 33309

JIM BOXOLD
SECRETARY

February 20, 2018

Mr. Nick Uhren, Executive Director
Palm Beach Transportation Planning Agency
Fourth Floor
2300 North Jog Road
West Palm Beach, FL 33411

**SUBJECT: FY 2017/18 – 2021/22 TIP Amendment request for
SR-7 From 60th Street to North Lake Blvd
FM No. 229664-3**

Dear Mr. Uhren:

Pursuant to Title 23 and Title 49, the Florida Department of Transportation requests your processing and approval of an amendment to the FY 2017/18 – 2021/22 Transportation Improvement Program for Project FM#229664-3 SR-7 from 60th Street to North Lake Blvd. This amendment is requesting to add \$1.14 M for ROW and \$45.6 M for construction in FY 18 (inclusive of \$5.7 M for CEI and post design services). This Transportation Improvement Program Amendment is consistent with the Adopted Long Range Transportation Plan and the adopted TIP.

Please contact me at (954) 777-4561 if you have any questions or need additional information.

Sincerely,

Yanique Kelly

Yanique Kelly
Planning Specialist
District Four

The above TIP amendment was authorized to be included in the FY 2017/18-2021/22 Transportation Improvement Program.

Mr. Nick Uhren, P.E.
Director

Signature



PALM BEACH Transportation Planning Agency

UNIFIED PLANNING WORK PROGRAM FY 2019 & FY 2020

Adopted May 17, 2018

Susan Haynie, TPA Chair

CFDA Numbers

20.205 – Highway Planning and Construction
20.505 – Federal Transit Technical Studies Grant
(Metropolitan Planning)

FAP No. 0097(056)

FM (FPN) No. 439325.2

This report was prepared in cooperation with our funding partners including United States Department of Transportation Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission on Transportation Disadvantaged, Palm Beach County and in coordination with other participating governments.

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Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

525-010-06
POLICY PLANNING
1/18

Cost Analysis Certification

Palm Beach TPA

Unified Planning Work Program - FY 2019 & FY 2020

Adopted 5/17/2018

Revision Number: Initial Adoption

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Yanique Kelly

Planning Specialist, District Four
Title and District

Signature 6/1/2018

www.fdot.gov

Executive Summary

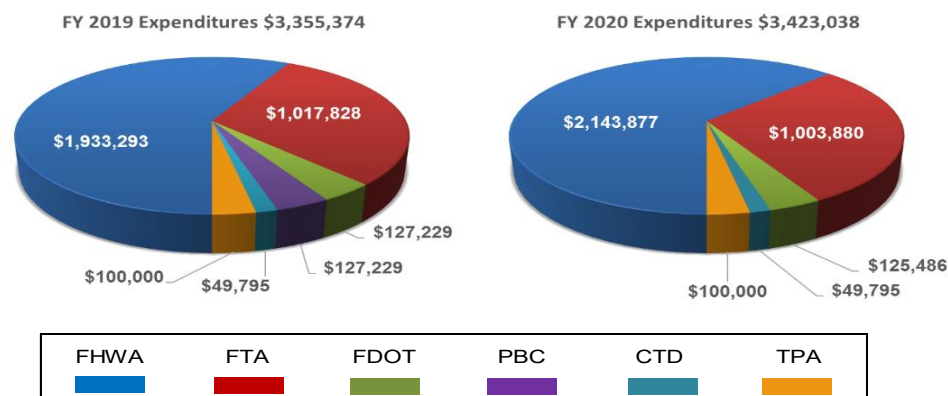
The Palm Beach Metropolitan Planning Organization doing business as the Palm Beach Transportation Planning Agency (TPA) is responsible for coordinating the transportation planning activities in Palm Beach County for both the incorporated and unincorporated areas. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that includes the Miami-Dade Transportation Planning Organization (TPO) and the Broward Metropolitan Planning Organization (MPO).

The TPA's foundation for the transportation planning process is based largely on the development of a Long Range Transportation Plan (LRTP) that is updated every five years. The LRTP seeks to accommodate projected transportation demands by allocating anticipated revenues to projects and programs as guided by community values. The LRTP is implemented through adoption of a five-year Transportation Improvement Program (TIP) that is updated annually. The TIP allocates funds to projects by Fiscal Year (FY). The TPA Governing Board adopted the current LRTP on October 16, 2014 and the FY 2018-2022 TIP on June 15, 2017.

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning activities to be carried out by the TPA and other agencies. The plan is guided by the vision set forth in the LRTP as well as federal and state Planning Emphasis Areas (PEAs). The UPWP includes a description of the planning work and resulting products, responsible agencies, schedules, cost and sources of funds for the two-year period. Throughout the document FY 19 refers to the period from July 1, 2018 to June 30, 2019 and FY 20 refers to the period from July 1, 2019 to June 30, 2020.

The TPA receives a majority of planning funds through grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA funds are for surface transportation planning activities and require an 18.07% non-cash match which is provided by the Florida Department of Transportation (FDOT) in the form of toll revenue expenditures. The funds are used to supplement TPA planning activities through FDOT planning activities. FTA funds are designated for transit planning activities and require a 20% match, of which FDOT will contribute a 10% cash match. In FY 19 Palm Beach County will contribute the remaining 10% cash match and in FY 2020, the 10% match will be an in-kind (soft) match from TPA Governing Board and committee activities. The Florida Commission for Transportation Disadvantaged (CTD) provides funding for the TPA to plan transit service for the transportation disadvantaged. FHWA and FTA planning grant funds not expended in prior fiscal years are carried forward into the current fiscal year. The TPA also has local funds for non-reimbursable activities and expenses.

The projected expenditures by funding source for FY 2019 and FY 2020 are shown below. Note that the TPA receives approximately \$1.8M in recurring grant funds but that funds carried forward from previous fiscal years allow for higher expenditure amounts.



1. FDOT funds shown do not include 18.07% non-cash (soft) match to FHWA funds
2. Funds shown in FY 2020 do not include required 10% non-cash (soft) match to FTA funds.

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Introduction

The Unified Planning Work Program (UPWP) identifies the Palm Beach Transportation Planning Agency's (TPA) transportation planning activities for the two-year period starting July 1, 2018 through June 30, 2020, using the state of Florida's fiscal year (FY) timeframes. The UPWP is guided by the vision set forth in the adopted TPA's Long Range Transportation Plan (LRTP) and includes a description of planning work and resulting products, responsible agencies, schedules, cost and sources of funds. The development of the UPWP included a "call for ideas" on work activities from stakeholders, partners and citizens through the TPA's advisory committees.

The purpose of the TPA is to provide for a Continuing, Comprehensive, and Cooperative (3-C) transportation planning process. Planning tasks are conducted in compliance with Title 23, Sections 134 (Metropolitan Transportation Planning) and Section 135 (Statewide Transportation Planning) and Title 49 Chapter 53 (Public Transportation).

Florida Department of Transportation (FDOT) provides a non-cash (soft) match for the Federal Highway Administration (FHWA) funds. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$829,028 through the use of toll revenue expenditures. The planning activities performed by FDOT with the soft match funds are shown in Appendix D.

The Federal Transit Administration (FTA) grant provides funding for transit related planning activities at 80% and are matched by FDOT and Palm Beach County (PBC) at 10% each in FY 2019. In FY 2020 the 10% PBC match will be replaced with an in-kind (soft) match from the TPA Governing Board and committee activities. The TPA also receives funding from the State of Florida Commission on Transportation Disadvantaged (CTD) to implement transportation disadvantaged planning activities.

Continuing

TPA planning activities are ongoing and continuous from previous efforts. The status of on-going planning activities is highlighted below.

- The TPA performs continuing public engagement activities;
- The current LRTP was adopted by the TPA in October of 2014. The TPA monitors and updates the LRTP in coordination with participating agencies, FDOT, the Broward Metropolitan Planning Organization (MPO) and Miami-Dade Transportation Planning Organization (TPO) and the South Florida Regional Transportation Authority (SFRTA);
- The TPA assists local governments in planning transit services and establishing appropriate service levels for projected populations;
- The TPA coordinates with Palm Tran and SFRTA for updates to their Transit Development Plans (TDP) in order to select projects for inclusion in the Transportation Improvement Program (TIP);
- The TPA continuously monitors congestion levels on the transportation system and identifies potential projects and strategies for reducing congestion at bottleneck locations;
- The TPA reviews the Strategic Intermodal System (SIS) cost feasible plan for consistency and potential inclusion in the TPA's LRTP and TIP;
- The TPA uses the Efficient Transportation Decision Making (ETDM), Electronic Review Comments (ERC) and Multimodal Checklist processes developed by FDOT to review projects on state facilities and provides comments.

Comprehensive

The planning activities of the TPA are comprehensive in addressing all modes of transportation and work tasks have been identified to plan roadways, reduce congestion, optimize public transit, increase non-motorized transportation options and provide for efficient freight movement.

Cooperative

The TPA cooperates with many participating agencies within Palm Beach County and on a regional and statewide level to assure seamless transportation within PBC, the region and interregional travel. The following are a list of agencies that the TPA interacts with throughout the year.

- Broward Metropolitan Planning Organization
- Federal Highway Administration
- Federal Transit Administration
- Florida Commission on Transportation Disadvantaged
- Florida Department of Environmental Protection
- Florida Department of Transportation
- Florida Metropolitan Planning Organization Advisory Council
- Indian River County Metropolitan Planning Organization
- Martin County Metropolitan Planning Organization
- Miami-Dade Transportation Planning Organization
- Palm Beach County Department of Airports
- Palm Beach County Department of Environmental Resource Management
- Palm Beach County Engineering Department
- Palm Beach County Health Department
- Palm Beach County Municipalities
- Palm Beach County Parks and Recreation Department
- Palm Beach County Planning Division
- Palm Beach County School District
- Palm Tran
- Port of Palm Beach District
- Treasure Coast Regional Planning Council
- South Florida Regional Planning Council
- South Florida Regional Transportation Authority
- Southeast Florida Transportation Council
- St. Lucie Transportation Planning Organization

Planning Area

The TPA is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in Figure 1. For context, a map of the entire Miami UZA/TMA is included in Appendix B.

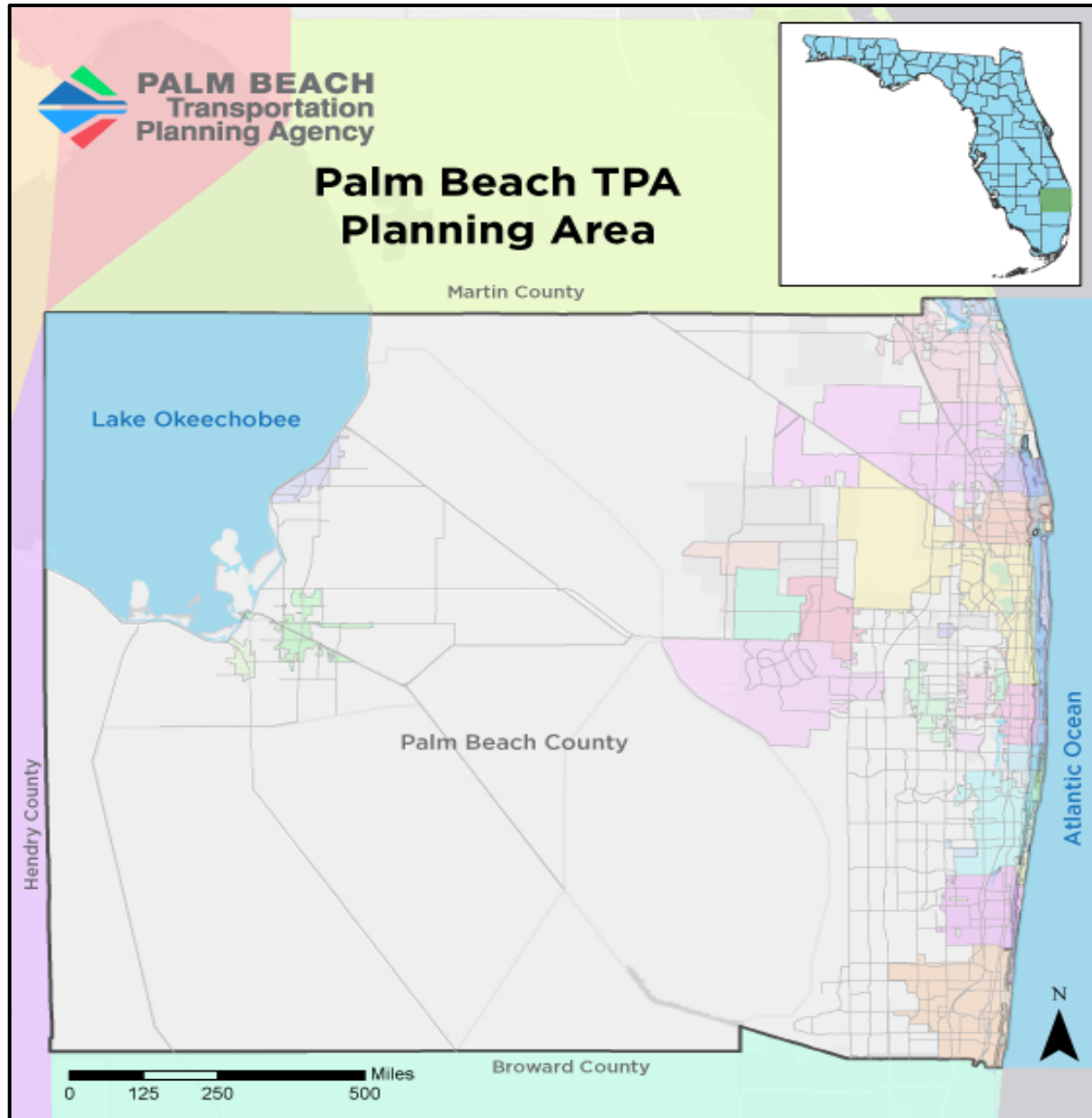


Figure 1 - Palm Beach TPA Planning Area

Planning Priorities, Emphasis Areas and Factors:

The prime objective of the UPWP is to aid in the development and maintenance of a coordinated transportation system plan. The UPWP is further designed to produce required work products to serve several purposes:

- To aid federal and FDOT modal agencies in reviewing, monitoring and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;
- To develop performance measures to guide transportation decision making and evaluate transportation system performance outcomes;
- To improve the effectiveness of transportation decision making by guiding various jurisdictions in their individual planning efforts to ensure the efficient use of resources; and
- To develop a regional approach to transportation planning to help guide the various transportation planning participants to ensure that an integrated transportation analysis is accomplished.

To facilitate this end, the TPA has identified the following planning goals:

- Prioritize a safe and convenient non-motorized transportation network
- Provide an efficient and reliable motorized vehicle system
- Prioritize an efficient and interconnected transit system
- Maximize the efficient movement of freight through the region
- Preserve and enhance social and environmental resources

In addition, FDOT and the federal government have issued Planning Emphasis Areas (PEAs). Figure 2 provides a matrix of how the PEAs are reflected in TPA's UPWP work activities. The PEAs include:

FDOT Planning Emphasis Areas:

- Rural Transportation Planning - MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.
- Transportation Performance Measures - FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and the TPAs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms.

- ACES (Automated/Connected/Electric/Shared-use) Vehicles - According to FHWA, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/ AV usage.”

Federal Highway and Federal Transit Administration PEAs:

- Implementation of the Fixing America’s Surface Transportation (FAST) Act - Coordinate with FHWA, FTA and FDOT on implementation as policy and regulations are developed.
- Regional Models of Cooperation - An enhanced process for effective communication used by state DOTs, MPOs and transit authorities can result in improved collaboration, policy implementation, and use of technology and performance management. Using these Regional Models of Cooperation requires thinking beyond traditional borders and brings together many entities to support common goals on transportation planning topics such as congestion management, safety, freight, livability and commerce. The Palm Beach TPA adopted an interlocal agreement to participate in the SEFTC in 2006. FHWA recognized SEFTC as a [national example](#) of a regional model for policy coordination and communication to carry out regional initiatives.
- Ladders of Opportunity/Access to Essential Services - Identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation.

UPWP Work Task	<div> <div>Rural Transportation Planning</div> <div>Transportation Performance Measures</div> <div>Auto/Connected/Electric/Shared Vehicles</div> <div>FAST Act Implementation</div> <div>Regional Cooperation</div> <div>Ladders of Opportunity</div> </div>					
	State PEAs			Federal PEAs		
1. Engage the Public	•	•	•	•	•	•
2. Plan the System	•	•	•	•	•	•
3. Prioritize Funding	•	•	•	•	•	•
4. Implement Projects	•	•	•	•	•	•
5. Collaborate with Partners	•	•	•	•	•	•
6. Administer the Agency					•	
7. Agency Expenditures					•	

Figure 2 – Planning Emphasis Areas Matrix

Federal Planning Factors:

Finally, the FAST Act identified 10 planning factors to be considered by the TPA in developing the tasks and activities of the UPWP. These factors are to:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3 below shows a matrix of how the 10 Federal Planning Factors are integrated into the UPWP work tasks.

UPWP Work Task	1	2	3	4	5	6	7	8	9	10
1. Engage the Public	●	●	●	●	●	●	●	●	●	●
2. Plan the System		●	●	●	●	●	●			
3. Prioritize Funding		●	●		●			●		
4. Improve the Experience									●	
5. Collaborate with Partners	●				●					●
6. Administer the Agency										
7. Agency Expenditures	●									

Figure 3 – Federal Planning Factors Matrix

Public Participation Process

The TPA continues to prioritize an increased emphasis on public engagement to promote greater awareness of TPA functions and increase information and analysis of TPA projects and programs. The TPA presents at many public meetings and provides additional information on the TPA website (www.PalmBeachTPA.org).

The TPA conducted a major update of its Public Participation Plan (PPP) in 2017. The PPP guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement.

The UPWP was developed in cooperation with federal, state and regional transportation agencies, county departments and local municipalities and input from the public during the ongoing transportation planning process.

Organization and Management

The TPA's Governing Board consists of twenty-one (21) members: five (5) county commissioners, fifteen (15) elected officials from thirteen (13) largest municipalities and (1) commissioner from the Port of Palm Beach. The TPA Governing Board is responsible for providing overall policy and direction for transportation planning and serves as the coordination mechanism with various state agencies for transportation and land use plans.

The TPA [By-Laws](#) facilitate efficient conduct by the Palm Beach TPA Governing Board as it leads in the planning, prioritizing and funding the transportation system for Palm Beach County. The TPA Governing Board also coordinates with all MPO's in the state through the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and its committees. The MPOAC is composed of an elected official and staff director from each MPO in the state and serves as a forum to discuss transportation issues and provide advice and input into FDOT plans and programs. Interaction with the local municipalities occurs through the TPA Governing Board, advisory committees as well as through comprehensive planning activities.

In performing these functions, the TPA Governing Board is served by three advisory committees. FDOT has non-voting members on the TPA Governing Board and advisory committees.

- Technical Advisory Committee (TAC) - Comprised of representatives with technical expertise in transportation from state, county and municipal departments who are involved in transportation planning and engineering.
- Citizens Advisory Committee (CAC) - Comprised of citizens reflecting a broad cross-section of local residents including minorities, elderly, and handicapped individuals with an interest in the development of a safe, efficient and cost-effective transportation system.
- Bicycle Trailways Pedestrian Advisory Committee (BTPAC) - The BTPAC is comprised of county and municipal planners; school district; health department; law enforcement; and bicycle advocacy groups selected from a variety of disciplines in order to address the comprehensive effort in implementing bicycle, greenway and pedestrian infrastructure and initiatives.

The TPA Governing Board is the Designated Official Planning Agency for the PBC Transportation Disadvantaged program. The Local Coordinating Board is an advisory body to the Florida Commission on Transportation Disadvantaged and identifies local service needs and provides information, advice and direction to the PBC Community Transportation Coordinator (CTC) on coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.

The TPA Governing Board is also a member of the Southeast Florida Transportation Council (SEFTC), overseeing regional transportation planning activities for the Palm Beach TPA, Broward MPO and the Miami-Dade TPO in Southeast Florida.

The TPA has executed the required agreements to facilitate the transportation planning process. A list and execution status of these agreements follows.

- MPO Interlocal Agreement – October 13, 2015 (creates the TPA to reflect membership apportionment)
- MPO Staff Services Agreement – March 12, 2013 (provides staff for carrying out TPA activities)
- MPO Agreement – July 1, 2016 through June 30, 2018 (provides FHWA funding)
- Public Transportation Joint Participation Agreement (JPA) – October 1, 2015 (provides for FTA Section 5305d funding)

- Transportation Disadvantaged (TD) Planning Grant – July 22, 2017 (provides state planning funds to coordinate the Transportation Disadvantaged Service)
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement – April 21, 2008 (coordination of multimodal transportation planning and comprehensive plans)
- Southeast Florida Transportation Council (SEFTC) Interlocal Agreement as amended – January 9, 2006 (for regional transportation planning and coordination in South Florida)

Required Certifications and Policies

In response to relevant laws and regulations governing the use of federal and state grants, the TPA has included a certification concerning the use of these funds for lobbying purposes. No federal or state funds are used for lobbying.

It is a requirement for the TPA to include an assurance that federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 Code of Federal Regulations Part 29, subparts A through E.

It is a requirement for TPAs to include a policy that the TPA will provide an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.

The TPA is required to adopt and maintain a Title VI - Nondiscrimination Policy and program to assure the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The certifications, assurances and policy statements are included in Appendix C.

Work Program

The Work Program consists of tasks required to carry out the 3-C (continuing, comprehensive and coordinated) transportation planning process. This plan was developed utilizing the following as a framework.



Annual and multi-year activities, deliverables and estimated completion dates are identified within each task. Each task is budgeted individually with funding amounts identified by source.

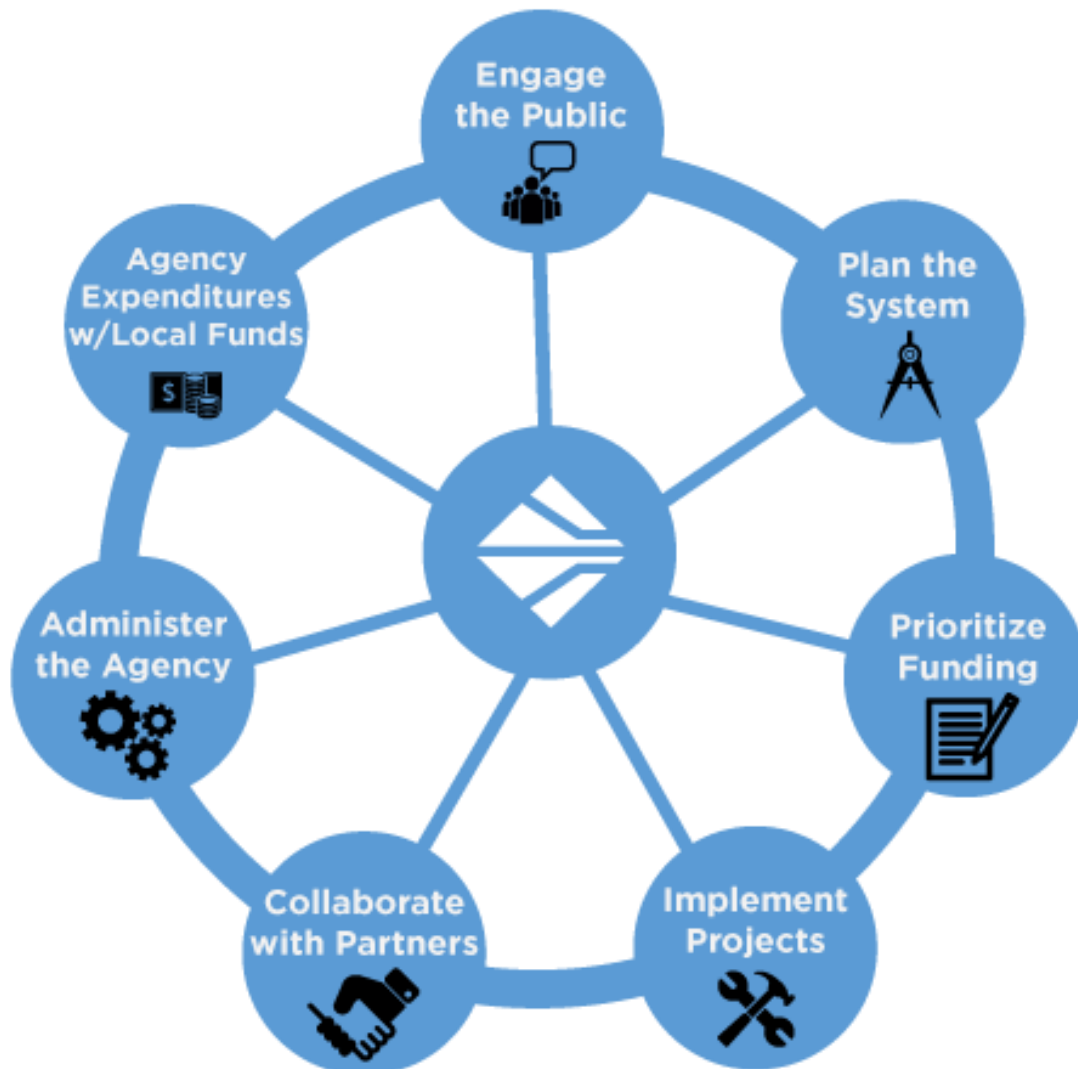


Figure 4 - Work Program Tasks

Task 1 – Engage the Public

Purpose

The TPA's goal for public participation is to enable and encourage public awareness and input into the transportation planning and project prioritization process.

Previous Work

TPA staff conducted a tour of the new train station in West Palm Beach for TPA Governing Board members and others to see firsthand what the new commuter train service would be like. Staff participated in the "Bike Valet" at the SunFest event in West Palm Beach to distribute safety information and receive input on TPA planning activities.

Public Participation Plan (PPP) - Staff conducted a major update of the PPP that is user-friendly, visually appealing and up-to-date with the latest regulations. It includes measurable targets for monitoring the effectiveness of strategies in meeting program objectives. Included were updates to the Limited English Proficiency (LEP) Plan and the Title VI/ADA Non-Discrimination Plan.

Bicycle and Pedestrian Safety Campaign - As a continuation of the Pedestrian and Bicycle Safety Study, the TPA partnered with local agencies to conduct a Safety Outreach Campaign at the intersection of Military Trail and Forest Hill Boulevard. This intersection is the highest crash location for pedestrians and cyclists. A team of volunteers from the TPA, FDOT, City of Palm Springs Police Department, School District and Department of Health talked to local citizens, encouraged them to use crosswalks, use bike lights, and collected comments on possible intersection improvements.

On-going activities included email distribution of news and documents, printing and distribution of informational materials, website and social media maintenance and updates, disadvantaged business enterprise (DBE) and Title VI monitoring.

Task 1 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Encourage public participation at TPA Board and advisory committee meetings	Public Involvement Activity Report	Monthly
B	Present information and seek input from local governments, chambers of commerce, civic organizations, neighborhood associations, etc.	List of presentations	Quarterly
C	Distribute concise and relevant TPA information electronically	Emails	Twice monthly
D	Expand the social media outreach to solicit input into TPA plans	Postings	At least weekly
E	Track performance measures and targets for public outreach	Annual Report Card	July 2018 & July 2019
F	Advertise the LRTP, TIP, etc. in accordance with federal regulations, state guidelines and the PPP	Advertisements	As required

Activity		Deliverable(s)	Completion Date
G	Conduct training / educational events	Training event	As needed
H	Create electronic surveys and interactive electronic data collection tool for public input	Surveys and data collection tool	July 2019
I	Monitor and update the website with current events, meeting agendas, reports, etc.	Updated website	Ongoing
J	Monitor Disadvantaged Business Enterprise (DBE) participation and report payments	Monitoring report	As required
K	Videotape TPA Board and Local Coordinating Board meetings for public access	Videotape	Monthly
L	Prepare outreach materials for various planning initiatives (i.e. videos, print material, etc.) including alternate formats upon request	Targeted outreach materials	As needed
M	Participate and coordinate with SEFTC and partner agencies for regional public participation	Meeting attendance	As needed
N	Monitor countywide statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the TPA programs and activities	Data summaries	Annually
O	Attend Title VI, ADA and public involvement training	Completed training	Annually
P	Monitor ADA and Title VI compliance and process all complaints	Monitoring report	Annually

Responsible Agency: Palm Beach Transportation Planning Agency

Participating Agencies: FHWA, FDOT, BMPO, MDTP, TCRPC, SEFTC, School District

Budget for Fiscal Years 2019 and 2020

Task 1 Engage the Public

FY 2019						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	TOTAL
Personnel & Benefits	\$ 103,136	\$ 20,707	\$ 55,006	\$ 6,876	\$ 6,876	\$ 171,894
Consultant Services	\$ 15,000	\$ 3,012				\$ 15,000
TOTAL EXPENDITURE	\$ 118,136	\$ 23,719	\$ 55,006	\$ 6,876	\$ 6,876	\$ 186,894

FY 2020						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	TOTAL
Personnel & Benefits	\$ 144,735	\$ 29,060	\$ 85,769	\$ 10,721	\$ 10,721	\$ 241,225
Consultant Services	\$ 15,000	\$ 3,012				\$ 15,000
TOTAL EXPENDITURE	\$ 159,735	\$ 32,072	\$ 85,769	\$ 10,721	\$ 10,721	\$ 256,225

Task 2 – Plan the System

Purpose

Plan for a safe, efficient, connected multimodal transportation system for all users. To provide the necessary data and analysis tools in order to support and perform the multi-modal planning processes for the TPA region, including:

- Planning and evaluation for all modes and services including pedestrian, bicycle, transit, freight, automobile, airport, seaport, intermodal and non-emergency transportation services
- Providing technical support to coordinate land use with the transportation system

Previous Work

US-1 Multimodal Corridor Study & Health Impact Assessment - The TPA conducted a 42-mile multimodal corridor study that includes a Health Impact Assessment. The US-1 corridor crosses 14 communities in Palm Beach County and aims to create a unified vision and implementable plans for continuous sidewalks, bicycle lanes and enhanced transit service.

Pedestrian and Bicycle Safety Study - The TPA developed a study that analyzes five years of pedestrian and bicyclist crash data in Palm Beach County. Crash heat maps for each mode helped define the 10 most dangerous intersections and corridors. Other deliverables of this effort include safety targets including ongoing educational and enforcement opportunities, and performance measures to track progress. Consistent with adopted Complete Streets policy, the overall vision is zero deaths and fatalities.

Community Profile Maps - The TPA has developed a series of maps for each municipality with representation on the TPA Governing Board that offers a snapshot of the existing transportation network within each city limit. The map series contains a demographic overview, roadway ownership, sidewalk inventory, bicycle suitability of on-road facilities, Palm Tran average monthly stop activity and stop amenities, roadway lanes, and Transportation Improvement Program (TIP) projects.

The TPA provided support in the development of version 8.0 of the Southeast Regional Planning Model (SERPM). The TPA participated in SEFTC Transportation System Management and Operations (TSM&O) Subcommittee activities.

Task 2 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Update the Long Range Transportation Plan (LRTP) for the year 2045	Adopted LRTP	October 2019
B	Process amendments to the 2040 Long Range Transportation Plan	LRTP Amendments	As needed
C	Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit, analysis of rail crossing safety and quiet zone eligibility	TDP Minor Update Quiet Zones	Annually TBD

Activity		Deliverable(s)	Completion Date
D	Plan the Transportation Disadvantaged (TD) Paratransit system, including TD System Plan updates, CTC evaluations	TDSP Update CTC Evaluation	Annually Annually
E	Plan the non-motorized transportation system, including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle pedestrian count program	Bike Plans Bike/Ped count program	June 2019 June 2019
F	Vision Zero Action plan	Completed plan	February 2019
G	Assist local governments with preparation of Complete streets community plans and studies	Community plans	As requested
H	Conduct corridor studies to evaluate safety and identify complete street infrastructure investment opportunities and health impact assessments	Corridor studies	As needed
I	Update the freight system plan, including the regional plan, participate on committees, coordinate with stakeholders	Freight Plan GIS datasets	As needed Ongoing
J	Collect and analyze population and employment data, vehicular traffic, non-motorized activity, transit ridership data and intermodal freight statistics, maintain GIS datasets	Data collected and updated GIS datasets	Ongoing
K	Investigate automation of data collection processes related to traffic volumes, speeds, travel time and origin-destination pairs	Automated data collection process	July 2019
L	Plan for and coordinate with the Glades communities on freight, bike/ped. and commuter movements	Coordination	Ongoing
M	Identify transportation connectivity gaps in accessing essential services including employment, health care, schools/education, and recreation	Connectivity Plan	June 2019

Activity		Deliverable(s)	Completion Date
N	Study transformational technologies (i.e. Connected Vehicle (CV) and Automated Vehicle (AV)) on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development	CV/AV Study	June 2019
O	Attend training for planning the non-motorized (bicycle and pedestrian), transit, freight, and roadway systems	Completed training	Annually

Responsible Agencies: Palm Beach Transportation Planning Agency

Participating Agencies: FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, Broward MPO, Miami-Dade TPO, Freight Industry, FDEP, PBC, PBCSD, PBCHD, Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

Budget for Fiscal Years 2019 and 2020

Task 2 Plan the System

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	TOTAL
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240	\$ 49,795	\$ 255,791
Consultant Services ¹	\$ 175,000	\$ 35,136	\$ 480,000	\$ 60,000	\$ 60,000		\$ 775,000
Other Direct Expenses	\$ 44,600	\$ 8,955					\$ 44,600
TOTAL EXPENDITURE	\$ 343,197	\$ 68,907	\$ 545,919	\$ 68,240	\$ 68,240	\$ 49,795	\$ 1,075,391

FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	CTD	TOTAL
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493	\$ 49,795	\$ 285,879
Consultant Services	\$ 405,000	\$ 81,315	\$ 328,889	\$ 41,111	\$ 41,111		\$ 775,000
Other Direct Expenses	\$ 44,600	\$ 8,955					\$ 44,600
TOTAL EXPENDITURE	\$ 591,250	\$ 118,710	\$ 412,830	\$ 51,604	\$ 51,604	\$ 49,795	\$ 1,105,479

Task 3 – Prioritize Funding

Purpose

Prioritize funding to maximize implementation of projects that support the Plan. Ensure that anticipated revenues are allocated to projects and programs in the Five-Year TIP consistent with the LRTP and according to the project priorities set forth by the TPA Governing Board.

Previous Work

The TPA coordinated annually with FDOT on development of the Tentative Work Program and adoption of the TPA's Transportation Improvement Program (TIP) and processing of TIP amendments, as necessary. An interactive map of major projects was also developed for display on the website.

The TPA identified major projects from the LRTP to be advanced for funding in the TIP, developed and administered a prioritization process for projects to be funded via the Local Initiatives Program established by the LRTP, administered the Transportation Alternatives Program, participated in project implementation through review comments entered in the ERC system, and participated in Project Development & Environment (PD&E) studies associated with specific projects in the TIP.

Online TIP Mapping Tool - Staff created an on-line tool to assist the public in mapping TIP projects.

TPA staff refined the scoring system for the LI & TA programs and video recorded the training workshop to allow agencies to view it at their convenience.

TPA Governing Board created a steering committee focused on identifying new service and funding options for the Tri-Rail Extension to Northern Palm Beach County.

Task 3 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Develop an annual List of Priority Projects identifying TPA Major Projects, Local Initiative projects, and Transportation Alternative and SUNRail projects for funding in the TIP	Priority Project List	Annually in September
B	Administer the Local Initiatives and Transportation Alternatives annual competitive grant program, update scoring system, review applications and associated activities	TA and LI Program administration	Annually in June
C	Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board	Review Letter	Annually in December
D	Prepare the TIP, including a project map and interactive online database, and process required TIP amendments	TIP	Annually in June
E	Prepare the annual list of projects for which Federal funds (FHWA and FTA) were obligated in the previous fiscal year	List of Federally Funded Projects	Annually in December

Activity	Deliverable(s)	Completion Date	Activity
F	Identify safety projects to be funded from Federal Highway Safety Program funds	Safety Project List	Annually in September
G	Review and score FTA 5310 Program grant applications	Grant Application Review	Annually in March
H	Review and comment on TIP projects to ensure final design and construction plans are consistent with TPA priorities	Project Review	Ongoing
I	Perform Efficient Transportation Decision making screening, environmental justice, Title VI reviews for major TPA projects	ETDM Report	As required

Responsible Agency: Palm Beach Transportation Planning Agency

Participating Agencies: FDOT, FDEP, PBC, Palm Tran, PPB, SFRTA, Local Municipalities, PBCHD

Budget for Fiscal Years 2019 and 2020

Task 3 Prioritize Funding

FY 2019						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	TOTAL
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240	\$ 205,996
Direct Expenses			\$ 7,200	\$ 900	\$ 900	\$ 9,000
TOTAL EXPENDITURE	\$ 123,597	\$ 24,816	\$ 73,119	\$ 9,140	\$ 9,140	\$ 214,996

FY 2020						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	TOTAL
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493	\$ 236,084
Direct Expenses			\$ 8,000	\$ 1,000	\$ 1,000	\$ 9,000
TOTAL EXPENDITURE	\$ 141,650	\$ 28,440	\$ 91,941	\$ 11,493	\$ 11,493	\$ 245,084

Task 4 – Implement Projects

Purpose

Staff renamed this item to "Implement Projects" to focus attention on the implementation of projects and project scope details that accomplish the goals and objectives of the TPA Governing Board.

Previous Work

The TPA prepares a report card on the progress of the Congestion Management Process (CMP) that is being utilized as a feedback loop to improve the transportation system.

Complete Streets Design Guidelines - Staff and consultants worked with the Complete Streets Working Group to develop a set of guidelines tailored to assist in designing complete streets solutions on state and local roadways in Palm Beach County.

Staff continued to participate actively in the design review process for state and local projects to ensure the final outcomes are consistent with the planning objectives.

Task 4 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Monitor implementation of Long Range Transportation Plan (LRTP) projects including Transportation Alternatives and Local Initiatives	LRTP Report Card	Annually
B	Develop a TIP project management, prioritization and mapping tool	Prioritization tool	June 2020
C	Develop performance measures in compliance with Federal regulations	Adopted performance measures	October 2019
D	Update the Congestion Management Report Card to evaluate LRTP goals and objectives and identify potential projects for funding in the TIP	Activity Report	Annually
E	Coordinate with Broward MPO and Miami-Dade TPO to address regional congestion	Regional Transportation Plan	June 2020
F	Provide partner agencies input for upcoming projects (i.e. ERC reviews and multimodal checklists)	Project reviews	As needed

Responsible Agency: Palm Beach Transportation Planning Agency

Participating Agencies: FDOT, TCRPC, PBC, Local Municipalities

Budget for Fiscal Years 2019 and 2020

Task 4 Implement Projects

FY 2019						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	TOTAL
Personnel & Benefits	\$ 61,799	\$ 12,408	\$ 32,959	\$ 4,120	\$ 4,120	\$ 102,998
Consultant Services			\$ 36,000	\$ 4,500	\$ 4,500	\$ 45,000
TOTAL EXPENDITURE	\$ 61,799	\$ 12,408	\$ 68,959	\$ 8,620	\$ 8,620	\$ 147,998

FY 2020						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	TOTAL
Personnel & Benefits	\$ 70,825	\$ 14,220	\$ 41,971	\$ 5,246	\$ 5,246	\$118,042
Consultant Services			\$ 40,000	\$ 5,000	\$ 5,000	\$45,000
TOTAL EXPENDITURE	\$ 70,825	\$ 14,220	\$ 81,971	\$ 10,246	\$ 10,246	\$ 163,042

Task 5 – Collaborate with Partners

Purpose

Work with, and provide technical assistance to, transportation partners to establish and implement policies, programs and projects consistent with the LRTP.

Previous Work

Regional Commuter Challenge - The TPA worked with FDOT and South Florida Commuter Services on a similar but regional effort that covered Miami-Dade, Broward and Palm Beach counties.

Tour of Brightline Train Station and Bicycle Tour of West Palm Beach - TPA Governing Board representatives attended a tour of the new downtown West Palm Beach Brightline train station. After the station tour, the group went on a bicycle tour of downtown.

Tactical Urbanism - TPA staff participated in a tactical urbanism workshop with the City of West Palm Beach to implement an intersection pop-up project. The TPA also joined City's Mayor and leadership staff to meet with the Miami Downtown Development Authority and learn about their Biscayne Green pop-up project to implement a similar pop-up project locally.

FHWA Road Diet Workshop - The TPA coordinated with FHWA, the Treasure Coast Regional Planning Council, and Palm Tran to organize a Road Diet Workshop for planning and engineering professionals in the region. The workshop was held in Tequesta and had over 30 participants.

Regional Safe Streets Summit - The Palm Beach TPA, Broward MPO and Miami-Dade TPO collectively hosted the 2017 Summit in Sunrise. Additionally, TPA staff worked together with our partners to organize the 2018 Regional Safe Streets Summit in the City of West Palm. The summit includes local and national Complete Streets experts and engaged elected officials, transportation agencies, residents and stakeholders across south Florida.

Through SEFTC, the TPA approved the Southeast Florida Regional Transportation Plan and the Regional Freight Plan. The regional activities include identification of regional corridors; providing technical support for expanded Tri-Rail service; coordinating regionally to adopt a prioritized Transportation Regional Incentive Program project list and coordinating with FHWA, FTA, FDOT and other stakeholders in the development and implementation of performance based planning.

Additionally, the TPA participated in statewide efforts including the FDOT Freight Mobility and Trade Investment Plan and major updates to the Florida Transportation Plan and Strategic Intermodal System Plan.

Task 5 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Update the 2045 regional transportation plan and participate in SEFTC activities including strategic scoping with SEFTC/RTTAC	Regional Plan	January 2020
B	Adopt a prioritized Transportation Regional Incentive Program (TRIP) project list through SEFTC	TRIP Priority List	Annually
C	Facilitate Ad Hoc Working Groups and establish documents to implement TPA priorities	Facilitated Working Groups	As needed

Activity		Deliverable(s)	Completion Date
D	Coordinate with local economic boards and Chambers of Commerce to identify travel and tourism infrastructure needs	Meeting attendance	Ongoing
E	Serve on partner agency committees as appropriate (e.g. SFRTA, School District, etc.)	Meeting attendance	Ongoing
F	Conduct training to facilitate implementation of new rules, regulations, processes and procedures.	Training	As needed

Responsible Agency: Palm Beach Metropolitan Planning Organization

Participating Agencies: PBC, BTPA, MDTPA, SEFTC, Local Municipalities, FDOT, TCRPC, SFRPC

Budget for Fiscal Years 2019 and 2020

Task 5 Collaborate with Partners

FY 2019						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	TOTAL
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240	\$ 205,996
Consultant Services			\$ 40,000	\$ 5,000	\$ 5,000	\$ 50,000
TOTAL EXPENDITURE	\$ 123,597	\$ 24,816	\$ 105,919	\$ 13,240	\$ 13,240	\$ 255,996

FY 2020						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	TOTAL
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493	\$ 236,084
Consultant Services	\$ 50,000	\$ 10,039	\$ 40,000	\$ 5,000	\$ 5,000	\$ 95,000
TOTAL EXPENDITURE	\$ 191,650	\$ 38,479	\$ 123,941	\$ 15,493	\$ 15,493	\$ 331,084

Task 6 – Administer the Agency

Purpose

Provide the staff and resources necessary to lead the planning process in order to implement the plans of the board, resulting in a funding program that realizes the vision of the community.

Previous Work

The TPA staff performed required on-going activities including supporting the TPA Board and committee meetings; updated necessary documents, assisted in audits and submitted quarterly/monthly progress reports and reimbursement requests.

TPA Governing Board Handbook - Staff created an orientation handbook to assist new TPA Governing Board Representatives on the mission and vision of the Palm Beach TPA and their roles and responsibilities as they serve on the Governing Board.

Changed the Agency Name and Rebranded the Agency - Through a series of meetings, TPA Governing Board voted to change the name of the agency to the Palm Beach Transportation Planning Agency and adopted a new logo and tagline – “Connecting Communities.”

Created a TPA Procurement Policy and Process - In preparation for independence, staff developed a procurement procedures manual for use in all TPA procurements.

Task 6 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Monitor and annually update the Five-Year Strategic Plan	Strategic Plan	July 2019 & July 2020
B	Monitor the two-year UPWP for FY 19-20, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY 21-22 UPWP	Progress Reports, Invoices FY 21-22 UPWP	At least quarterly May 2020
C	Administer TPA Governing Board and Advisory Committee meetings Administer the Transportation Disadvantaged Local Coordinating Board (TDLCB) meetings	Agenda packages, minutes, presentations, summary points	Monthly Quarterly
D	Provide training for TPA staff and TPA Governing Board members at conferences, workshops, etc. Attend business meetings as required	Training, conference and meeting attendance	As needed
E	Perform financial tasks including grant reimbursements, audit reports, budget, supporting FDOT audit(s), grant reconciliations, timekeeping, inventory, contract management, invoice payments	Audit report, County budget FDOT audit(s)	Annually in June Semi-Annually

Activity		Deliverable(s)	Completion Date
F	Participate in state and federal certification reviews	Responses to certification questions	Annually
G	Procurement of services, supplies and equipment (RFPs, contracts, etc.) (Professional services including: insurance, auditing, maintenance, etc.)	Executed contracts	As needed
H	Office relocation: Office space lease, furniture, audio-visual and IT equipment, build out, utility agreements	New office space	December 2019
I	Independent agency set up: bank account, accounting system, personnel policy manual, insurance, retirement system, payroll system	Agency accounting system	July 2019
J	Modify/establish agreements, by-laws and COOP. Modify procedures to stay in compliance with state and federal rules/laws	Agreements	As needed

Responsible Agency: Palm Beach Transportation Planning Agency

Participating Agencies: FHWA, FTA, PBC, Local Govt, FDOT, TCRPC, SFRPC BMPO, MDTPO

Budget for Fiscal Years 2019 and 2020

Task 6 Administer the Agency

FY 2019						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	TOTAL
Personnel & Benefits	\$ 231,199	\$ 46,420	\$ 123,306	\$ 15,413	\$ 15,413	\$ 385,331
Travel/Training	\$ 61,200	\$ 12,288				\$ 61,200
Consultant Services	\$ 50,000	\$ 10,039	\$ 45,600	\$ 5,700	\$ 5,700	\$ 107,000
Direct Expenses						
Facilities	\$ 359,928	\$ 72,266				\$ 359,928
Professional Services	\$ 49,500	\$ 9,939				\$ 49,500
Administrative Services & Fees	\$ 30,960	\$ 6,216				\$ 30,960
Graphics & Legal Advertising	\$ 19,800	\$ 3,975				\$ 19,800
Operational Supplies & Equipment	\$ 28,380	\$ 5,698				\$ 28,380
Capital Equipment and Improvements	\$ 132,000	\$ 26,503				\$ 132,000
TOTAL EXPENDITURE	\$ 962,967	\$ 193,344	\$ 168,906	\$ 21,113	\$ 21,113	\$ 1,174,099

TASK 3. PRIORITIZE FUNDING						
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	TOTAL
Personnel & Benefits	\$ 256,511	\$ 51,502	\$ 152,006	\$ 19,001	\$ 19,001	\$ 427,518
Travel/Training	\$ 64,260	\$ 12,902				\$ 64,260
Consultant Services	\$ 50,000	\$ 10,039	\$ 55,422	\$ 6,928	\$ 6,928	\$ 112,350
Direct Expenses						
Facilities	\$ 377,924	\$ 75,879				\$ 377,924
Professional Services	\$ 51,975	\$ 10,435				\$ 51,975
Administrative Services & Fees	\$ 32,508	\$ 6,527				\$ 32,508
Graphics & Legal Advertising	\$ 20,790	\$ 4,174				\$ 20,790
Operational Supplies & Equipment	\$ 29,799	\$ 5,983				\$ 29,799
Capital Equipment and Improvements	\$ 5,000	\$ 1,004				\$ 5,000
TOTAL EXPENDITURE	\$ 888,767	\$ 178,445	\$ 207,428	\$ 25,929	\$ 25,929	\$ 1,122,124

Task 7 – Agency Expenditures with Local Funds

Purpose

This new task is for authorizing local fund expenditures for items that are not reimbursable from state and federal grant sources, or used as a local match.

- Transportation Policy Advocacy - To influence laws, policies and funding of transportation on the state and national levels to help South Florida receive higher funding for transportation projects. This task may include professional lobbyist assistance.
- Peer-to-Peer Exchanges - To gain best practices from other MPOs around the country to inform better decision-making by Governing Board members and TPA staff.
- Support of Transportation-Related Activities – Provide support for partner safety campaigns and planning conferences that meet the purpose and intent of the agency.
- Non-Reimbursable Expenses - Including refreshments for meetings, promotional items to promote the TPA programs and help solicit feedback, and staff professional planning certification and licensing dues.
- Balance to TPA Reserve – The balance of this account will be added to the TPA Reserve Account for purposes approved by the TPA Board including providing revolving agency funds.

Task 7 Activities for Fiscal Years 2019 and 2020

Activity		Not to Exceed
A	Advocacy activities and consultant fees, non-reimbursable Governing Board and TPA staff travel expenses, and non-reimbursable TPA staff time	\$45,000
B	Promotional items and activities	\$35,000
C	Non-reimbursable operating supplies	\$10,000
D	Certification and licensing fees	\$5,000
E	Sponsorship support	\$5,000
F	Balance to TPA Reserve Fund	\$32,640
Total Expenditure of Local Funds		\$132,640

Summary Budget Tables

The FY 2019 and 2020 UPWP is funded by various federal, state and local sources in the form of grants, cash match and non-cash (soft) match services. An estimate of the costs associated with the individual tasks and the source of funding is listed in the following tables.

Fiscal Year 2019 Budget by Work Task and Fund Source

BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	TPA Local Funds	TOTAL less Soft Matches
TASK 1. ENGAGE THE PUBLIC								
Personnel & Benefits	\$ 103,136	\$ 20,707	\$ 55,006	\$ 6,876	\$ 6,876			\$ 171,894
Consultant Services	\$ 15,000	\$ 3,012						\$ 15,000
TASK TOTAL	\$ 118,136	\$ 23,719	\$ 55,006	\$ 6,876	\$ 6,876			\$ 186,894
TASK 2. PLAN THE SYSTEM								
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240	\$ 49,795		\$ 255,791
Consultant Services ¹	\$ 175,000	\$ 35,136	\$ 480,000	\$ 60,000	\$ 60,000			\$ 775,000
Other Direct Expenses	\$ 44,600	\$ 8,955						\$ 44,600
TASK TOTAL	\$ 343,197	\$ 68,907	\$ 545,919	\$ 68,240	\$ 68,240	\$ 49,795		\$ 1,075,391
TASK 3. PRIORITIZE FUNDING								
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240			\$ 205,996
Consultant Services			\$ 7,200	\$ 900	\$ 900			\$ 9,000
TASK TOTAL	\$ 123,597	\$ 24,816	\$ 73,119	\$ 9,140	\$ 9,140			\$ 214,996
TASK 4. IMPLEMENT PROJECTS								
Personnel & Benefits	\$ 61,799	\$ 12,408	\$ 32,959	\$ 4,120	\$ 4,120			\$ 102,998
Consultant Services			\$ 36,000	\$ 4,500	\$ 4,500			\$ 45,000
TASK TOTAL	\$ 61,799	\$ 12,408	\$ 68,959	\$ 8,620	\$ 8,620			\$ 147,998
TASK 5. COLLABORATE WITH PARTNERS								
Personnel & Benefits	\$ 123,597	\$ 24,816	\$ 65,919	\$ 8,240	\$ 8,240			\$ 205,996
Consultant Services			\$ 40,000	\$ 5,000	\$ 5,000			\$ 50,000
TASK TOTAL	\$ 123,597	\$ 24,816	\$ 105,919	\$ 13,240	\$ 13,240			\$ 255,996
TASK 6. ADMINISTER THE AGENCY								
Personnel & Benefits	\$ 231,199	\$ 46,420	\$ 123,306	\$ 15,413	\$ 15,413			\$ 385,331
Travel/Training	\$ 61,200	\$ 12,288						\$ 61,200
Consultant Services	\$ 50,000	\$ 10,039	\$ 45,600	\$ 5,700	\$ 5,700			\$ 107,000
Direct Expenses								
Facilities	\$ 359,928	\$ 72,266						\$ 359,928
Professional Services	\$ 49,500	\$ 9,939						\$ 49,500
Administrative Services & Fees	\$ 30,960	\$ 6,216						\$ 30,960
Graphics & Legal Advertising	\$ 19,800	\$ 3,975						\$ 19,800
Operational Supplies & Equipment	\$ 28,380	\$ 5,698						\$ 28,380
Capital Equipment and Improvements	\$ 132,000	\$ 26,503						\$ 132,000
TASK TOTAL	\$ 962,967	\$ 193,344	\$ 168,906	\$ 21,113	\$ 21,113			\$ 1,174,099
TASK 7. AGENCY EXPENDITURES WITH LOCAL FUNDS								
Non-reimbursable Expenses							\$ 100,000	\$ 100,000
TASK TOTAL							\$ 100,000	\$ 100,000
TOTAL EXPENDITURES	\$ 1,833,293	\$ 368,088	\$ 1,017,828	\$ 127,229	\$ 127,229	\$ 49,795	\$ 100,000	\$ 3,255,374
TRANSFERS TO OTHER AGENCIES								
To Broward MPO for Regional LRTP	\$ 100,000	\$ 20,078						\$ 100,000
TOTAL TRANSFERS	\$ 100,000	\$ 20,078						\$ 100,000
TOTAL PLANNING FUNDS USED	\$ 1,933,293	\$ 388,166	\$ 1,017,828	\$ 127,229	\$ 127,229	\$ 49,795	\$ 100,000	\$ 3,355,374

Fiscal Year 2020 Budget by Work Task and Fund Source

BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	CTD	TPA Local Funds	TOTAL less Soft Matches
TASK 1. ENGAGE THE PUBLIC								
Personnel & Benefits	\$ 144,735	\$ 29,060	\$ 85,769	\$ 10,721	\$ 10,721			\$ 241,225
Consultant Services	\$ 15,000	\$ 3,012						\$ 15,000
TASK TOTAL	\$ 159,735	\$ 32,072	\$ 85,769	\$ 10,721	\$ 10,721			\$ 256,225
TASK 2. PLAN THE SYSTEM								
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493	\$ 49,795		\$ 285,879
Consultant Services	\$ 405,000	\$ 81,315	\$ 328,889	\$ 41,111	\$ 41,111			\$ 775,000
Other Direct Expenses	\$ 44,600	\$ 8,955						\$ 44,600
TASK TOTAL	\$ 591,250	\$ 118,710	\$ 412,830	\$ 51,604	\$ 51,604	\$ 49,795		\$ 1,105,479
TASK 3. PRIORITIZE FUNDING								
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493			\$ 236,084
Consultant Services			\$ 8,000	\$ 1,000	\$ 1,000			\$ 9,000
TASK TOTAL	\$ 141,650	\$ 28,440	\$ 91,941	\$ 11,493	\$ 11,493			\$ 245,084
TASK 4. IMPLEMENT PROJECTS								
Personnel & Benefits	\$ 70,825	\$ 14,220	\$ 41,971	\$ 5,246	\$ 5,246			\$ 118,042
Consultant Services			\$ 40,000	\$ 5,000	\$ 5,000			\$ 45,000
TASK TOTAL	\$ 70,825	\$ 14,220	\$ 81,971	\$ 10,246	\$ 10,246			\$ 163,042
TASK 5. COLLABORATE WITH PARTNERS								
Personnel & Benefits	\$ 141,650	\$ 28,440	\$ 83,941	\$ 10,493	\$ 10,493			\$ 236,084
Consultant Services	\$ 50,000	\$ 10,039	\$ 40,000	\$ 5,000	\$ 5,000			\$ 95,000
TASK TOTAL	\$ 191,650	\$ 38,479	\$ 123,941	\$ 15,493	\$ 15,493			\$ 331,084
TASK 6. ADMINISTER THE AGENCY								
Personnel & Benefits	\$ 256,511	\$ 51,502	\$ 152,006	\$ 19,001	\$ 19,001			\$ 427,518
Travel/Training	\$ 64,260	\$ 12,902						\$ 64,260
Consultant Services	\$ 50,000	\$ 10,039	\$ 55,422	\$ 6,928	\$ 6,928			\$ 112,350
Direct Expenses								
Facilities	\$ 377,924	\$ 75,879						\$ 377,924
Professional Services	\$ 51,975	\$ 10,435						\$ 51,975
Administrative Services & Fees	\$ 32,508	\$ 6,527						\$ 32,508
Graphics & Legal Advertising	\$ 20,790	\$ 4,174						\$ 20,790
Operational Supplies & Equipment	\$ 29,799	\$ 5,983						\$ 29,799
Capital Equipment and Improvements	\$ 5,000	\$ 1,004						\$ 5,000
TASK TOTAL	\$ 888,767	\$ 178,445	\$ 207,428	\$ 25,929	\$ 25,929			\$ 1,122,124
TASK 7. AGENCY EXPENDITURES WITH TPA LOCAL FUNDS								
Non-reimbursable Expenses							\$ 100,000	\$ 100,000
TASK TOTAL							\$ 100,000	\$ 100,000
TOTAL EXPENDITURES	\$ 2,043,877	\$ 410,366	\$ 1,003,880	\$ 125,486	\$ 125,486	\$ 49,795	\$ 100,000	\$ 3,323,038
TRANSFERS TO OTHER AGENCIES								
To Broward MPO for Regional LRTP	\$ 100,000	\$ 20,078						\$ 100,000
TOTAL TRANSFERS	\$ 100,000	\$ 20,078						\$ 100,000
TOTAL PLANNING FUNDS USED	\$ 2,143,877	\$ 430,444	\$ 1,003,880	\$ 125,486	\$ 125,486	\$ 49,795	\$ 100,000	\$ 3,423,038

Multi-Year Business Plan

The transportation planning process is a continuing process with a number of required certifications and reports occurring on a regular basis. The TPA is required to produce and adopt a TIP every year, a UPWP every two years and a major update to the LRTP every five years. The TPA is certified by FDOT annually and by FHWA/FTA every four (4) years.

To accommodate these differing schedules for work products, the TPA has created an overview with a multi-year plan to show how funding availability to accomplish all required planning activities to meet federal and state requirements. These revenues and costs are approximate in outer years.

Five-Year Business Plan

FUNDING SOURCE	FY19	FY20	FY21	FY22	FY23
Federal Highway Administration (FHWA) ¹	\$ 1,252,377	\$ 1,291,276	\$ 1,291,276	\$ 1,291,276	\$ 1,291,276
Federal Highway Administration (FHWA) SU Funds			\$ 865,770	\$ 1,162,105	\$ 1,241,872
Federal Transit Administration (FTA) & (FDOT)	\$ 607,500	\$ 675,000	\$ 675,000	\$ 675,000	\$ 675,000
FTA Local Cash Match ²	\$ 67,500				
Florida Commission for Transportation Disadvantaged (CTD)	\$ 49,795	\$ 49,795	\$ 49,795	\$ 49,795	\$ 49,795
FHWA Carry Over from Previous Year	\$ 1,440,896	\$ 859,980	\$ 7,379		
FTA Carry Over from Previous Year	\$ 1,137,324	\$ 666,407	\$ 212,041		
FTA Local Match Carry Over from Previous Year ²	\$ 126,369				
TPA Member Dues	\$ 132,640	\$ 132,640	\$ 132,640	\$ 132,640	\$ 132,640
TPA Reserve Funds	\$ 428,892	\$ 495,327	\$ 561,762	\$ 628,197	\$ 694,632
TOTAL FUNDING	\$ 5,243,293	\$ 4,170,425	\$ 3,795,663	\$ 3,939,013	\$ 4,085,215

EXPENDITURES	FY19	FY20	FY21	FY22	FY23
Personnel & Benefits	\$ 1,328,006	\$ 1,544,832	\$ 1,591,177	\$ 1,638,912	\$ 1,688,080
Travel/Training	\$ 61,200	\$ 64,260	\$ 66,188	\$ 68,173	\$ 70,219
Consultant Services - FHWA	\$ 288,187	\$ 624,405	\$ 450,000	\$ 450,000	\$ 450,000
Consultant Services - FTA	\$ 761,000	\$ 590,389	\$ 450,000	\$ 450,000	\$ 450,000
Direct Expenses	\$ 620,568	\$ 517,996	\$ 543,896	\$ 571,091	\$ 599,645
Non-reimbursable Expenses	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL EXPENDITURES	\$ 3,158,961	\$ 3,441,882	\$ 3,201,261	\$ 3,278,176	\$ 3,357,943
Transfer to other MPOs for regional tasks (FHWA)	\$ 100,000	\$ 100,000			
TOTAL EXPENDITURES AND TRANSFERS	\$ 3,258,961	\$ 3,541,882	\$ 3,201,261	\$ 3,278,176	\$ 3,357,943
CARRY OVER TO NEXT YEAR	\$1,984,332	\$628,543	\$594,402	\$660,837	\$727,272

1. FHWA funds are supplemented with an 18.07% Non-Cash (Soft) Match from FDOT

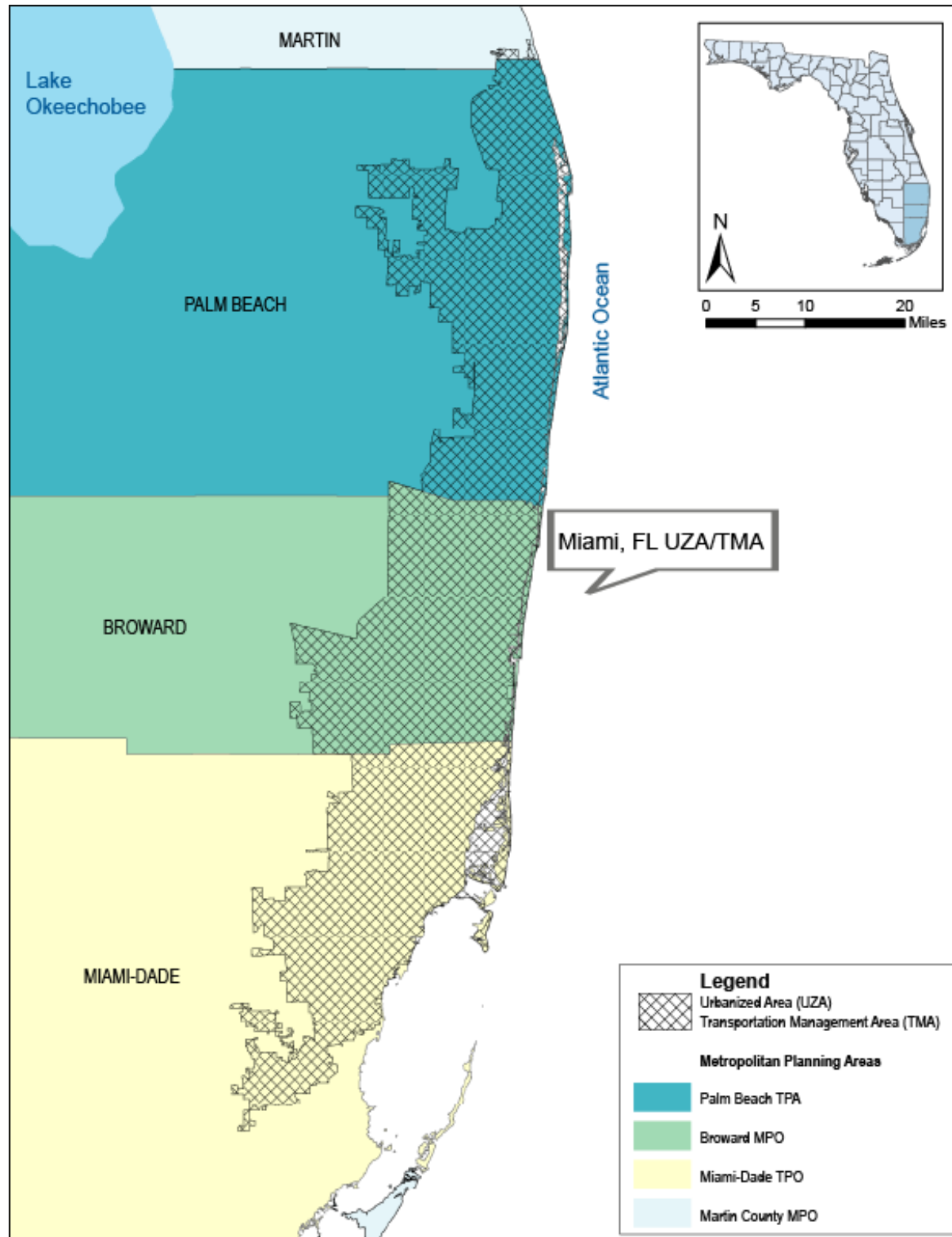
2. FTA funds are supplemented with a 10% Non-Cash (Soft) Match from local partners for FY 20 - 23

Appendices

A. Glossary

BMPO	Broward Metropolitan Planning Organization
BTPAC	Bicycle Trailways Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CMP	Congestion Management Process
COOP	Continuity of Operations Emergency Recovery Plan
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
ERC	Electronic Review and Comment
ETDM	Efficient Transportation Decisionmaking
FAST Act	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
JPA	Joint Participation Agreement
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MDTPO	Miami-Dade Transportation Planning Organization
MDT	Miami-Dade Transit Agency
MPO	Metropolitan Planning Organization
MPOAC	Florida Metropolitan Planning Organization Advisory Council
PBC	Palm Beach County
PBIA	Palm Beach International Airport
PD&E	Project Development and Environment
PEA	Planning Emphasis Area
PPP	Public Participation Plan
PL Funds	FHWA Urban Transportation Planning Funds
RTTAC	Regional Transportation Technical Advisory Committee
SEFTC	Southeast Florida Transportation Council
SFCS	South Florida Commuter Services
SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority
SIS	Strategic Intermodal System
STIP	State Transportation Improvement Program
SU	Surface Transportation Program Funds
SUNTrail	Shared Use Network Trail program
TAC	Technical Advisory Committee
TCRPC	Treasure Coast Regional Planning Council
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TRIP	Transportation Regional Incentive Program
TSM&O	Transportation System Management and Operations
USDOT	United States Department of Transportation
UPWP	Unified Planning Work Program
UZA	Urbanized Area

B. Map of Miami Urbanized Area



C. Certifications, Assurances & Policies

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the **Palm Beach MPO** that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The **Palm Beach MPO**, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the **Palm Beach MPO** in a non-discriminatory environment.


The **Palm Beach MPO** shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

	<u>Palm Beach MPO</u>	<u>07/20/17</u>
Chair	Name of MPO	Date

**LOBBYING CERTIFICATION for GRANTS, LOANS
and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the **Palm Beach MPO** that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the **Palm Beach MPO**, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The **Palm Beach MPO** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

 Chair	Palm Beach MPO Name of MPO	07/20/17 Date
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DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Government wide Debarment and Suspension at 49 CFR 29.510

- (1) The **Palm Beach MPO** hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The **Palm Beach MPO** also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



MPO Chair

07/20/17

Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the **Palm Beach MPO** assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The **Palm Beach MPO** further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated 07/20/17

by  Chief Executive Officer

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to

enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

D. FDOT D-4 Planning Activities

Bicycle/Pedestrian Activities, Livable Communities and Context Sensitive Solutions

- Support statewide safety campaign, education and outreach activities
- Prepare multi-modal scoping checklist for FDOT design projects
- Develop Bicycle/Pedestrian geographic information system (GIS) count database
- Coordinate with the Metropolitan Planning Organizations (MPO) and local governments to program funds for transit, bicycle and/or pedestrian modes
- Work with partners to facilitate greenways and trails planning, including assessment of greenway crossings, and guidance in programming SUNTrail funds
- Proactively identify and address high pedestrian/bicycle conflict/crash locations

Bicycle & Pedestrian Data Framework - Coordinate with the MPOs on the creation of a standardized database structure designed for the storage, delivery, and analysis of for archiving and accessing multimodal data.

Corridor and Mobility Planning – Conduct corridor studies with partners to identify and evaluate alternative improvements. Examples of studies that are underway or are upcoming include:

- I-95 Palm Beach County Managed Lanes Masterplan
- Tri-Rail Coastal Link Project Development (Miami-Dade, Broward, and Palm Beach Counties)

Community Planning - Local Government Comprehensive Plans – Review local government comprehensive plans and plan amendments within FDOT's purview including developments of regional impact scale, subject to review under the state coordinated review process. Provide technical assistance to help local governments find creative solutions that foster vibrant, healthy communities while protecting the functions of transportation resources and facilities of state importance.

Demand Forecast Model Development, Calibration, and Validation – Maintain the current 2040 model and develop, calibrate and validate the 2015-based model in collaboration with MPOs for the 2045 Long Range Transportation Plans.

District Park-and-Ride Lot Master Plan – Develop a District Plan and a strategy for management of existing facilities.

Efficient Transportation Decision Making (ETDM) Process - The District ETDM coordinator will provide training and guidance to the MPOs on the ETDM process. The District community liaison coordinator will provide guidance and training to MPO staff on socio-cultural effects evaluations.

Extreme Weather/ Climate Resiliency

- Collect, analyze and share related data, reports, guidance, and potential legislation
- Perform research regarding best practices and tools for identifying and addressing extreme weather/climate change impacts including the Florida Sea Level Scenario Sketch Planning Tool.
- Participate in studies with local and regional partners
- Serve on the Broward County Climate Change Task Force and participate in activities of the Southeast Florida Regional Climate Change Compact

Florida Transportation Plan – Support and coordinate with local and regional agencies on Florida Transportation Plan implementation efforts. Contribute to periodic updates of the plan.

Freight Data Collection – Collect annual vehicle classification counts at approximately 350 key locations.

Federal Functional Classifications - Continuously update the functional classification system in coordination with local planning partners.

Interchange Proposal Review and Coordination - Conduct District Interchange Review Committee (DIRC) meetings and coordinate Interchange proposals following criteria set forth by the FHWA and FDOT's interchange review process.

Lane Elimination Reviews – Review local governments' requests to convert travel lanes on the State Highway System to other transportation usages as part of Complete Streets or other efforts.

L RTPs and Regional L RTPs - Provide technical assistance and policy direction to the MPOs in developing and implementing their L RTPs and regional L RTPs.

MPO/Community/Government Liaison - Provide policy direction, technical assistance, and administrative support to MPO boards and advisory committees, local governments, and communities. Assist MPOs in conducting metropolitan transportation planning programs that meet state and federal requirements and are coordinated with the statewide transportation planning program. Conduct annual state certification reviews of the Metropolitan Transportation Planning Process and participate in periodic FHWA/FTA certification reviews of the MPOs. Provide technical assistance on TIP and L RTP consistency issues for Project Development & Environmental (PD&E) and project level amendments.

Multi-Modal Systems and Transportation Studies

- Policy guidance, technical assistance, and research. Monitor and provide input regarding state and federal legislation. Review and analyze the availability of innovative financing methods and techniques
- Managed Lanes - Monitor operations of the I-95 Express Lane/High Occupancy Vehicle facilities on a biannual basis. Document current conditions and determine if improvements are warranted
- Fare Interoperability – Provide technical assistance and facilitate consensus to FDOT 4 County Transit systems to interface with the existing Miami-Dade Transit/SFRTA Easy Card and test new fare collection technologies, such as mobile ticketing

Performance Management/Measurement

- Provide technical support relating to implementation of performance-based planning and programming under the MAP-21 Act, as succeeded by the FAST Act.
- Participate in the FDOT Mobility Performance Measures Program addressing all modes as well as movement of people and freight and maintain a district-level mobility performance measures program.
- Perform research, share information, and support collaboration on the use of performance measures/ measurement systems at the local and regional levels that address access and multimodal mobility for people and freight and other areas.
- Share knowledge of Quality/Level of Service and other performance measures/measurement systems that currently are used or could be used by local governments in their comprehensive plans.

Project Traffic Forecasts – Develop project-specific traffic forecasts to specify traffic demands for the designs of transportation facilities.

Quality/Level of Service - Conduct a review of travel time reliability research including a summary of data and software requirements, relevant applications, types of outputs, and additional work needed to make travel time reliability "implementation ready."

Railroad Crossing Delay Analysis - Since 2006, District 4 has performed 5 data collection efforts to quantify the volume and intensity of traffic delay at key railroad crossings along the South Florida Rail Corridor and Florida East Coast Rail corridors. The 2016 study will build upon these efforts by updating the technology and techniques, performing the data collection effort, documenting the results that will be reviewed by the District 4 Rail Office for improvements and/or to conduct further study of specific intersections.

Regional Transportation Planning and Coordination - Participate in activities of the Southeast Florida Transportation Council (SEFTC) and SFRTA.

Safety Reviews - New process for upcoming PD&Es and address safety concerns identified by the Safety Reviews in the PD&E alternatives.

Seaport/Airport - Assist with the development of Seaport and Airport Master Plan updates, and Feasibility studies.

System-wide Provisional Context Classification – Maintain districtwide, system-wide provisional context classification maps for the State Highway System, reflecting surrounding land use, roadway connectivity and density, to facilitate identification of context classifications for projects on the State Highway System starting from a system-wide perspective.

Strategic Intermodal System (SIS) - Participate in implementation of the statewide long range cost feasible plan for the SIS, including through development of first and second five-year SIS funding plans and coordination with MPOs and modal partners. Address proposed SIS facility designation changes, review potential development and other impacts to the SIS, conduct studies, and undertake special projects relating to the SIS (e.g., ongoing I-95 Multimodal Corridor Mobility Planning Project covering eastern Broward and southeastern Palm Beach County).

Truck Parking Supply and Demand Study - District 4 has initiated the first Phase of a Districtwide Truck Parking Study. This Phase will analyze truck parking needs through stakeholder outreach, data collection and the development of supply and demand calculation methodologies to estimate unmet parking demand. A subsequent Phase will be developed to identify the need for additional truck parking, specific opportunities/priorities, and immediate next steps/actions necessary to meet the unmet truck parking demand.

Transportation Systems Management and Operation (TSM&O) - Transportation Systems Management and Operation (TSM&O) - Coordinate with the MPOs to incorporate TSM&O into their plans and programs and to structure TSM&O into their respective organizations. Work with the MPOs to reflect in their LRTPs and project priorities projects from the TSM&O Master Plan developed for arterials and freeways.

Transportation Demand Management – Utilize transportation demand management strategies to reduce congestion through the South Florida Commuter Services program. South Florida Commuter Services is a regional transportation demand management program that engages commuters in Miami-Dade, Broward, Palm Beach, Martin, and St. Lucie counties to promote regional access and mobility via 1-800-234-RIDE call center and the 1-800234RIDE.com website.

Transit/Land Use - Coordinate with local governments to educate, implement and promote acceptance of major transit investments and transit oriented development. Provide guidance documents, training, and technical assistance on transit oriented development as implemented in the Southeast Florida region.

Transportation Data, Travel Characteristics, and Mapping/Database Development – Traffic Data Exchange – Share data and exchange experience on use of the National Performance

Management Research Data Set and HERE speed data as available on the Regional Integrated Transportation Information System site.

Consultant Technical Support - This section provides a list of District-wide resources available to FDOT 4.

- Area-wide corridor planning studies/ planning support
- Planning & Environmental Management transportation data management analysis and development
- Urban model development, Southeast Regional Planning Model
- Corridor planning & congestion management support
- Consultant for the Office of Modal Development & Planning & Environmental Management
- Consultant for the Office of Modal Development & Planning & Environmental Management for freight studies
- Data collection activities
- General consultant technical assistance & coordination
- Regional commuter service program
- Strategic Intermodal System program support
- Traffic data collection routine counts
- Traffic statistics data collection and analysis
- Transit corridor planning
- Transit planning general consultant services
- Transportation statistics data
- Urban model application support
- Multimodal modeling support
- Systems planning activities



Summary Points of the February 15, 2018 Governing Board Meeting

PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at www.PalmBeachTPA.org/Board

Item No.	Description	Action
Regular Items		
1.F	Member Comments There were no member comments received.	
Consent Items		
1.H.1	MOTION TO APPROVE Appointment of Ms. Laura Shultze as the Representative for the School District of Palm Beach County on the Transportation Disadvantaged Local Coordinating Board (TDLCB).	Approved
1.H.2	MOTION TO APPROVE Appointment renewal of Mr. Glen Harvie on the Citizen's Advisory Committee (CAC) through February 2021 at the request of County Commissioner Mary Lou Berger.	Approved
1.H.3	MOTION TO APPROVE Appointment of Mr. Quan Yuan as Alternate for the City of Boca Raton on the Technical Advisory Committee (TAC).	Approved
1.H.4	MOTION TO ADOPT Resolution establishing a TPA Sponsorship Policy that allows the provision of sponsorship support by means of direct funding and/or materials for activities, initiatives and/or events that align with the mission and purpose of the TPA.	Removed
1.H.5	MOTION TO ADOPT the TPA's Limited English Proficiency (LEP) Plan for local populations in need of language translations for effective outreach and the strategies to meet those needs.	Adopted
1.H.6	MOTION TO ADOPT the TPA's Title VI and ADA Nondiscrimination Policy and Plan outlining the TPA's commitment to serve LEP and disabled persons, including the complaint process.	Adopted
General Public Comments		
1.I	<u>Dr. Lori Vinikoor</u> , representing the Alliance of Delray Residential Associations, commented on the widening project of Atlantic Avenue from Jog Road to Florida's Turnpike. She requested the Palm Beach TPA adjust the timeline to expedite the expansion project with the hopes to provide congestion relief for local residents.	

Item No.	Description	Action
Action Items		
2.A.1	MOTION TO CONCEPTUALLY APPROVE Per Capita Member Dues for Governmental Entities with Voting Membership on the TPA Governing Board	Conceptually Approved 17-1
2.A.2	MOTION TO ADOPT a Resolution Directing the TPA Executive Director to Pursue Administrative Support from TPA Member Agencies	Adopted 18-0
2.A.3	MOTION TO APPROVE Agreement for Legal Services	Approved 17-0
2.A.4	MOTION TO CREATE a TPA Steering Committee for Transition Activities Committee members include: Chair Susan Haynie, Vice Chair Hal Valeche, Mayor Steven Grant, Mayor Fred Pinto, Commissioner Paula Ryan, and Council Member Joni Brinkman.	Created 17-0
2.A.5	MOTION TO APPROVE the First Amendment to the Interlocal Agreement for Staff and Services between Palm Beach County and the Palm Beach TPA	Approved 17-0
2.B	MOTION TO ADOPT a Resolution establishing Targets for federally required Safety Performance Measures	Adopted 17-0
Information Items		
3.A	Downtown West Palm Beach Mobility Study MR. SCOTT KELLY, Assistant City Administrator for the City of West Palm Beach, provided a background of the study area and the public outreach effort. He described the vision for creating a connected community with increased biking, walking and transit use along with short and long-term strategies to implement the vision.	
3.B	Congestion Management Process (CMP) There was no discussion on this item.	
3.C	Fiscal Year 2017 Federal Obligations Report There was no discussion on this item.	
3.D	Partner Agency Updates There were no partner agency updates received.	
3.E	Correspondence There was no discussion on this item.	

Item No.	Description	Action
<i>Administrative Items</i>		
4.A	December and January's Public Involvement Activity Report There was no discussion on this item.	
4.B	TPA FY 2018 Second Quarter Fiscal Report There was no discussion on this item.	
4.C	Next meeting – March 15, 2018 in Belle Glade Dolly Hand Cultural Arts Center, 1977 SW College Drive, Belle Glade	

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