1. REGULAR ITEMS
   A. Roll Call
   B. Prayer
   C. Pledge of Allegiance
   D. MOTION TO ADOPT Agenda for February 18, 2016
   E. MOTION TO APPROVE Minutes for December 7, 2015
   F. Special Presentation
      1. March 2016 Florida Bicycle Month - Proclamation
         MPO staff will present the March 2016 Florida Bicycle Month
         Proclamation and highlight special events planned to promote bicycling.
   G. Comments from the Chair
   H. Executive Director’s Report
   I. MOTION TO APPROVE Consent Agenda Items
      1. Appointment of Ms. Tamashbeen Rahman, AICP as alternate to the
         Technical Advisory Committee (TAC)
         The City of Boca Raton is requesting the appointment of Ms.
         Tamashbeen Rahman, AICP, as the Alternate to Ms. Ingrid Allen
         (Representative) on the TAC. The request letter and resume are
         attached.
      2. Appointment of Mr. John Morgan as Representative and Mr. Mohammad
         Zaid as Alternate on the TAC
         The City of Delray Beach is requesting the appointments of Mr. John
         Morgan as the Representative and Mr. Mohammad Zaid as the Alternate
         on the TAC. The request letter and resume are attached.
3. Appointment of Ms. Amanda Parker as Representative on the Bicycle, Greenway, Pedestrian Advisory Committee (BGPAC)

The City of Boynton Beach is requesting the appointment of Ms. Amanda Parker as the Representative on the BGPAC. The request letter and resume are attached.

4. Appointment of Mr. Mark Stivers as Alternate to the BGPAC

The City of Delray Beach is requesting the appointment of Mr. Mark Stivers, AICP, as the Alternate on the BGPAC. The request letter and resume are attached.

J. General Public Comments

General comments will be heard prior to consideration of the first action item. Public comments on specific agenda items will be heard following the presentation to the MPO Board. Please complete a Comment Card which is available at the welcome table and limit comments to three minutes.

2. ACTION ITEMS

A. MOTION TO APPROVE the MPO Governing Board By-laws

The attached draft MPO Governing Board By-laws would replace the current By-laws that have been in place since 1986. The draft By-laws establish consistency with the apportioned membership pursuant to the recently executed Interlocal Agreement, clarify terms and procedures, and improve formatting and readability. The current By-laws are also attached for reference.

B. MOTION TO APPROVE Amendments to the Palm Beach MPO’s adopted 2040 Long Range Transportation Plan (LRTP)

The 2015 Federal Certification Review for the Miami Urbanized Area identified three corrective actions related to the content of the adopted LRTP. The relevant pages of the Certification Report are attached with the corrective actions highlighted. The proposed amendments to the LRTP demonstrate linkages between planning and environmental mitigation strategies, phasing for cost feasible projects, and financial constraint information for the first five (5) years of the LRTP. The relevant LRTP pages are attached.

3. INFORMATION ITEMS

A. 2015 Joint Federal Certification Review Closeout

Federal Highway Administration (FHWA) staff will present the process to certify the Palm Beach MPO and highlight the review findings and next steps. There is no backup for this item.

B. US-1 Federal Highway Bridge from A1A to Beach Road

FDOT staff and consultants will highlight key activities and timeline for the Project Development and Environmental (PD&E) Study for the replacement of the existing low-level bascule bridge. The public kick-off meeting is scheduled for Wednesday, February 17, 2016 at 5:30 pm at the Jupiter Community Center. The draft work program includes $5M for design in Fiscal Year (FY) 2017 and $129M for construction in FY 2021. The latest project newsletter is attached.
C. South Florida Regional Transportation Authority (SFRTA) Annual Report

SFRTA staff will provide an update on the status of their MPO funded projects and other regional projects of significance. This presentation will include project locations, funding status, implementation timeline, as well as benefits and impacts of proposed improvements. There is no backup for this item.

D. Commuter Challenge Update

MPO staff will provide an update on the Palm Beach Commuter Challenge, a countywide initiative to encourage commuters in Palm Beach County to walk, bike, take transit, and carpool during March. The presentation will highlight the Palm Tran bus wrap and www.PBCommuterChallenge.org, the challenge website allowing participants to sign up and create teams.

4. ADMINISTRATIVE ITEMS

A. Member Comments

B. Next Meeting – March 17, 2016

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@PalmBeachMPO.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
MPO BOARD MEMBERS

CHAIR
Mayor Susan Haynie
City of Boca Raton

Deputy Mayor Robert Weinroth
City of Boca Raton
Alternate: Vacant

Mayor Steve B. Wilson
City of Belle Glade
Alternate: Commissioner Michael C. Martin

Commissioner Michael M. Fitzpatrick
City of Boynton Beach
Alternate: Vice-Mayor Joe Casello

Mayor Cary D. Glickstein
City of Delray Beach
Alternate: Deputy Vice-Mayor Al Jacquet

Mayor Samuel J. Ferreri
City of Greenacres
Alternate: Deputy Mayor Jonathan Pearce

Vice-Mayor Jim Kuretski
Town of Jupiter
Alternate: Vacant

Mayor Pam Triolo
City of Lake Worth
Alternates: Vice-Mayor Scott Maxwell & Vice Mayor Pro Tem Andy Amoroso

Mayor Eric Jablin
City of Palm Beach Gardens
Alternate: Council Member Marcie Tinsley

Mayor Pro Tem Joni Brinkman
Village of Palm Springs
Alternate: Vice Mayor Douglas Gunther

Vice Chairman Wayne Richards
Port of Palm Beach
Alternate: Chairman Blair Ciklin

VICE CHAIR
Vice-Mayor Hal Valeche
Palm Beach County

Commissioner Paulette Burdick
Palm Beach County

Commissioner Steven L. Abrams
Palm Beach County

Commissioner Melissa McKinlay
Palm Beach County

Commissioner Priscilla A. Taylor
Palm Beach County

Palm Beach County Alternate: Mayor Marylou Berger

Councilman Bruce Guyton
City of Riviera Beach
Alternate: Councilman Cedrick Thomas

Vice-Mayor Richard Valuntas
Village of Royal Palm Beach
Alternate: Councilman Jeff Hmara

Councilman Matt Willhite
Village of Wellington
Alternate: Councilwoman Anne Gerwig

Commissioner Keith A. James
City of West Palm Beach

Commissioner Shanon Materio
City of West Palm Beach

West Palm Beach Alternate: Commissioner Paula Ryan

District Secretary Gerry O’Reilly
FDOT Non-Voting Advisory Member
1. **REGULAR ITEMS**

Chair Haynie called the meeting to order at 9:02 a.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. **Prayer** – Led by Mayor Sam Ferreri.

1.C. **Pledge of Allegiance**

1.D. **ADOPTED**: Agenda for December 7, 2015

MOTION to adopt the agenda. Motion by Commissioner Taylor, seconded by Councilman Willhite, and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

1.E. **APPROVED**: Minutes for October 15, 2015

MOTION to approve the Minutes for October 15, 2015. Motion by Commissioner Abrams, seconded by Mayor Berger, and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

1.F. **Comments from the Chair**

Chair Haynie said that:

- She and Nick Uhren attended the Emerald Coast Transportation Symposium in Sandestin, hosted by the West Florida Regional Planning Council (WFRPC). She commented that the symposium was very interesting as they were able to dialogue with the executive director of the Turnpike Authority as well as the Secretary of Transportation.
• The special 2% pay increase approved by the board for Mr. Uhren was not accepted by the County Administrator.

1.G. Executive Director’s Report

Mr. Uhren reported as follows:

• In September of this year, the MPO Governing Board recommended a 2% pay increase in addition to the 3% across the board county employee increase with a requested effective date of October 1 based upon his annual Performance Evaluation. This increase was not approved by the County Administrator, who advised that her decision was not reflective of his performance, but that the recommended increase would have been greater than and therefore inconsistent with the 3% increase that was granted to all County employees at that time. A discussion ensued.

• Using a Federal Highway Administration (FHWA) pilot study grant for purchasing funds and Palm Beach County traffic staff for deployment, six (6) sets of bike/ped counters are in the field collecting data. The goal is to collect 7-day counts at 54 stations around PBC to establish baseline activity levels for non-motorized transportation.

• A 5-year federal transportation bill entitled FAST Act was passed last Friday. The bill preserves all the major federal funding programs with a slight uptick in funding and creates a new competitive national freight program.

• Personnel updates - Luke Lambert is now a Senior Planner with the MPO and will be your point of contact for any questions regarding projects in the Transportation Improvement Program, the Local Initiatives Program and forecasted population and employment growth. Janice Allwood has been promoted to our Administrative Secretary position and will be your direct liaison for the MPO Board meetings.

• The Miami Dade MPO’s new Executive Director, Aileen Boucle from FDOT’s District 6, is scheduled to start with the MPO in January 2016.

• Palm Tran’s new Executive Director, Mr. Clinton Forbes started in November.

There was a 2-minute coffee break.

1.H. APPROVED: Consent Agenda Items

1. Resolution approving MPO Board Member Travel to MPO Advisory Committee (MPOAC) Meetings and the MPOAC Weekend Institute

2. Appointment renewals of Mr. Kenny Wilson as representative and Ms. Janelle St. Ange as Alternate for the Palm Beach County Health Department; Ms. Natalie Crowley as Representative and Mr. Todd Engle and Ms. Dawn Sonneborn as Alternates for the City of Palm Beach Gardens; and Mr. Terrence Bailey as Representative of the City of Riviera Beach to the Technical Advisory Committee (TAC).

3. Reinstatement of Mr. Bruce Bastian to the Citizens Advisory Committee (CAC).
4. Appointments of Mr. Motasem Al-Turk (Representative) and Mr. Giridhar Jeedigunta P.E., PTOE (alternate) for Palm Beach County to the TAC.

5. Appointments of Ms. Maria Hernandez as Representative and Ms. Marielisa Amador as the Alternate for Florida Agency for Health Care Administration/Medicaid; and Mr. W. Clay Walker as Representative for the Department of Children and Families to the Transportation Disadvantaged Local Coordinating Board (TDLCB):

6. New one (1) year Professional Services Agreement with Frankel Interactive in an amount not to exceed $13,000 to provide website support and create a mobile friendly version of the website.

7. Resolution to authorize MPO participation in US DOT's Mayor's Challenge for Safer People/Safer Streets to promote safe and convenient streets for all modes of transportation and users, including pedestrians, motorists, bicyclists, and transit riders of all ages and abilities.

MOTION to approve the Consent Agenda. Motion by Mayor Ferreri, seconded by Commissioner Taylor, and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

1.I. General Public Comments and Public Comments on Action Items

No general public comments were received.

2. ACTION ITEMS

2.A. APPROVED a new three (3) year General Planning Consultant Agreement with Kittelson & Associates, Inc. in an amount not to exceed $900,000 ($300,000/yr) to provide assistance with Unified Planning Work Program tasks.

MR. UHREN advised that the purpose of this contract is to assist with implementing the planning tasks, particularly comprised in the Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP).

MOTION to approve a new three (3) year General Planning Consultant Agreement with Kittelson & Associates, Inc. in an amount not to exceed $900,000 ($300,000/yr) to provide assistance with Unified Planning Work Program tasks. Motion by Commissioner Taylor; seconded by Commissioner Materio; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.B. APPROVED a new three (3) year General Planning Consultant Agreement with Kimley-Horn & Associates, Inc. in an amount not to exceed $900,000 ($300,000/yr) to provide assistance with Unified Planning Work Program tasks.

MR. UHREN gave a similar presentation to that of Kittelson & Associates, Inc.

MOTION to approve a new three (3) year General Planning Consultant Agreement with Kimley-Horn & Associates, Inc. in an amount not to exceed $900,000 ($300,000/yr) to provide assistance with Unified Planning Work Program tasks.
Motion by Commissioner Taylor; seconded by Mayor Berger; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.C. **TABLED** the MPO Governing Board Bylaws

MR. UHREN advised that the MPO Governing Board Bylaws were last revised in 1986 and they were not up to date. He presented that the major changes were related to the membership to be consistent with the new Interlocal Agreement, to create a Deputy Vice-Chair position as well as to form an Executive Committee. He added that this will allow smaller groups of the MPO Board to meet with him and the other MPO staff to delve deeper into items before the MPO Board meetings.

COMMISSIONER TAYLOR inquired whether an Executive Committee now existed. MR. UHREN responded that a 5-member Evaluation Committee annually meets to evaluate his performance. COMMISSIONER TAYLOR advised that she is not in agreement with this change as all members are equally elected and the Board should make decisions collectively. MR. UHREN clarified the reasons he thought the Committee would be useful. A discussion ensued on this item.

MOTION to table the MPO Governing Board By-laws. Motion by Commissioner Materio; seconded by Commissioner Valeche; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.D. **ELECTED**: 2016 officers for the MPO Governing Board

MOTION to elect Commissioner Valeche as the 2016 MPO Chair. Motion by Commissioner Taylor. Commissioner Valeche declined.

MOTION to elect Mayor Haynie as the 2016 MPO Chair. Motion by Commissioner Abrams, seconded by Mayor Glickstein and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

MOTION to elect Commissioner Valeche as the 2016 MPO Vice Chair. Motion by Commissioner Abrams, seconded by Mayor Glickstein and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.E. **APPROVED**: Representatives for the Southeast Florida Transportation Council (SEFTC)

CHAIR HAYNIE advised that this is our regional MPO with Miami-Dade, Broward and Palm Beach MPOs.

MOTION to approve Mayor Haynie as the Representative and Commissioner James as the Alternate Representative for the SEFTC. Motion by Commissioner Abrams, seconded by Mayor Glickstein and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.F. **APPROVED**: Representatives to the Florida MPO Advisory Council (MPOAC) Governing Board
CHAIR HAYNIE advised that this is the State of Florida MPO, which represents all 26 MPOs. She advised that an Alternate is needed since Ms. Wendy Harrison is no longer with the MPO Board.

**MOTION** to approve Mayor Haynie as the Representative and Commissioner McKinlay as the Alternate Representative for the Florida MPOAC. Motion by Councilman Willhite, seconded by Mayor Berger and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.G. **APPROVED**: Palm Beach County portion of the Regional Greenways and Trails Plan

MS. FRANCHESCA TAYLOR presented this item advising that there has been extensive stakeholder engagement and committee reviews leading up to this final document. DR. KIM DELANEY gave an overview of the Southeast Florida Greenways and Trails Plan advising that the intent of the plan is to identify three different types of regionally significant facilities, namely, greenway corridors, pedestrian, bicycle and equestrian trails to enable these facilities in Palm Beach County to be competitive for grant funding and to collaborate with neighboring counties to obtain multi-county facilities.

**MOTION** to approve the Palm Beach County portion of the Regional Greenways and Trails Plan. Motion by Commissioner Taylor; seconded by Commissioner Ryan; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.H. **APPROVED**: Local Initiatives (LI) Program Guidelines and Scoring System

MR. LUKE LAMBERT presented the proposed 2016 program guidelines and scoring system. He advised that the new guidelines are intended to make improvements to the application process. Some recommendations included improvements to the scoring evaluation criteria, a new online application process and additional documentation required at time of submittal.

**MOTION** to approve the Local Initiatives (LI) Program Guidelines and Scoring System. Motion by Mayor Ferreri; seconded by Vice Mayor Valuntas; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

2.I. **APPROVED**: Transportation Alternatives (TA) Program Guidelines and Scoring System

MS. FRANCHESCA TAYLOR presented that this funding program is a set-aside under MAP-21, which helps to fund non-motorized transportation projects. MS. TAYLOR advised that the minimum and maximum amounts of $250,000 to $750,000 remain the same. She pointed out that applications will be submitted online, but the Bicycle/Greenways/Pedestrian Advisory Committee will have the chance to rank projects once scores have been submitted by staff. A discussion ensued and recommendations were made to update the glossary of terms.

**MOTION** to approve the Transportation Alternatives (TA) Program Guidelines and Scoring System. Motion by Commissioner Valeche; seconded by Commissioner...
Taylor; and carried unanimously. Mayor Jablin, Councilman Guyton, Commissioner James, Mayor Wilson, Commissioner Fitzpatrick and Commissioner Richards were absent.

3. INFORMATION ITEMS
3.A. DISCUSSED: Complete Streets Presentation

MR. RYAN SNYDER, National Complete Streets Coalition instructor, provided an overview presentation on Complete Streets. He briefly went through Complete Streets Best Practices and the impact this initiative has on health, lifestyle and economic development. Mr. Snyder shared the importance and benefits of adopting a Complete Streets Policy.

The following public comments were heard:

Raphael Clemente, Executive Director of the Downtown Development Authority and resident of West Palm Beach spoke in support of the Complete Streets Policy and design criteria as to how the policy will be implemented.

Jeff Koons expressed support for the Complete Streets Policy. He also spoke about the sales tax initiative and implementation of guidelines in this regard. He urged the County and City staff to agree on what is expected of these resources. He suggested that the Board also take a look at Tri-Rail and a regional bus service.

Commissioner Taylor left the meeting at 10:50 a.m.

3.B. DISCUSSED: Transit Planning Activities Update

MS. VALERIE NEILSON presented an update/overview of transit initiatives in Palm Beach County. She spoke about the Remix Program, which is a web-based system recently acquired jointly with Palm Tran to evaluate changes to fixed route bus service. Also mentioned is the Transit App, which is a smart phone App to access real time transit services.

MS. NEILSON gave a brief presentation on the Commuter Challenge and advised that a task force meeting will be held monthly beginning December 17, 2015.

3.C. DISCUSSED: State Road 80 Action Plan

MS. JESSICA JOSSELYN, Project Manager with Kittelson & Associates, Inc. presented on the SR 80 Action Plan. She shared information on the reason for the study, an overview of the scope and the schedule, the Technical Review Committee and their roles and responsibilities, strategy, decision making framework and next steps for project.

3.D. DISCUSSED: Southeast Florida Transportation Council (SEFTC) Regional Transportation Plan

MS. JESSICA JOSSELYN, Project Manager with Kittelson & Associates, Inc. presented an overview of the Regional Transportation Plan. She advised that the plan was developed in coordination with the three MPOs (Palm Beach, Broward and Miami-Dade) and is consistent with each MPO’s locally adopted LRTPs.

Mayor Samuel Ferreri left the meeting at 11:12 a.m.

MR. UHREN welcomed feedback on the schedule. He advised that this year the focus is on northern Palm Beach County. The schedule includes taking a Palm Tran Bus from West Palm Beach to Palm Beach Gardens to highlight their bus shelter program and then to the Town of Jupiter’s Harbourside Plaza to see how they used the MPO’s Transportation Alternatives Program to fund portions of the non-motorized Jupiter Riverwalk.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MAYOR GLICKSTEIN commented on the tabling of the impact fee issue and requested that the item be reconsidered and be placed on the agenda for further discussion pending legal analysis. He further made reference to a document indicating that impact fees are being spent outside zones.

COMMISSIONER ABRAMS commented that he was not aware that impact fee could be utilized outside the zone. Mr. Webb responded that impact fees can be utilized at the border, but impact fees cannot be spent outside the zone where they are collected.

COMMISSIONER RYAN commented on historical spending of impact fees.

COMMISSIONER MATERIO commented that it is important that the public be informed on historical spending.

VICE-MAYOR KURETSKI commented on the benefits of intersection improvements as opposed to road widening.

4.B. Next Meeting – January 21, 2016 – MPO Board Rolling Retreat

4.C. Motion to Adjourn

There being no further business, the Chair declared the meeting adjourned at 11:35 A.M.

This signature is to attest that the undersigned is the Chairman, or a designated nominee, of the Metropolitan Planning Organization and that information provided herein is the true and correct Minutes for the DECEMBER meeting of the Metropolitan Planning Organization, dated this ___ day of ______________, 2016.

Chair/Vice Chair
### EXHIBIT A

**Palm Beach Metropolitan Planning Organization**

**Attendance Record - 2014 - 2015**

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<td>Keith James, Commissioner</td>
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*** New Appointment       P - Member Present       AL T- Alternate Member Present
E – Excused            A – Absent            Shaded months - No Meeting
## EXHIBIT A

<table>
<thead>
<tr>
<th>Individual</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Wayne Richards, Commissioner</td>
<td>Port of Palm Beach</td>
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<td>Shanon Materio, Commissioner</td>
<td>City of West Palm Beach</td>
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<tr>
<td>Matt Willhite, Councilman</td>
<td>Village of Wellington</td>
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<td>Richard Valuntas, Councilman</td>
<td>Village of Royal Palm Beach</td>
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<td>Jessica Josselyn</td>
<td>Kittelson &amp; Associates, Inc.</td>
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<td>Randy Whitfield</td>
<td>Kittelson &amp; Associates, Inc.</td>
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<td>Jeff Hmara</td>
<td>Village of Royal Palm Beach</td>
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<td>Fred Stubbs</td>
<td>Palm Tran</td>
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<td>Lisa Dykstra</td>
<td>FDOT D4</td>
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<td>Yanique Kelley</td>
<td>FDOT D4</td>
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<td>George Webb</td>
<td>Palm Beach County</td>
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<td>Joe Quinty</td>
<td>SFRTA</td>
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<td>Nick Uhren</td>
<td>Metropolitan Planning Organization</td>
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<tr>
<td>Malissa Booth</td>
<td>Metropolitan Planning Organization</td>
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<tr>
<td>Seth Contreras</td>
<td>Metropolitan Planning Organization</td>
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<tr>
<td>Renee Cross</td>
<td>Metropolitan Planning Organization</td>
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<tr>
<td>Franchesca Taylor</td>
<td>Metropolitan Planning Organization</td>
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<td>Janice Allwood</td>
<td>Metropolitan Planning Organization</td>
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MARCH 2016 FLORIDA BICYCLE MONTH

WHEREAS, the State of Florida recognizes March officially as Florida Bicycle Month and the Palm Beach Metropolitan Planning Organization (MPO) recognizes it locally; and

WHEREAS, the MPO encourages active mobility throughout the County; and

WHEREAS, the MPO prioritizes and funds installation of bicycle facilities that makes the bicycling experience more inviting, comfortable, and safe for all ages and abilities; and

WHEREAS, the MPO and its agency partners engage in education of cyclists and motorists on the proper and safe operation of bicycles; and

WHEREAS, the MPO will work with its agency partners to promote installation of bicycle safety infrastructure such as street lighting and improved signs and pavement markings; and

WHEREAS, the MPO will work with its agency partners to promote events throughout the Month that encourage bicycling as an alternative form of transportation.

NOW, THEREFORE, THE GOVERNING BOARD OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION, assembled in regular session this 18th day of February 2016, hereby proclaims March 2016:

Florida Bicycle Month

BE IT FURTHHER PROCLAIMED BY THE BOARD OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION that this Proclamation is duly sealed, ribboned an executed by the Chair and Vice-Chair of this Board.

Attest:

______________________________  ________________________________  ________________________________
Nick Uhren  Chair Susan Haynie  Vice-Chair Hal Valeche
MPO Executive Director
December 22, 2015

Mr. Nick Uhren, PE
Executive Director
Palm Beach Metropolitan Planning Organization
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2749

RE: Designation of the Planning and Zoning Division’s alternate representative on the MPO’s Technical Advisory Committee (TAC)

Dear Mr. Uhren:

Please be advised that the City of Boca Raton has chosen Ms. Tamashbeen Rahman as the new alternate for Ms. Ingrid Allen who is currently the Planning and Zoning Division’s representative on the TAC. Per your requirements, I have attached a copy of Ms. Rahman’s resume. If you should need to reach Ms. Rahman, her contact information is as follows:

Tamashbeen Rahman, AICP
Senior Planner
Development Services Department
City of Boca Raton
201 W. Palmetto Park Road
Boca Raton, FL 33432
561-393-7771
trahman@myboca.us

Sincerely,

Leif J. Ahnell, C.P.A., C.G.F.O.
City Manager

Enclosure

cc: George S. Brown, Deputy City Manager
    Ty Harris, Development Services Director
    Jim Bell, Planning and Zoning Manager
    Tamashbeen Rahman, Senior Planner
    Ingrid Allen, Senior Planner

- AN EQUAL OPPORTUNITY EMPLOYER -
Tamashbeen Rahman
(352)327-5605 · tamashbeenr@gmail.com

Certification
American Institute of Certified Planner (AICP)
American Planning Association (APA)

Education
Master of Arts in Urban & Regional Planning
University of Florida, Gainesville, Florida
May ’11

Bachelor of Science in Biology
Minor: Biomedical Physics
University of South Florida, Tampa, Florida
May ’08

Experience
Senior City Planner
Boca Raton, Development Services Department
August ’15 – Present
• Evaluate proposed development’s impact as it relates to the adopted Comprehensive Plan and Land Development Regulations of the City and make recommendations
• Manage assigned land use applications through the approval process, and prepare staff reports
• Present projects to residents, local planning boards, and City officials

Senior City Planner
Palm Beach Gardens, Planning and Zoning Department
January ’12 – July ’15
• Evaluated land use proposals for conformity to established plans and ordinances
• Evaluated land use applications and site plans for compliance with applicable local and state laws

Health Educator
Palm Beach County, Department of Health
June ’11 – December ’11
• Implemented tobacco free policies for multi-family housing units in Palm Beach County
• Helped develop programs for public and private businesses in Palm Beach County to decrease tobacco use amongst employees

Teacher’s Assistant
University of Florida, Department of Urban & Regional Planning
January ’11 – May ’11
• Graded student assignments based on their master’s degree thesis
• Managed online system for student assignments, grades, and office hours

Air Quality Intern
Department of Environmental Protection, Southeast District
May ’10 – August ’10
• Conducted analysis for transit options based on air quality impacts
• Attended city and transportation planning meetings for Southeast Florida counties
• Completed research for the Loxahatchee River Watershed
• Assisted with emergency response for the Deepwater Horizon Incident

Skills & Abilities
• Proficient in the use of Geographic Information Systems (GIS)
• Ability to manage multiple projects in an efficient manner in a fast-pace work environment
• Proficient in Microsoft Office
• Strong analytical, presentation, and writing skills
January 22, 2016

Mr. Nick Uhren, PE
Executive Director
Palm Beach County Metropolitan Planning Organization
2300 North Jog Road, 4th Floor
West Palm Beach, Florida 33411-2749

Subject: Appointment of City of Delray Beach Representative on the Palm Beach Metropolitan Planning Organization’s Technical Advisory Committee (TAC)

Dear Mr. Uhren:

The purpose of this letter is to appoint Mr. John Morgan as the City of Delray Beach representative on the Metropolitan Planning Organization’s (MPO) Technical Advisory Committee (TAC). Per the MPO requirements for advisory committee members, I have attached a copy of Mr. Morgan’s expertise and experience profile. If you should need to reach Mr. Morgan, his contact information is as follows:

Mr. John Morgan
Director
Environmental Services Department
City of Delray Beach
434 South Swinton Avenue
Delray Beach, Florida 33444
(561) 243-7303
morgan@mydelraybeach.com

Mr. Morgan’s alternate will be Mr. Mohammad Zaid. I have also attached a copy of Mr. Zaid’s expertise and experience profile. If you need any additional information, please contact Mr. Zaid at zaidm@mydelraybeach.com or (561) 243-7401.

Sincerely,

Donald B. Cooper
City Manager

Enclosure

c: Mohammad Zaid, Transportation Engineer
Planning and Zoning Department
John J. Morgan, Jr.
749 Saint Albans Drive, Boca Raton, Florida 33436 | (561) 997-4536 | jmorganjr@gmail.com

OBJECTIVE
A challenging position where my leadership and management experience will add value to an organization.

SKILLS AND EXPERTISE
Skills: Leadership, innovation, project management and administration, budget development and management, emergency management, public speaking, facilitation, and “getting things done”
Expertise: Water policy, planning, environmental regulations, growth management, people and project management, team and consensus building, and ecosystem/natural resource/climate change adaptive management, water and energy conservation

EXPERIENCE

Director – Environmental Services Department December 2015 - Present
City of Delray Beach Delray Beach, Florida

The Director is responsible for the management and administration for all operations of the Environmental Services Department and implementation of capital infrastructure improvements for the City. This includes Water Utilities (Potable, Wastewater, Stormwater, and Reclaimed), Engineering, Building Maintenance, Streets Maintenance, Traffic Operations, Parking, Fleet Maintenance, Storm Water Maintenance, Street Lighting and Special Events support.

Sustainability Officer February 2014 – December 2015
City of Delray Beach Delray Beach, Florida

The Sustainability Officer is responsible for planning, coordinating and directing the City’s sustainability program to ensure that initiatives, processes, and projects are well coordinated, executed, and aligned with the City’s sustainability objectives. Focus areas include energy efficiency, water conservation, stormwater management, transportation, green building principles (e.g. Florida Green building Council, LEED), carbon footprint reduction, climate change, and other green initiatives. The Sustainability Officer also serves as the staff liaison for the League of Cities Natural Resource Committee, City’s Green Implementation Advancement Board as well as the Bicycle Pedestrian Coordinator.

South Florida Water Management District May 1987 – February 2014
The South Florida Water Management District spans 16 counties with a total population of more than 7.5 residents in central and southern Florida. This region includes vast areas of agricultural lands, water conservation areas, and areas of enormous urban growth and development. The agency provides flood protection and water supply for urban and agricultural land uses and is working to restore and manage the Everglades ecosystem.

Environmental Administrator 1980 – 1987
Florida Department of Environmental Regulation Tallahassee, Florida

Represented the Department at Water Management District Governing Board meetings and served as liaison to District management. Responsibilities included drafting and analysis of water resource legislation, policy, regulations, and the development of water resource plans and projects. Staff Director for the Florida Rivers Study Committee; staff assistance for the
00543 - Traffic Engineer

Contact Information -- Person ID: 221586

Name: Mohammad A Zaid
Home Phone: (602) 750-1247
Email: deziininhestard@yahoo.com
Former Last Name: 

Address: 4968 East Paradise Lane, Scottsdale, Arizona 85254
Alternate Phone: (602) 750-1247
Notification Preference: Email
Month and Day of Birth: 06/03

Personal Information

Driver's License: Yes, Arizona, D04459311, Class D
Can you, after employment, submit proof of your legal right
to work in the United States? Yes
What is your highest level of education? Master's Degree

Preferences

Preferred Salary: $45.00 per hour; $92,000.00 per year
Are you willing to relocate? Yes
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day

Objective

To obtain a responsible position where I can utilize my managerial and technical experience

Education

Graduate School
University of Richmond-Robins School of Business & Management Institute
8/2003 - 12/2003 Richmond, Virginia

Graduate School
University of Virginia

Graduate School
Polytechnic University of New York

Graduate School
Polytechnic University of New York

Work Experience

Transportation Project Manager
12/2007 - Present
Arizona DOT
1611 W. Jefferson St
Phoenix, Arizona 85007
(602) 712-8467

Hours worked per week: 40
Monthly Salary: $8,350.00
# of Employees Supervised: 2
Name of Supervisor: Steve Beasley - Transportation Manager
May we contact this employer? Yes

Duties

Provide leadership and coordination of the MAG Regional Freeway System and Regional Transportation Plan, and Phoenix Area projects. Monitor, direct, and coordinate consultants’ scope documents, design documents, reports and other tools. Coordinate with MAG staff, local government representatives, and community leaders. Provide input on programming priorities. Optimize project development processes to ensure program delivery objectives. Manage scope,
December 4, 2015

Franchesca Taylor  
BIKE-PED-TDM Coordinator  
Palm Beach MPO  
2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411

RE: City of Boynton Beach BGPAC Membership

Dear Ms. Taylor,

The City of Boynton Beach requests that Carisse LeJeune, Assistant City Manager be removed as our primary voting representative on the Bicycle, Greenways, and Pedestrian Committee of the Palm Beach County MPO. Carisse LeJeune has officially resigned from the City to pursue other opportunities and we wish her all the best in her future endeavors.

Please appoint Amanda Parker, Planner for the City of Boynton Beach as our primary voting member. Debbie Majors, Grants and ADA Coordinator will continue as our alternate committee member.

If you have any questions, please feel free to contact me at 561-742-6010.

Thank you for your consideration,

Lori LaVerriere  
City Manager

cc: Nick Uhren, PE, Executive Director  
City Clerk, Central File
Amanda Bassiely Parker, LEED AP

Experience:

**City of Boynton Beach**, Planner II / Urban Design Planner  
Boiynton Beach, Florida  
Create and implement the City’s redevelopment plan  
July 2014 – Present

Develop districts within the CRA with development goals, architectural styles & guidelines
Develop land use, zoning, & connectivity recommendations
Develop complete street & CPTED guidelines
Conduct a sustainability audit of LDRs & update the City’s Climate Action Plan

**Florida Atlantic University**, Adjunct Professor  
Site Planning & Engineering  
Fort Lauderdale, Florida  
Spring 2013, 2014 2015

**City of Pompano Beach**, Planner  
Pompano Beach, Florida  
Review residential, commercial & industrial building permits  
May 2011 – July 2014

Review of site plans for DRC, AAC & P&Z
Staff Liaison to the Architectural Appearance Committee
City representative at the Broward Sustainability Stewards
City representative at the Broward MPO Complete Streets TAC
Review & revise zoning code design standards and guidelines
Other design and/or sustainability related tasks, as needed
Developed the City’s Complete Streets Manual & CPTED Guidelines

**Solar Express**, Project Manager  
Freehold, New Jersey  
Developed solar photovoltaic systems  
Jan 2008 – May 2011

**HOK**, Design Technician  
New York, New York  
Technical / Design work of Health Care facilities including:
Ohio State University Hospital, Miriam Hospital and SUNY
Downstate Medical Center  
May 2008 – Jan 2009

**Gage / Clemenceau Architects**, Internship  
New York, New York  
Produced: Construction, Lighting, and Mechanical Documents  

**California College of Art**, Teaching Assistant  
San Francisco, California  
Building Energy + Integrated Building Systems  
Sept 2006 – May 2008

Education:

**Florida Atlantic University**  
Masters in Urban and Regional Planning  
Graduated May 2011

Specialization in Urban Revitalization and Economic Development
College of Design and Social Inquiry
- MIMO: Feasibility Analysis & Redevelopment Plan
- Broward MPO: Transit Oriented Development Study
- FLL Intermodal Center: South Florida Transportation Master Plan
- Post Disaster Housing: Design Guidelines for Broward County
- Dixie Highway Master Plan

**California College of Art**  
Graduated May 2008

Degree Earned: Bachelor of Architecture
Excellence in Leadership Award in Diversity and Equality
Exhibitions + Study abroad + Joint Studies: Argentina, Mexico, Peru

Professional Certifications & Organizations:

LEED Accredited Professional  
Since June 2009

ACE Mentorship Program  
Mentor, ‘08 – ‘10

NOMA [National Organization of Minority Architects]  
President, Charter, ‘05 – ‘08

AIA [American Institute of Architecture]  
Active Member, ‘05 - Present

Computer Skills/Abilities:

Proficient: Sketchup, Adobe Creative Suite, AutoCAD, Microsoft Office

Novice: Revit, ArcGIS

Portfolio: Portfolio and work samples are available for review.

E: ABParker2020@gmail.com · T: 732.984.1019
January 22, 2016

Mr. Nick Uhren, PE
Executive Director
Palm Beach County Metropolitan Planning Organization
2300 North Jog Road, 4th Floor
West Palm Beach, Florida 33411-2749

Subject: Replacement of City Representative on the Palm Beach Metropolitan Planning Organization’s Bicycle-Greenways-Pedestrian Advisory Committee (BGPAC)

Dear Mr. Uhren:

The purpose of this letter is to appoint Mr. Mark Stivers as the City of Delray Beach alternate representative on the Metropolitan Planning Organization’s (MPO) Bicycle-Greenways-Pedestrian Advisory Committee (BGPAC). Mr. Stivers will be replacing Mr. John Morgan, who is resigning from BGPAC in order to serve on the Technical Advisory Committee (TAC). Per the MPO requirements for advisory committee members, I have attached a copy of Mr. Stiver’s expertise and experience profile. If you should need to reach Mr. Stivers, his contact information is as follows:

Mr. Mark Stivers, AICP
Principal Planner
Planning and Zoning Department
City of Delray Beach
100 N.W. 1st Avenue
Delray Beach, Florida 33344
(561) 243-7040
stiversm@mydelraybeach.com

Sincerely,

Donald B. Cooper
City Manager

Enclosure

c: Mark Stivers
   Tim Stillings
SUMMARY
More than 15 years of local government experience with expertise in the following areas:

- Strategic Planning
- Ordinance Administration
- Zoning and Land Use Planning
- Stormwater Management/MS4
- Transportation Planning
- Economic Development
- Financial Operations and Budgets
- Staff Development
- Team Building and Regional Cooperation
- Police Contracts & Labor Relations
- Customer Service
- Media Relations/Public Speaking

A servant leader with demonstrated organizational, team building, and communication skills. Experienced in land use planning, transportation, economic development, managing growth, and budgeting. Goal-oriented with foresight, a dedicated team player who is able to work independently within the organizational framework.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

CITY MANAGER (ACTUAL TITLE WAS BOROUGH MANAGER) 2013 – Present
Manheim, PA (Pop 4,800)
As Manager, my responsibilities include the day-to-day operations of Manheim Borough. This includes the preparation of the annual budget and fiscal management, overseeing staff and departments, including public works, to ensure projects and goals are completed. I am responsible for the hiring, evaluating, and discharging of staff in accordance with written policies and applicable laws. I supervise the administration of borough personnel policies and benefit programs and maintain a working relationship with area leaders including the Chief of Police, and adjacent municipal officials. I prepare and propose short term and long term goals and objectives for consideration by Borough Council including police department contract negotiations, tax revenue evaluations, FEMA flood risk management, resolutions, and redevelopment plans. I represent the Borough in contacts with Federal, State, County, and local governments and prepare information and reports for use by Council in their decision making. I work with local media outlets and community organizations to keep the public informed and promote cooperation with Borough activities and plans—as well as meeting with local business owners and managers to determine their needs and goals.

ACHIEVEMENTS:
✓ Successfully negotiated a police labor contract that greatly improved both the abilities of the Police while limiting additional cost burden on the Borough.
✓ Restored communication and unity with the surrounding communities after years of disharmony and isolation.
✓ Coordinated a meeting that included USACE, FEMA, PEMA, PA DOT, PA DEP to discuss severe flooding issues and solutions that are now being implemented.
✓ Worked with local industries to find solutions to keep them in the region.
✓ Restructured the staff to improve performance by placing people in positions that better fit their skills and training.
✓ Improved the fiscal position of the Borough through improved budgeting and setting long term goals for major projects.
✓ Worked with local industries to improve/expand their location and facilities as well as to retain jobs.
✓ Worked with a local business to redevelop a vacant industrial property into a thriving event space for the region.
✓ Successfully acquired CDBG funds for the community.

DIRECTOR OF PLANNING & DEVELOPMENT 2007 – 2013
East Hempfield Township (Pop 24,000) Landisville, PA
As Director of Planning and Development, my responsibilities included the management of department that consisted of planning, zoning, stormwater management, and building codes. My responsibilities included
PALM BEACH METROPOLITAN PLANNING ORGANIZATION

GOVERNING BOARD BY-LAWS

Mayor Susan Haynie, City of Boca Raton
Chair, Palm Beach Metropolitan Planning Organization

Approved: February 18, 2016

These by-laws repeal the RULES OF THE METROPOLITAN PLANNING ORGANIZATION OF PALM BEACH COUNTY FOR THE WEST PALM BEACH URBAN STUDY AREA, last revised March 20, 2014.
PALM BEACH MPO GOVERNING BOARD BY-LAWS

1. PURPOSE

The by-laws facilitate efficient conduct by the Palm Beach Metropolitan Planning Organization (MPO) Governing Board as it leads in the planning, prioritizing and funding of a connected, efficient and dependable multimodal transportation system for all of Palm Beach County that represents local values and supports economic growth.

2. AUTHORITY

The federal government, under the authority of Title 23 United States Code (USC) §134 and Title 49 USC §5303, requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area.

Further, Title 23 USC §134 and Title 49 USC §§5303-5305 and Section 339.175, Florida Statutes (F.S.), provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for urbanized areas;

Finally, pursuant to Titles 23 USC §134(d), 49 USC §5303, 23 CFR §450.310(b), and Section 339.175(2), F.S., the Palm Beach MPO was designated by the Interlocal Agreement attached as Exhibit A, and as may be amended from time to time, between the Governor and units of general purpose local government representing at least 75 percent of the affected population in the Palm Beach County urbanized area.

3. DEFINITIONS

A. MPO - The Palm Beach Metropolitan Planning Organization (MPO), which serves as part of the Miami Urbanized Area Transportation Management Area (TMA).

B. Interlocal Agreement – The agreement executed by the Governor and units of general purpose local government representing at least 75 percent of the affected population in the Palm Beach County urbanized area which formally designates the MPO, as it may be amended from time to time.

C. MPO Governing Board – The policy-making body for the MPO responsible for coordinating the cooperative decision-making process of the MPO’s actions and taking required actions as the MPO.

D. Governing Board Member – A unit of General Purpose Local Government or an agency that operates or administers a major mode of transportation with voting membership on the MPO pursuant to the Interlocal Agreement.

E. Representative – An elected official appointed by a Governing Board Member to exercise its voting membership on the MPO Governing Board.

F. Alternate - An elected official appointed by a Governing Board Member to exercise its voting membership on the MPO Governing Board in the event the Representative is not in attendance.

4. INTERPRETATIONS

If any provision of these by-laws conflicts with the Interlocal Agreement that designates the MPO, the Interlocal Agreement shall control. Furthermore, all provisions contained in these by-laws shall be interpreted to be consistent with applicable state and federal law and the MPO’s Public Involvement Plan (PIP). In the event of a conflict, state or federal law and the PIP shall control.

5. MEMBERSHIP

A. Number of Governing Board Members
The number of Governing Board Members for the MPO shall be as determined by the Interlocal Agreement, as amended.

B. Representatives
Each Governing Board Member shall designate a Representative and notify the MPO in writing of this designation. The qualifications of Representatives shall be as specified in the Interlocal Agreement.

C. Alternates
Each Governing Board Member shall designate an Alternate(s) and notify the MPO in writing of this designation. The Alternate must meet the same qualifications as a Representative. An Alternate may serve as a Representative for the Governing Board Member during any meeting or portion of a meeting where that Governing Board Member’s Representative is not in attendance.

D. Term of Office
Representatives and Alternates shall serve until the MPO has been notified in writing of a new designation by the Governing Board Member or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

6. OFFICERS

A. Officers Defined
The officers of the MPO shall consist of a Chair and a Vice-Chair.

B. Elections
The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term.

C. Officer Criteria
The Chair must have served on the MPO Governing Board as a Representative for a minimum of one year prior to taking office. All officers must have completed the MPOAC Institute training program for elected officials, attended a national Association of MPOs (AMPO) Conference, or received similar training. The training criteria can be waived by majority vote of the MPO Governing Board.
D. Terms of Office
The term of office for officers shall be one (1) calendar year.

E. Duties of Officers
The Chair shall call and preside at MPO Governing Board meetings, set the order of business for each meeting and sign official documents for the MPO. In the Chair’s absence, the Vice-Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice-Chair, the Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out his/her duties for the remainder of the term, the Vice-Chair shall automatically become Chair and a new Vice-Chair shall be elected for the remainder of the term.

F. Agency clerk
The MPO Executive Director shall act as the Agency Clerk pursuant to Section 339.175(2)(e), F.S.

7. MEETINGS

A. Regular Meetings
Meetings will be held on the third Thursday of each month, except as noted on the meeting calendar published to the public on the MPO website. The Chair may cancel regular meetings should there be insufficient business on the MPO's tentative agenda or a lack of anticipated quorum.

B. Special Meetings
Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.

Workshops may be called from time to time and shall not require a quorum; however, all workshops shall be noticed in the same manner as regular meetings of the MPO Governing Board. No official actions may be taken at a workshop.

C. Quorum
A quorum of the MPO Governing Board shall be constituted by the presence of a majority of Representatives or Alternates of the MPO Governing Board Members. Only designated Representatives or Alternates physically present shall count toward establishing a quorum.

D. Attendance
Each Representative shall be expected to attend each regular meeting. It shall be the obligation of the Representative to provide at least 24-hours advance notice to the MPO when the Representative will not be attending a meeting. It shall be the obligation of a Representative to provide reasonable notice to the Alternate when the Representative will not be attending a meeting. An absence without advance notice or without having an Alternate in attendance will be considered unexcused.

When a Representative or alternate for a Governing Board Member does not attend three (3) consecutive regular meetings, the MPO Executive Director will send a letter to the chief
elected officer of the Governing Board Member indicating the number of absences and requesting reaffirmation or reappointment of the Governing Board Member’s Representative.

E. Agenda
The agenda is a published list of items for consideration (action items) or discussion (information items) at a meeting. The agenda and any backup material for an MPO Governing Board meeting shall be published to the public on the MPO website seven (7) days prior to the meeting or as early as practicable. Only when special extenuating circumstances warrant, a Representative, Alternate, or the MPO Executive Director may propose an additional item(s) for the agenda prior to adoption of the agenda for a given meeting, subject to approval by a majority of the Representatives/Alternates at the meeting; provided that consideration of such item(s) is consistent with the MPO’s Public Involvement Plan noticing requirements.

Organizations wishing to make a presentation to the MPO Governing Board must contact the Executive Director at least ten (10) days prior to the meeting. The Executive Director shall consult with the Chair to determine if the presentation should take place during the public comment period or be added as a regular agenda item. Presentations added to the regular agenda shall be limited to ten (10) minutes or as allowed by the Chair.

F. Voting Procedures
The Chair and any Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. Representatives must be physically present to vote. At any given meeting, if a Representative(s) is absent, the Alternate(s), may vote in place of the absent Representative(s).

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a Representative, or the MPO Executive Director. A tie vote shall be interpreted as a failure to pass.

Any Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The Executive Director shall endeavor to provide notice of the request to the MPO Governing Board Members prior to the meeting. Any Representative who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

In the absence of any direction from these by-laws or other duly adopted voting procedures pursuant to certain approval actions, Robert’s Rules of Order will designate procedures governing voting over any MPO Governing Board, advisory committee, subcommittee or ad hoc committee meeting. In the interest of efficiency or flexibility, a majority consensus of the MPO Governing Board may approve departures from Robert’s Rules of Order.

Proxy and absentee voting are not permitted.
G. Public Comment Procedures
All MPO Governing Board meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the Agenda during the General Public Comment period by providing a Speaker Card to the Executive Director or designee prior to the commencement of the meeting. Members of the public are allowed to speak on agenda items following presentation of the item to the MPO Governing Board but prior to Representative discussion, by providing a Speaker Card to the Executive Director or designee prior to the presentation of the item. Public comment shall be limited to three (3) minutes. The deadlines for submitting a Speaker Card and time limits for public comment may be waived by the Chair.

H. Florida’s Open Meetings Law
Every Representative/Alternate shall comply with the State’s Open Meetings Law. A Representative/Alternate shall report potential conflicts, file a memorandum of voting conflict, and recuse himself/herself from voting or discussing issues on which the Representative/Alternate has an identified conflict of interest. This also includes not discussing current board items or other matters that may foreseeably come before the MPO Governing Board for action with other members outside of a noticed meeting.

8. MPO BOARD COMMITTEES
As necessary, the MPO Governing Board may establish a committee of Representatives and/or Alternates to investigate and report on specific subject areas of interest to the MPO Governing Board.

An MPO Board Committee shall consist of at least three (3) Representatives and/or Alternates. A majority of the committee members must be physically present for the committee to take formal action. The committee shall meet and establish a chair and vice-chair. The chair or vice-chair shall report to the MPO Governing Board at its next regular meeting on the committee’s activities.

An MPO Board Committee’s authority shall be limited to making recommendations regarding items to be considered by the MPO Governing Board.

9. ADVISORY COMMITTEES AND AD HOC COMMITTEES
The MPO Governing Board relies on the standing advisory committees as outlined below to review and make recommendations regarding items to be considered by the MPO Governing Board. No advisory committee member may serve on more than one advisory committee to the MPO Governing Board at any time; however, advisory committee members may serve on more than one ad hoc committee in addition to serving on an advisory committee.

A. Technical Advisory Committee (TAC)
The TAC is made up of representatives of local governments, aviation departments, seaport departments, public transit departments/agencies, the School District of Palm Beach County, and other entities as deemed appropriate by the MPO Board and as required by Section 339.175(d), F.S. Membership and conduct are established by separate by-laws adopted by the MPO Governing Board.
B. Citizen’s Advisory Committee (CAC)
The CAC is responsible for providing the MPO Governing Board with a “citizen's eye” view of ongoing transportation issues in Palm Beach County. Members are appointed by the MPO Governing Board according to required special designations in accordance with Section 339.175(e.)1., F.S. and other categories as identified by the MPO Governing Board. Membership and conduct are established by separate by-laws adopted by the MPO Governing Board.

C. Bicycle, Greenway, Pedestrian Advisory Committee (BGPAC)
The BGPAC 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 programs and initiatives. Membership and conduct are established by separate by-laws adopted by the MPO Governing Board.

From time to time an advisory committee or the Executive Director may form an ad hoc committee for the purpose of investigating specific subject areas of interest. Ad hoc committees shall report to the advisory committee(s) on their activities at the next available meeting.

10. LOCAL COORDINATING BOARD (LCB)
The MPO Governing Board is the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged program, as designated by the Florida Commission for the Transportation Disadvantaged. In accordance with Section 427.0157, F.S., all members of the Local Coordinating Board (LCB) shall be appointed by the DOPA. Membership and conduct are established by separate by-laws adopted by the LCB.

The LCB is an advisory body to the Commission for the Transportation Disadvantaged and identifies local service needs and provides information, advice and direction to the Palm Beach County Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.
RULES

OF THE

METROPOLITAN PLANNING ORGANIZATION

OF PALM BEACH COUNTY

FOR THE

WEST PALM BEACH

URBAN STUDY AREA

Revised May 1986

Advisory Committee References Deleted March 20, 2014 (adopted by MPO under separate cover)
RULES OF MPO

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RULES OF THE METROPOLITAN PLANNING ORGANIZATION
OF PALM BEACH COUNTY

CHAPTER 35 0-01

35 0 1.00 ORGANIZATION:

The purpose of this Section is to describe the organizational structure and provide general information regarding the organization, its reason for being and how to obtain access for the organization components and their proceedings. This implements FS 120.53(1)(a).

1.01 ORGANIZATION TITLE:

The title or name of the organization shall be: The Metropolitan Planning Organization of Palm Beach County, hereinafter known as the MPO.

1.02 AUTHORITY FOR CREATION:

The MPO was created by FS 339.175 and is constituted under Florida Statute 163.01 by means of an Interlocal Agreement entered into by the jurisdictions designated by the Governor. These jurisdictions and membership allocations are: The Board of County Commissioners of Palm Beach County (5); the City of Boca Raton (2); the City of Delray Beach (1); the City of Boynton Beach (1); the City of West Palm Beach (2); the City of Lake Worth (1); the
City of Riviera Beach (1); the City of Palm Beach Gardens (1); the Town of Jupiter (1); and, the Florida Department of Transportation 1), non-voting members.

1.03 REASON FOR CREATION:

The MPO was created by FS 339 so that the requirements of the 1962 Federal highway Act could be met and so that an organization, pursuant to the requirements of 23 U.S. Code, Chapter 1, Part 450.106(a), would exist in the urbanized portion of Palm Beach County, which would be responsible, together with the State, for carrying out the provisions of 23 U.S.C. 13 provided in 23 U.S.C. 1049f)(3) and which would be capable of meeting the requirements of Section 3(a)(2) and (e)(1), 4(a) and 5(g)(1) of the UMT Act (49 U.S.C. 1602(a)(2) and (e)(1) and 1604(g)(1) and (10 and Florida Statute 339.175.

1.04 JURISDICTION/GEOGRAPHIC SCOPE:

The transportation planning process study area shall, as a minimum, include the urbanized area, and the area likely to be urbanized in the period covered by the long-range element of the Transportation Plan. This implements 23 U.S.C. Chapter 1, Part 450.110 of Subpart A.
RESPONSIBILITY OF THE MPO:

The MPO in cooperation with the State in cooperation with publicly owned operators of mass transportation services shall be responsible for carrying out the transportation planning process specified in 23 U.S.C., Chapter 1, Part 450.120 and F.S. 334.215 and shall develop the planning work programs, transportation plan, and transportation improvement program specified in paragraphs 450.114 through 450.118 of 23 U.S.C., Chapter 1, Subpart A.

PLAN AND PROGRAM ENDORSEMENT:

The MPO shall adopt a Transportation Plan developed through the transportation planning process and review it annually to confirm validity and its consistency with current transportation and land use conditions.

METHOD OF ADOPTION:

Adoption or endorsement of plans and programs shall be by resolution of the MPO.
1.07 PRINCIPAL OFFICES:

The official address of the MPO shall be:

Metropolitan Planning Organization
of Palm Beach County
P.O. Box 2429
West Palm Beach, Florida 33402-2429
Telephone: Area Code (305) 684-4170

All records, reports, maps and information pertaining to plans, programs and reports developed by the MPO are available for inspection by any and all persons; and submittals of requests can be made at the above address during the regular operating hours of the agency.

1.08 ACCESS TO AGENCY PROCEEDINGS:

Meeting notices will be mailed or delivered to newspaper, radio and television stations in the Study Area approximately 7 days prior to meetings. Copies of agendas and minutes of meetings can be obtained upon request to the MPO principal offices. All meetings are open to the public.
1.09  MPO MEMBERS

The membership of the MPO is allocated by the Governor is as follows:

1.091  VOTING MEMBERS:

5 County Commissioners
2 Commissioners from City of West Palm Beach
2 Councilmembers from City of Boca Raton
1 Councilmember from City of Boynton Beach
1 Commissioner from City of Lake Worth
1 Councilmember from City of Riviera Beach
1 Councilmember from City of Palm Beach Gardens
1 Councilmember from Town of Jupiter

35 0 1.092  NON-VOTING:

1 Deputy Assistant Secretary, District IV, Florida Department of Transportation.

1.20  MPO ADVISORY COMMITTEES:

The MPO, in cooperation with the Florida Department of Transportation, shall create a TRANSPORTATION TECHNICAL ADVISORY COMMITTEE;

The MPO, in cooperation with the Palm Beach County Transportation Authority shall create a CITIZENS INVOLVEMENT COMMITTEE.
MPO STAFF:

The MPO shall designate the Executive Secretary of the MPO to be responsible for coordinating the activities of staff, consultants, and committees in the performance of work required by the transportation planning process. The staff shall also provide a recording secretary.

AVAILABILITY OF DATA, REPORTS AND OTHER DOCUMENTS:

All published data and reports shall be available to any person or agency requesting them, at the established price, if any, or if printed version supply is exhausted copies can be made of library reference copies at the established price per page. Requests for unpublished data and information will be honored on a cost incurred basis, which shall mean staff time plus reproduction costs and any other appropriate expense.

RULES OF THE

METROPOLITAN PLANNING ORGANIZATION
OF PALM BEACH COUNTY
CHAPTER 35 0-2

AGENDAS AND MEETINGS OF THE MPO:

The purpose of this Section is to describe the types of meetings of the MPO, time and scheduling of meetings,
forms to be used for meeting notices, agendas and related items.

2.01 MEETINGS:

2.011 REGULAR MEETINGS:

Regular meetings of the MPO shall be held the third Thursday of each month, at 9:00 AM at the Palm Beach County Government Complex, 7th Floor Conference Room, or at some other place designed by the Chairman, or the Chairman Pro Tem. Meeting dates and times may be changed by action of the MPO for good cause.

2.012 ANNUAL MEETING:

The first regular meeting of the calendar year shall be known as the Annual Meeting, at which time the officers for the ensuing year shall be elected from the voting membership.

350 2.013 EMERGENCY MEETINGS:

Emergency meetings may be called by the MPO Chairman, by giving due notice to the members, the media and general public.
2.014 WORKSHOPS AND SPECIAL MEETINGS:

The Chairman may call a special meeting at this pleasure or set workshop sessions for disseminating information or soliciting information or input from the general public, by duly notifying the members and the general public. Special meetings called by the Chairman shall be for specified items or matters to be considered, where the press of time is such that waiting until a regularly scheduled meeting would unnecessarily delay a need action.

2.015 OFFICIAL MEETINGS:

No meeting shall be official unless quorum requirements are met. A quorum must be present or actions taken are invalid.

2.02 NOTICE OF MEETINGS:

2.021 REGULAR MEETING NOTICE:

Except in the case of emergencies, the MPO shall give at least seven (7) days public notice of any meeting or workshop as set forth in Rule 1.08.
MEETING NOTICE CONTENTS:

Such notice of meeting or workshop shall state:

(a) The date, time and place of the event;
(b) A brief description of the purpose of the event; and
(c) The address where interested persons can obtain a

Copy of the Agenda, if it is not included with the

AGENDA OF MEETINGS AND WORKSHOPS:

AGENDA: WHEN PREPARED:

At least seven (7) days prior to a meeting or workshop, the

MPO shall prepare and make available an agenda for
distribution on the request of any interested person.

ORDER OF BUSINESS:

The Agenda shall list the items in the order they are to be

considered. For the good cause stated in the record, items

on the Agenda may be considered out of their stated order

with approval of the person designated to preside.

AGENDA: ITEM DESCRIPTION

The Agenda shall be specific as to the items to be

considered. All matters involving the exercise of agency
discretion and policy-making shall be listed on the Agenda.
Additions to the Agenda items such as “Old Business,” “New Business,” “Other Business,” or “Other Matters Which May Come Before the MPO,” or similar terms, shall be for consideration of solely ministerial, or internal administrative matters which do not affect the interests of the public generally.

2.033 AGENDA: PROCEDURES FOR ITEM SUBMITTAL

The purpose of this rule is to bet forth how the Agenda is compiled, who may initiate requests and the deadlines for submittals.

350 2.033(a) WHO MAY INITIATE AGENDA ITEMS: GOVERNMENTAL JURISDICTIONS/AGENCIES

1) Any jurisdiction within the Urban Study Area, as defined in Section 1.04, may submit an item for Agenda Consideration through its Principal Officer or Administrative Head to the MPO Chairman.

2) The Executive Secretary of the MPO.

3) The MPO Technical Advisory Committee through its Chairman.

4) The MPO Citizens Involvement Committee through its Chairman

5) Any Voting or Non-voting member of the MPO; or
6) The liaison members as designated in MPO coordination agreements.

Requests should be sent to the Chairman, attention of the Executive Secretary, at the Principal Office address. See Section 1.07 of these rules.

35 0 2.033(b) PRIVATE CITIZENS REQUESTS:

Any citizen may initiate a request for consideration of an item by submitting it to the MPO Chairman, attention of the Executive Secretary, at the Principal Office address. The request should be in letter form and will be presented to the MPO as an informational item. The MPO will determine if action is necessary and if so, will direct that it be scheduled for the next regular meeting.

35 0 2.033(c) DEADLINE FOR AGENDA SUBMITTALS:

All submittals for inclusion as an Agenda item requiring action by the MPO, shall be in the hands of the MPO Executive Secretary 14 days prior to the regular meeting date, whether transmitted or hand delivered to the Principal Office of the MPO. All submittals shall be in writing and contain sufficient information to determine the exaction action required the location and description of the project, proposal or program.
Informational items will be accepted for inclusion until the Call to Order of the regular meeting, if hand delivered to the Chairman or Executive Secretary at the place of the regular meeting.

35 0 2.04 AGENDA: EMERGENCY MEETINGS:

a) Whenever an Emergency Meeting is scheduled for the purpose of acting upon emergency matters affecting the public health, safety and welfare, at least one newspaper of general circulation in the area where the meeting will take place shall be notified. Also, at least one radio and television station shall be notified.

b) A combined meeting notice and agenda shall be prepared following the meeting notice and agenda formats as set forth in Section 2.0329b), except that only the specific items concerned with, or pertinent to, the emergency shall be included as agenda items.

2.05 PROCEDURES AND RULES FOR CONDUCTING MEETINGS:

The purpose of this Section is to set forth the rules which govern the conduct of MPO meetings and workshops, along with the specifics with regard to quorums, majorities and special rules.
2.051 QUORUM:

A majority of the total voting membership shall constitute a quorum. Properly authorized Alternates shall be counted as members present.

2.052 MAJORITY:

A majority, for determining a quorum shall be defined as follows:

If the total voting membership is an even number, a majority shall be one-half (B) of the total plus one; if the total voting membership is an odd number, a majority shall be one-half of the total plus one-half (B).

A majority, when applied to a voting situation, shall be defined as follows:

If the number of members present is an even number, a majority shall be one-half (B) of the number present plus one; if the number of members present is an odd number, a majority shall be one-half (B) of the number present plus one-half.

2.053 VOTING:

2.053(a) ABSENTEE VOTING:

MPO members must be present to cast a vote, except as provided below:
2.053(b) ALTERNATES, MUNICIPAL:

For good cause, MPO Municipal Members may be represented by Alternates who shall be elected officials from the member jurisdiction. The Alternate shall present a written authorization from the absent member at the time of Roll Call or have been duly appointed by the member jurisdiction with notification transmitted to the MPO.

2.053(c) ALTERNATES, COUNTY:

For good cause, MPO Municipal Members may be represented by Alternates who shall be elected officials from a statutorily authorized expressway or port authority as set forth in Section 339.175(2)(a), F.S. The Alternate shall present a written authorization from the absent member at the time of Roll Call or have been duly appointed by the Board of County Commissioners with notification transmitted to the MPO.

2.053(d) VOICE VOTE:

Voting shall be by voice, but a member shall have his vote recorded in the minutes if he so desires.

2.053(e) ROLL CALL VOTE:

A Roll Call Vote shall be held upon request of a member.
2.053(f) TIE VOTES:

A Tie Vote shall be interpreted as a failure to pass.

2.054 ROBERTS RULES:

All other questions or procedures shall be governed by Robert’s Rules of Order, Revised, although in the interest of flexibility, a majority consensus of the MPO may approve departures from strict parliamentary procedures.

2.06 OFFICERS DUTIES AND RESPONSIBILITIES:

At the Annual Meeting, the MPO, by majority vote of the voting members present, shall elect a Chairman and a Vice Chairman who shall serve for one year or until the next Annual Meeting.

35 0 2.061 CHAIRMAN:

The Chairman shall preside over all meetings and is responsible for the minutes and for all notices and agendas for future meetings. Upon approval of the minutes, the Chairman shall sign the original in the place provided. The Chairman may call special meetings, appoint committees, designate place of any or all meetings, or perform such other functions as may be required to ensure that the transportation planning process is properly conducted pursuant to State law and federal regulations.
2.062 VICE CHAIR:

The Vice Chairman shall, in the absence of, or at the direction of the Chairman, assume the powers, duties and responsibilities of the Chairman.
The following pages have been extracted from the 2015 Federal Certification Report for the Palm Beach MPO portion of the Miami Urbanized Area Transportation Management Area

Section XII. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2015 Federal Certification Review Report. These findings, which are identified as noteworthy practices, corrective actions and recommendations, are intended to not only ensure continuing regulatory compliance of the Palm Beach MPO’s transportation planning process with Federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective Actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends and best practices, and are intended to provide assistance to the TMA to improve the planning process. Noteworthy Practices highlight efforts that demonstrate innovative ideas for or are unique in implementing the planning requirements.

At the conclusion of the Federal Review site visit, the Federal Review Team asked MPO staff if they had any training or technical assistance needs. The following items were identified:

- Congestion Management Plan practices from other MPOs;
- Title VI and Environmental Justice and Planning;
- UPWP examples and how other MPOs incorporate performance measures for the UPWP;
- How other MPOs in other states meet the Annual Federally Obligated List Of project requirement – and a possible revamp/retool of the current format offered by the state; and,
- Environmental Mitigation Strategies for the LRTP – how other MPOs document it.

The Federal Review Team is committed to working with MPO staff to satisfy the technical assistance and training needs to the greatest extent possible.
A. **Noteworthy Practices**

1. **Bicycle and Pedestrian Planning.** The MPO is commended for their enthusiastic approach to the Bicycle/Pedestrian Count Pilot program as well as for stepping up to participate in the USDOT Secretary’s Mayors Challenge Activities to advance safety for the non-motorized traveling public. The MPO is also commended for their efforts and leadership role in the adoption and implementing Complete Streets in Palm Beach County.

2. **Transit.** The Federal Review Team commends the MPO and the Palm Beach County’s use of approximately 70% of the available local option gas tax revenues amounting to about $32 million per annum to help with Palm Tran operating costs. FTA funds may not be used for operating expenses in urban areas with populations above 200,000 by large bus operators like Palm Tran; creating a problem for transit agencies that do not have a dedicated source of funding. Hence, the use of local option gas taxes results in a major annual contribution to Palm Tran’s budget. Additionally, the MPO, SFRTA and Palm Tran staffs are commended for their ongoing involvement in the development of local initiative grants using STP FLEX funds to support new public trolley service in several smaller cities.

3. **Unified Planning Work Program.** The MPO is commended on the Executive Summary of the UPWP that includes graphics that break down the funding sources for the UPWP by year. This information can often be a very dry and technical document, with the budget tables especially difficult for the public to understand. This summary and the funding graphics provide the reader with an easy to understand description of the purpose of the Plan, how it is funded and a comparison of the task funding annually.

4. **Public Participation.** The Federal Review Team was impressed by the MPO’s participation in the area’s ‘fairs, festivals and thrift stores’ an FHWA recognized best practice and one of the most effective ways of reaching low income and low literacy populations. For example, SunFest alone attracts tens of thousands of area residents from all walks of life, and the MPO is ready with marketing information and a useful bike valet service that helps brand the MPO and its products. At these events and in area thrift shops, the MPO provides plastic bags on which basic MPO information and smart phone QR codes are printed, giving users a convenient entree to the planning process. The Review Team recognizes that going to the public is more labor and resource intensive than traditional public involvement approaches and commends Palm Beach for its efforts.

5. **Public Participation.** The Federal Review Team commends Palm Beach MPO for its recent Rolling Board Retreat, a full day of discussing transportation projects and needs by actually using the transportation system. Partners met at the West Palm Beach Intermodal Center and spent the day walking, riding trains and buses and exploring intermodal connections. Feedback was overwhelmingly positive and the
Team believes this is an excellent idea for ensuring that MPO boards remain in touch with those they serve.

6. Long Range Transportation Plan. The Federal Review Team commends the MPO on the Directions 2040 Long Range Transportation Plan. The Review Team recognizes that it is often a challenge to present technical and long term information to the public in a format that can be easily understood. The new LRTP met this challenge and provides a format and content presentation that allows the reader to easily follow the development of the plan, how projects were selected and the multimodal aspects of the transportation system within the area.

7. Long Range Transportation Plan. The standard practice of addressing Operations and Maintenance (O&M) in the LRTP is typically through a short narrative or the attachment of the FDOT information as an appendix in the Plan. The Federal Review Team commends the MPO on the fully developed and illustrated chapter dedicated to O&M for all the transportation modes in the MPO area.

B. Corrective Actions

1. Linking Planning and NEPA – Mitigation Strategies. In accordance with 23 CFR 450.322 (f)(7) “A metropolitan transportation plan shall include, a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation.” The MPO needs to modify the Directions 2040 Long Range Transportation Plan to include a narrative regarding potential environmental mitigation activities that have been developed in consultation with Regulatory Agencies. This modification needs to be completed by or before February 28, 2016.

2. Long Range Transportation Plan: Project Phases. In accordance with 23 CFR 420.322 (f) (10) the metropolitan transportation plan shall, at a minimum include, “A financial plan that demonstrates how the adopted transportation plan can be implemented.” During the review of the MPO’s Directions 2040 Long Range Transportation Plan the Federal Review Team observed that the MPO’s LRTP Cost Feasible table does not include project phase information for projects identified in the Cost Affordable Plan for the first 5 years of the Plan. In the outer years the projects are footnoted that the costs identified are for all project phases. It was not clear if all projects included were indeed fully funded for all phases. As stated in the November 2012 letter on LRTP Expectations, revenues to support the costs associated with the work/phase must be demonstrated. For a project to be included
in the cost feasible plan, an estimate of the cost and source of funding for each phase of the project being funded (including the Project Development and Environment (PD&E) phase) must be included. The phases to be shown in LRTPs include Preliminary Engineering, ROW and Construction (FHWA and FTA support the option of combining PD&E and Design phases into “Preliminary Engineering”). The MPO needs to modify the Directions 2040 Long Range Transportation Plan’s Cost Feasible Plan tables to include this project detail. The modification to the Long Range Transportation Plan needs to be completed by February 28, 2016.

3. Long Range Transportation Plan-Financial Plan/Fiscal Constraint. The Directions 2040 Plan provides the often complex financial information in an easy to read format and infographics for the public and its partners. However, while a comparison of the Plan revenue sources and Cost Feasible Plan was included to demonstrate the fiscal constraint of the Plan, it did not include the first 5 years of the Plan and therefore does not demonstrate full fiscal constraint of the Plan. Cost feasibility was shown only on the last 20 years of the Plan (2020-2040). In accordance with 23 CFR 450.322(a), and discussed in the November 2012 FHWA/FTA LRTP development expectations letter, the LRTP must show projects and funding for the entire time period covered by the LRTP, from the base year to the horizon year. Because this information is missing from the financial infographics and tables, fiscal constraint of the full plan could not be determined. Revisions to the Directions 2040 LRTP Plan must be made to include this information to clearly demonstrate fiscal constraint for the entire Plan update by February 28, 2016.

C. Recommendations

1. Bicycle and Pedestrian Planning. The Federal Review Team encourages the MPO to continue its efforts to enlist a member of the disabled community to the BGPAC and to continue its efforts developing a strong partnership with disability service groups. This representation and partnering are critical to ensure this community has a comprehensive voice in the MPO’s programs and planning process.

2. Public Participation Plan. The MPO should examine its Public Involvement performance measures to ensure they are sufficient to adequately guide the process. After several years of using the measures in place, the MPO should have a good sense of which measures provide useful data and those that are of little or no value. While having measures of effectiveness is a regulatory requirement, they are essentially tools for the MPO to make data-driven decisions and decide which methods are useful.

3. Title VI and Related Requirements. As with other Florida MPOs, the Palm Beach MPO is beginning to appreciate that environmental justice
considerations are required in all federally funded programs, services and activities, including the LRTP and TIP. While the www.MPOTransportationOutreachPlanner.org website is an excellent source of data and good start, the Team recommends that demographics and other data be used to screen plans and/or projects for potentially high and adverse impacts to minority and low income communities. The Team understands that EJ in planning is far broader approach than during Project Development and Environment (PD&E). Nevertheless policies, projects and other activities advanced to benefit or to avoid, minimize or mitigate adverse impacts on minority and other communities should be described in MPO plans. FHWA is currently releasing an EJ Reference Guide and corresponding training that should provide some practical strategies.

4. Title VI and Related Requirements. Under 28 CFR 35.105, all public entities, including MPOs are required to conduct a self-evaluation of programs and services for accessibility and where deficiencies are discovered, make necessary modifications for compliance. MPOs share a common minimum obligation; to ensure all planning products include accessibility considerations and to involve the community with disabilities or their service representatives in the planning process. More specific guidance on ADA/504 requirements for planning agencies from FHWA should be available soon. In the meantime, the Review Team recommends that the Palm Beach MPO consider taking strong practice steps to assist its local governments with compliance, which could include sharing data and other pedestrian facility information; identifying partners in need of training or assistance; and reporting to FDOT or FHWA innovative programs or cost effective tools that might assist public agencies with meeting accessibility requirements.

5. Title VI and Related Requirements. The Certification concluded with a public meeting and presentation from FHWA/FTA on the planning process. Though largely complimentary of the MPO and its staff, there were a number of scathing public comments about quality and equity of transit services. At least one member of the public specifically implied discrimination as to when and how transit routes were scheduled. The Review Team referred the comment to FTA’s Office of Investigations and Adjudications for review. However, the Team recommends that the MPO work with the transit provider(s) to address public concerns over service equity.

6. Congestion Management Plan. The Federal Review Team recommends that the TPO update and formalize their CMP. It was very clear in the Directions 2040 LRTP that the CMP was fully integrated into the plan, but the strategies and information were from a 5 year old CMP. With the importance and emphasis being placed on performance measures, an updated CMP becomes even more imperative for the MPO to use in its transportation planning.
Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Miami Urbanized Area TMA, which is comprised in part by the Palm Beach MPO, substantially meets the Federal planning requirements in 23 CFR 450 Subpart C subject to the MPO satisfactorily addressing the Corrective Actions stated in this report. The MPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions prior to the deadline. The MPO's progress in meeting the corrective actions will be monitored and evaluated. This certification will remain in effect until **August 2019**.
The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.
Environmental Mitigation Strategies

In consultation with various regulatory agencies, the Palm Beach MPO followed a comprehensive planning process that included analysis of potential environmental impacts associated with the final list of desired projects, along with mitigation activities that showed promise for minimizing any significant impacts to the surrounding environment. Such regulatory agencies included the Florida Department of Environmental Protection (FDEP), the Palm Beach County Health Department, the Palm Beach County Department of Environmental Resource Management (ERM) and Parks and Recreation Departments, and other environmental protection communities and businesses. Projects were screened and solicited for regulatory agency comments through the Efficient Transportation Decision Making process, or ETDM, established by the Florida Department of Transportation as a means to support the state’s environmental policies. The system provides agencies and other stakeholders the opportunity for early input and consideration of the environment in transportation planning, including linking the Project Development and Environment (PD&E) process with the requirements listed under the National Environmental Policy Act (NEPA). ETDM proactively identifies potential avoidance, minimization, and mitigation opportunities for projects identified and selected by the MPO. When developing the remaining projects in the Desires Plan, a number of state & local resource agency plans were considered during the planning process, including the Strategic Intermodal System and Turnpike Master Plans, the Transit Development Plans for Palm Tran and Tri-Rail, and the Intracoastal Waterway Plan. Appendix E further describes the MPO’s environmental mitigation process.

The Southeast Florida Regional Climate Change Compact

In 2009 the Southeast Florida Regional Climate Change Compact was formed between Miami-Dade, Broward, Palm Beach and Monroe Counties to create an Action Plan that identifies strategies for the built environment, land use, and transportation that reduce vulnerability and enhance resiliency to the effects of climate change, including projected sea level rise and anticipated increases in tropical storm events. During LRTP development, a study was ongoing to perform the vulnerability assessment, identify limitations of the analysis, and specifically focus on affected roadways and associated infrastructure. The MPO considered this study’s draft recommendations when evaluating the cost feasible list of projects.
Natural Areas Map

The MPO seeks to preserve and protect environmental resources in Palm Beach County and to protect wildlife and endangered species. The map below identifies natural areas owned or managed by ERM. This map, other natural areas managed by state, drainage district and municipal agencies, and some private lands constitute the full complement of significant areas to be considered. Impacts to these natural areas are accounted for during the MPO’s transportation planning process by the MPO Governing Board and its advisory committees, which include members from the Florida Department of Transportation’s Planning & Environmental Management office, and the Palm Beach County’s Planning and Health Departments (including the Environment and Air Pollution section). The advisory committees ensure that studies, plans, and programs submitted to the MPO are technically sufficient, accurate, and comprehensive, enabling the MPO’s Board of elected officials to receive input from local staff members in its decision making process. Furthermore, under the Goals, Objectives, and Values (GOVs) section of this plan, the MPO has established a scoring criteria for review of major transportation projects (Desires Plan) that ranks and prioritizes projects submitted to the MPO for potential funding. For the Environmental Stewardship category (Value #7), a maximum of 10 points are available for projects that are both consistent with all applicable local comprehensive plans, and for those projects that are likely to be categorically excluded from the NEPA process or to constitute a Finding of No Significant Impact through an Environmental Assessment (EA FONSI).
A summary of the financial revenue resources for both operating and maintaining the existing system and providing capacity expansions to accommodate future needs is presented. The below graph illustrates the Directions 2040 Plan distribution between the two categories of funds.

OPERATIONS AND MAINTENANCE

Operating and maintenance revenues represented a substantial portion of the overall revenues projected to be available through the year 2040. Funds to support the existing roadway and transit programs as well as the aviation, seaport, and railway programs are described here.

Roadways

Roadway operating and maintenance funds were identified for the FDOT State Highway System and for the Palm Beach County roadway engineering program.

FDOT State Highway System

Specific revenue estimates for the Palm Beach MPO have been prepared by FDOT's Office of Policy Planning. The forecasts are presented in the document titled "Supplement to the 2040 Revenue Forecast Handbook, 2040 Revenue Forecast for Palm Beach Metropolitan Planning Area" (see Appendix B). The Supplement includes a Districtwide summary of the projected Florida Department of Transportation (FDOT) State Highway System (SHS) Operating and Maintenance funds for Palm Beach, Broward, Martin, St. Lucie, and Indian River Counties. The Palm Beach MPO estimated the portion of districtwide revenue anticipated for Palm Beach County. Both totals are shown below.

<table>
<thead>
<tr>
<th>State and Federal O&amp;M Programs (Millions of Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
</tr>
<tr>
<td>Districtwide SHS Operating &amp; Maintenance Funds</td>
</tr>
<tr>
<td>SHS Operating &amp; Maintenance Funds - Estimated PBC Portion</td>
</tr>
</tbody>
</table>
The table below summarizes the Palm Beach County roadway operations and maintenance funds through year 2040. A detailed overview by fiscal year is provided in Appendix B.

<table>
<thead>
<tr>
<th>Palm Beach County Roadway O&amp;M Program (Millions of Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Constitutional Gas Tax</td>
</tr>
<tr>
<td>County Gas Tax</td>
</tr>
<tr>
<td>Other Misc. Funding</td>
</tr>
<tr>
<td>Ad Valorem Engineering</td>
</tr>
<tr>
<td>LOGT Engineering Operating</td>
</tr>
<tr>
<td>LOGT Loan Repayments</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

**Transit**

Tri-Rail and Palm Tran are the major mass transit providers within Palm Beach County. The revenue forecasting methodology for each entity is presented below.

**Tri-Rail**

The "FY 2014-2023 SFRTA Forward Plan, A Transit Development Plan for SFRTA" dated August 2013 was referenced for the development of the Tri-Rail revenue forecasts and is included in Appendix B. The methodology applied for preparing planning level revenue projections for Tri-Rail through the year 2040 is as follows:

- **South Florida Rail Corridor (SFRC) Maintenance of Way funds:** These were assumed to remain $11.5 million per year through the year 2040, consistent with current annual estimates.
- **Tri-Rail Existing Services Operating Funds:** These funds are comprised of interest, FTA and Federal Highway Administration (FHWA) funds, and the three Counties' individual operating fund contributions of $1.565 million per year. The combined estimated $10.06 million per year in revenues was maintained for the duration of the Directions 2040 Plan planning period.
- **Tri-Rail Existing Services Operating - FDOT Subsidy:** Per the SFRTA Forward Plan and Florida House Bill (HB) 599, by 2020 the State dedicated operating assistance will cease upon commencement of a new dedicated local funding source of $30.1 million per year. That new
dedicated funding source of $30.1 million was maintained for the revenue projections through year 2040.

**Capital Program:** The projected revenues are comprised of Federal Transit Administration (FTA), FDOT, and County individual capital contributions of $2.67 million per year. A constant $30.01 million per year was forecast through the year 2040 consistent with the Forward Plan 10 year projections.

Capital investments were, as noted above, included as part of the revenue projections for the Tri-Rail services. Capital revenues are exclusively dedicated to maintaining the existing system and include such expenditures as vehicle purchases and station enhancements. Only a limited portion of the capital funds were available regionally for expansions and/or enhancements to the system.

The operations and maintenance and the capital program funds associated with maintaining the existing Tri-Rail system are presented in the two tables below.

---

**SFRTA Tri-Rail O&M Program (Millions of Dollars)**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFRC Maintenance of Way</td>
<td>$57.5</td>
<td>$11.5</td>
<td>$57.5</td>
<td>$57.5</td>
<td>$115.0</td>
<td>$241.5</td>
</tr>
<tr>
<td>Tri-Rail Existing Services Operating</td>
<td>$287.5</td>
<td>$53.8</td>
<td>$287.5</td>
<td>$321.2</td>
<td>$764.2</td>
<td>$1,426.7</td>
</tr>
<tr>
<td>Tri-Rail Existing Services Operating - FDOT Subsidy</td>
<td>$150.5</td>
<td>$30.1</td>
<td>$150.5</td>
<td>$150.5</td>
<td>$301.0</td>
<td>$632.1</td>
</tr>
<tr>
<td>Regional Total</td>
<td>$495.5</td>
<td>$95.4</td>
<td>$495.5</td>
<td>$529.2</td>
<td>$1,180.2</td>
<td>$2,300.3</td>
</tr>
<tr>
<td>Palm Beach Portion</td>
<td>$165.2</td>
<td>$31.8</td>
<td>$165.2</td>
<td>$176.4</td>
<td>$393.4</td>
<td>$766.8</td>
</tr>
</tbody>
</table>

**SFRTA Tri-Rail Capital Program (Millions of Dollars)**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-Rail Existing Services Capital</td>
<td>$150.1</td>
<td>$30.0</td>
<td>$150.1</td>
<td>$150.1</td>
<td>$300.1</td>
<td>$630.3</td>
</tr>
<tr>
<td>Regional Total</td>
<td>$150.1</td>
<td>$30.0</td>
<td>$150.1</td>
<td>$150.1</td>
<td>$300.1</td>
<td>$630.3</td>
</tr>
<tr>
<td>Palm Beach Portion</td>
<td>$50.0</td>
<td>$10.0</td>
<td>$50.0</td>
<td>$50.0</td>
<td>$100.0</td>
<td>$210.1</td>
</tr>
</tbody>
</table>
**Palm Tran**

The basis for the Palm Tran operating and maintenance revenue projections were the "Palm Beach County Transit Development Plan (TDP) 2011-2021" dated December 2011 and the "Palm Beach County, FL Fiscal Year 2014 Annual Budget" dated December 2, 2013. The FDOT document titled "Supplement to the 2040 Revenue Forecast Handbook, 2040 Revenue Forecast for Palm Beach Metropolitan Planning Area" was referenced for the federal and state transit funds. Refer to Appendix B for details.

A detailed summary of the year by year revenue forecasts is provided in Appendix B. The following provides an overview of the methodology which was applied for each of the Plan referenced Palm Tran transit revenue resources:

- **Local Option Gas Taxes (LOGT):** The County's allocation of LOGT funds towards Palm Tran operating, roadway capacity improvements, and roadway engineering operating was assumed for the forecast period. Palm Tran LOGT operating revenue was based on the TDP's projections of $32.3 million per year for the extent of the Plan.

- **Ad Valorem Funds:** The County uses Ad Valorem funds for respectively its engineering and its Palm Tran operating and maintenance programs. For Palm Tran, $15.4 million was assumed through year 2021 based on the TDP. Subsequent years were based on the trends projected in the TDP and correspond to a 2.5 percent growth per year through the year 2040.

- **Transit Fare/User Fees:** Since a fare increase was being proposed for riders of the Palm Tran buses, the Palm Tran FY 2014 revenue budget of $15.4 million served as the assumption for FY 2015 to reflect a conservative initial lower ridership in response to the extra cost associated with using the system. Remaining years 2016 through 2040 were projected to increase by 2.25 percent based on the TDP operating inflation rate.

- **Federal/State Transit:** The estimates include Federal Transit Administration (FTA) Grant funding to Palm Tran, State block grant funding to Palm Tran, Florida Commission for Transportation Disadvantaged grant funding, and smaller capital funds available to FDOT for transit grants.

| Palm Tran Local Transit O&M Program ( Millions of Dollars ) |
|-----------------------|-------|-------|-------|-------|-------|-----------|
| CATEGORY              | YEARS 2015-19 | YEAR 2020 | YEARS 2021-25 | YEARS 2026-30 | YEARS 2031-40 | TOTAL     |
| LOGT Operating        | $161.3 | $32.3  | $161.3  | $161.3  | $322.6  | $677.5 $838.8 |
| Ad Valorem Operating  | $104.5 | $20.0  | $104.5  | $116.8  | $276.5  | $517.8 $622.3 |
| Fare/User Fees/Charges | $80.4  | $15.0  | $80.4   | $89.8   | $212.5  | $397.6 $478  |
| Federal/State Transit | $127.4 | $24.8  | $127.4  | $133.9  | $280.7  | $566.8 $694.2 |
| **Total**             | $473.6 | $92.1  | $473.6  | $501.7  | $1,092.3 $2,159.6 $2,633.2 |
Aviation, Seaport, and Railways

Operating revenues associated with Palm Beach County airports, the Port of Palm Beach, and the railway system are presented. The revenue projections are planning level forecasts and are intended to emphasize the relevance of the airports, the port, and the railways as part of the overall Palm Beach County transportation system. Providing forecasts further serves to acknowledge that these modes are represented in the MPO’s TIP.

Aviation

Revenue projections for the four County airports were coordinated with Palm Beach County’s Department of Airports. The operations and maintenance forecasted funds are based on the "2015-2019 Capital Improvement Plan (CIP)" and is included in Appendix B. The current CIP operating costs equate to a per year increase of 1.5 percent over the five year period. For purposes of the year 2020 through 2040 projections, a one percent annual growth was determined to be appropriate for forecasting future year airport operating revenues.

The year 2020 through 2040 aviation operating and maintenance funds are shown in the following table. Appendix B includes the detailed analysis by individual fiscal year.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Operating &amp; Maintenance</td>
<td>$336.5</td>
<td>$67.3</td>
<td>$346.9</td>
<td>$364.6</td>
<td>$785.9</td>
<td>$1,901.2</td>
</tr>
</tbody>
</table>
### Seaport O&M Program (Millions of Dollars)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port of Palm Beach Operating &amp; Maintenance</td>
<td>$100.0</td>
<td>$20.0</td>
<td>$100.0</td>
<td>$100.0</td>
<td>$200.0</td>
<td>$420.0</td>
</tr>
</tbody>
</table>

### Railways

No operations and maintenance revenue projections were prepared for the railway program. It was acknowledged that the program is funded annually by FDOT on a statewide basis.
CAPACITY EXPANSION

Funds that can be applied to provide capacity expansion beyond the existing transportation system have been identified for the various transportation modes associated with the MPO's TIP. An overview of the methodology utilized in preparing the revenue forecasts for the years 2020, 2021-2025, 2026-2030, and 2031-2040 is presented. The application of the funds and how they were utilized to derive the Year 2040 Cost Feasible Plan are discussed in detail in Section 8, Cost Feasible Plan.

SIS and Turnpike

Strategic Intermodal System (SIS) and the Florida's Turnpike are distinguished from other revenue sources within the Plan. For these funds, the projects identified as being cost feasible for the adopted Plan equate to the amount of revenues forecast to be available. Appendix C provides a table summary of the individual Cost Feasible Plan SIS and Turnpike projects in terms of total estimated Year of Expenditure (YOE) capital costs.

Strategic Intermodal System

FDOT has identified specific SIS cost feasible projects and corresponding project costs in its "SIS FY 2019/2020 through FY 2023/2024 Second Five Year Plan" and its "SIS FY 2024 through FY 2040 Long Range Cost Feasible Plan." These revenue resources are included in Appendix C. The project costs have been summarized for each of the Plan phasing years and are shown in the table below.

| Strategic Intermodal System Capacity Program (Millions of Dollars) |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| CATEGORY                        | YEARS 2015-19   | YEAR 2020       | YEARS 2021-25   | YEARS 2026-30   | YEARS 2031-40   | TOTAL           |
| SIS Plans (Highway)             | $499.0          | $42.0           | $369.3          | $473.1          | $190.4          | $1,074.8        |
|                                 |                 |                 |                 |                 |                 | $1,573.8        |
**Florida's Turnpike**

The Florida's Turnpike Enterprise is a FDOT statewide program which funds or finances major capital improvements via tolls collected on the Turnpike's facilities. The "Turnpike's Master Plan" referenced separately a Ten-Year Finance Plan and a List of Unfunded Needs Projects, as previously described in Section 6, Desires Plan. The projects determined to be cost feasible with respect to the Directions 2040 Plan consist of four major capacity improvements within the Palm Beach County boundaries. These improvements served as the basis for the Florida's Turnpike revenues projected and were based on average costs per mile and per interchange as coordinated with Turnpike staff.

The below table provides a summary of the Florida's Turnpike capacity expansion funds by Plan phasing years.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnpike (Highway)</td>
<td>$0.0</td>
<td>$0.0</td>
<td>$868.9</td>
<td>$0.0</td>
<td>$113.1</td>
<td>$982.1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$982.0</td>
</tr>
</tbody>
</table>

**Highway, Transit, Freight, and Non-Motorized**

For capacity expansion, the highway, transit, and freight revenues were presented together. This was based on the fact that the revenue allocated to the MPO can be applied to any of these transportation improvements. Palm Beach County funds are presented here as well. The County's funds were exclusively dedicated to highway improvements.
The referenced revenues are described as follows:

- **Other Arterials Construction & ROW Funds**: Federal and state revenues available to the MPO to implement major state highway, transit, and freight projects, non-motorized improvements, and programs established by the MPO. This funding is primarily intended to improve the state highway system but up to ten percent of these funds can be used on “Off-System”, or non-state owned facilities.

- **Other Arterials Preliminary Engineering Funds**: Per the Revenue Handbook, an additional 22 percent of the Other Arterials Construction & ROW estimates is available to design the planned projects and programs.

- **Transportation Management Areas Funds**: Federal funds available to the MPO for projects and programs identified by the MPO.

- **Transportation Alternatives (TALU) Funds**: Federal funds available to the MPO to accomplish non-motorized infrastructure and safe routes to school projects.

The Transportation Alternatives Program "provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects..." 

Federal Highway Administration, MAP-21 Guidance

The below table summarizes the MPO funds that were available to allocate to highway, transit, freight and non-motorized projects. The funds are provided in terms of the Plan phasing years.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Arterials Construction &amp; ROW</td>
<td>$226.6</td>
<td>$50.8</td>
<td>$226.6</td>
<td>$214.3</td>
<td>$468.8</td>
<td>$960.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,187.1</td>
</tr>
<tr>
<td>Other Arterials PE (Additional 22%)</td>
<td>$49.9</td>
<td>$11.2</td>
<td>$49.9</td>
<td>$47.1</td>
<td>$103.1</td>
<td>$211.8</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$261.2</td>
</tr>
<tr>
<td>TMA Funds</td>
<td>$85.3</td>
<td>$17.1</td>
<td>$85.3</td>
<td>$85.3</td>
<td>$170.6</td>
<td>$358.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$443.6</td>
</tr>
<tr>
<td>TALU (&gt;200,000 population)</td>
<td>$8.4</td>
<td>$1.7</td>
<td>$8.4</td>
<td>$8.4</td>
<td>$16.8</td>
<td>$35.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$43.7</td>
</tr>
</tbody>
</table>
## Palm Beach County Roadway Capacity Program

(Millions of Dollars)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGT Capacity Improvements</td>
<td>$5.0</td>
<td>$1.0</td>
<td>$5.0</td>
<td>$5.0</td>
<td>$41.8</td>
<td>$52.8</td>
</tr>
<tr>
<td>Impact Fees Capacity Improvements</td>
<td>$137.8</td>
<td>$37.8</td>
<td>$137.3</td>
<td>$71.9</td>
<td>$43.2</td>
<td>$290.2</td>
</tr>
</tbody>
</table>

**Districtwide FDOT Funds**

The Palm Beach MPO's Supplement to the 2040 Revenue Handbook was consulted for information on funds that the FDOT would be allocating to the counties within District 4. The FDOT Districtwide funds resources consist of three revenue sources.

Each of the three resources is described as follows:

- **Transportation Alternatives (TALT) Funds**: Federal funds available to FDOT to accomplish non-motorized infrastructure and safe routes to school projects within District 4.
- **Transportation Regional Incentive Program (TRIP) Funds**: State funds available to FDOT to accomplish regionally significant projects within District 4 that provide 50% non-state matching funds.
- **New Starts Transit Funds**: Per the FDOT New Starts Program guidelines, transit projects eligible for funding include rail transit and bus rapid transit (BRT) systems. Specifically, "This program also allows a dollar for dollar match of local funds towards project costs for projects funded with state and local funds only."

The Districtwide capacity funds are summarized in the table on the next page.
### State and Federal Capacity Programs-FDOT Allocated (Millions of Dollars)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Districtwide TALT</td>
<td>$23.3</td>
<td>$4.7</td>
<td>$23.3</td>
<td>$23.3</td>
<td>$46.6</td>
<td>$97.9</td>
</tr>
<tr>
<td>Districtwide TRIP</td>
<td>$9.1</td>
<td>$0.6</td>
<td>$9.1</td>
<td>$9.1</td>
<td>$18.2</td>
<td>$37.0</td>
</tr>
<tr>
<td>Districtwide New Starts Transit</td>
<td>$174.0</td>
<td>$31.5</td>
<td>$174.0</td>
<td>$174.0</td>
<td>$349.0</td>
<td>$728.5</td>
</tr>
</tbody>
</table>

### Aviation, Seaport, and Railways

Capacity improvement revenues forecast for the airports, the POPB, and the railways programs were prepared to represent general planning level projections. They served to provide an overview of the anticipated funds that were identified to be available to fund expansion of the existing programs, with the knowledge that the funding would be dependent on the individual operator's resources and ultimately its master plans.

**Aviation**

A forecast of the Palm Beach County airport capital revenues was prepared based on coordination with the Palm Beach County Division of Airports. Since the capital revenue varies from year to year depending on needs, the per year capital revenues fluctuate between fiscal years. The current five year pattern was assumed to repeat every five years and a one percent annual growth was applied to account for future year costs.
A detailed summary of the airport capacity revenue forecasts, by fiscal year, is included in Appendix B. The below table summarizes the revenue projections by Plan phasing years.

### Aviation Capacity Program

*(Millions of Dollars)*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Capacity</td>
<td>$0.0</td>
<td>$6.6</td>
<td>$93.2</td>
<td>$98.0</td>
<td>$211.2</td>
<td>$409.0</td>
</tr>
</tbody>
</table>

*Port of Palm Beach*

The procedure used for forecasting the Port's Capacity funds was based on direct coordination with the POPB. The capital revenues were derived to be consistent with the capital projects anticipated by the Port to be implemented over the 21 year time period and therefore vary from one year to the next.

The below table provides an overview of the POPB capital revenues projections. Appendix B provides the detailed per year summary.

### Seaport Capacity Program

*(Millions of Dollars)*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
<th>TOTAL</th>
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<td>$47.0</td>
<td>$47.5</td>
<td>$96.0</td>
<td>$205.7</td>
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Since FDOT’s railway program is a statewide funded program, the types of projects implemented within individual MPOs are dependent on the needs as established on a statewide basis. The capacity project revenue totals represented in the MPO’s 2015-2019 Transportation Improvement Plan (TIP) range from one million to nearly 50 million dollars per fiscal year. The TIP is included in Appendix B. For planning level projections, $1.5 million per year was assumed for the duration of the Plan with the addition of a 3.3 percent annual growth to account for inflation in accordance with the FDOT Revenue Handbook.

Annual forecasts are presented in Appendix B and the below table summarizes the revenues by Plan phasing periods.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YEARS 2015-19</th>
<th>YEAR 2020</th>
<th>YEARS 2021-25</th>
<th>YEARS 2026-30</th>
<th>YEARS 2031-40</th>
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<td>Railway Capacity</td>
<td>$34.6</td>
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### PROJECTS FUNDED WITH STRATEGIC INTERMODAL SYSTEM & TURNPIKE REVENUES

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<tr>
<th>Map No.</th>
<th>Facility Name</th>
<th>From</th>
<th>To</th>
<th>Improvement</th>
<th>2015-2040 Total Capital Cost (Millions$)</th>
<th>2015-2019</th>
<th>2020</th>
<th>2021-2025</th>
<th>2026-2030</th>
<th>2031-2040</th>
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<td>H-9</td>
<td>I-95</td>
<td>@ Donald Ross Rd</td>
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<td>H-25</td>
<td>I-95</td>
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<td>H-65</td>
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<td>Martin/PBC Line</td>
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<td>W of Australian Ave</td>
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<td>Bxard/PBC Line</td>
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<td>Northlake Blvd</td>
<td>Blue Heron Blvd</td>
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<td>PGA Blvd</td>
<td>Northlake Blvd</td>
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<td>I-95</td>
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<td>I-95</td>
<td>@ Boynton Beach Blvd</td>
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<td>@ Palm Beach Lakes Blvd</td>
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<td>@ 6th Ave S</td>
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<td>@ Lantana Rd</td>
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<td>SR 710</td>
<td>W of Seminole Pratt Whitney Rd</td>
<td>PGA Blvd</td>
<td>Widen 4L to 6L</td>
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<td>H-27</td>
<td>Turnpike Mainline</td>
<td>Okeechobee Blvd/Jog Rd (Mile Post 109)</td>
<td>PGA Blvd (Mile Post 109)</td>
<td>Widen 4L to 6L</td>
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<td>Turnpike Mainline</td>
<td>Boynton Bch Blvd (Mile Post 86)</td>
<td>Okeechobee Blvd/Jog Rd (Mile Post 109)</td>
<td>Widen 4L to 6L</td>
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<td>D/R/C</td>
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<td>H-59</td>
<td>Turnpike Mainline</td>
<td>Broward/PBC Line (Mile Post 73)</td>
<td>Boynton Bch Blvd (Mile Post 86)</td>
<td>Widen 6L to 8L</td>
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<td>D/R/C</td>
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<td>Turnpike</td>
<td>@ Hypoluxo Rd</td>
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<td>$113.1</td>
<td>D/R/C</td>
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**Note:**  
D = Design (Preliminary Engineering & PD&E)  
R = Right of Way acquisition  
C = Construction
## PROJECTIONS FUNDED WITH OTHER ARTERIALS REVENUES

<table>
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<tr>
<th>Map No.</th>
<th>Facility Name</th>
<th>From</th>
<th>To</th>
<th>Improvement</th>
<th>2015-2040 Total Capital Cost (Million$)</th>
<th>2015-2019</th>
<th>2020</th>
<th>2021-2025</th>
<th>2026-2030</th>
<th>2031-2040</th>
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<td>MPO Local Initiatives Program</td>
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<td>D/C</td>
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<td>-</td>
<td>Local Initiatives Program*</td>
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<td>Annual allocation used to fund lower cost, non-regionally significant projects proposed by locals</td>
<td>$953.5</td>
<td>D/C</td>
<td>D/C</td>
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<td>Proposed Palm Beach MPO Funded Highway and Transit Projects</td>
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<tr>
<td>-</td>
<td>FEC</td>
<td></td>
<td></td>
<td>Upgrade Rail Crossings to Improve Safety for Vehicular and Non-motorized crossing maneuvers and to mitigate noise impacts along the corridor</td>
<td>$9.1 D/C</td>
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<td>T-26</td>
<td>New Tri-Rail Station</td>
<td>Glades Rd</td>
<td>Boca Raton</td>
<td>New Station on CSX Corridor</td>
<td>$18.5 D/C</td>
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<td>Rail Preservation Project</td>
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<td>T-23</td>
<td>Palm Tran South Bus Facilities Expansion</td>
<td>NW Quadrant on CSX Mainline</td>
<td>SE Quadrant on FEC Mainline</td>
<td>Design and construction to accommodate expansion</td>
<td>$5.4 D/C</td>
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<td>T-13</td>
<td>Northwood Connection Phase I</td>
<td>SW Quadrant on CSX Mainline</td>
<td>NE Quadrant on FEC Mainline</td>
<td>Rail Capacity Project</td>
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<td>South Central FL Express Canal Block</td>
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<td>-</td>
<td>Villa Rica Siding Extension</td>
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<td>Rail Capacity Project</td>
<td>$4.8 R/C</td>
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<td>SR 7</td>
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<td>60th St</td>
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<td>H-19</td>
<td>SR 7</td>
<td>60th St</td>
<td>Northlake Blvd</td>
<td>New 4L</td>
<td>$53.5 D/C</td>
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<td>Palm Tran North Bus Facilities Expansion</td>
<td>Electronics Way</td>
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<td>T-3</td>
<td>Tri-Rail Extension - New Service</td>
<td>West Palm Beach Station</td>
<td>New Jupiter Station</td>
<td>New Service to Jupiter on FEC Corridor via Northwood Crossover with Preliminary Estimated 3 station locations noted below:</td>
<td>$75.0 D/B R</td>
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<td>T-2</td>
<td>New Tri-Rail Station</td>
<td>Toney Penna Dr</td>
<td>Jupiter</td>
<td>Tri-Rail Coastal Link station on FEC Corridor</td>
<td>Included R</td>
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<td>T-4</td>
<td>New Tri-Rail Station</td>
<td>PGA Blvd</td>
<td>Palm Beach Gardens</td>
<td>Tri-Rail Coastal Link station on FEC Corridor</td>
<td>Included R</td>
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<td>T-11</td>
<td>New Tri-Rail Station</td>
<td>45th Street</td>
<td>West Palm Beach</td>
<td>Tri-Rail Coastal Link station on FEC Corridor</td>
<td>Included R</td>
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<td>T-20</td>
<td>New Tri-Rail Station</td>
<td>PBIA</td>
<td>West Palm Beach</td>
<td>Additional Tri-Rail Station on CSX Corridor</td>
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<td>T-19</td>
<td>Express Bus via US 1</td>
<td>E Camino Real</td>
<td>Indiantown Road</td>
<td>New express bus service with associated multimodal corridor improvements</td>
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<td>T-17</td>
<td>Express Bus via Military Tr</td>
<td>Boca Intermodal Center</td>
<td>WPB Intermodal Center</td>
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<td>Express Bus via Glades Rd</td>
<td>SR 7</td>
<td>US 1</td>
<td>New express bus service</td>
<td>$3.9 D</td>
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<td>Atlantic Ave/SR 806</td>
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<td>W of Lyons Rd</td>
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<td>Lyons Rd</td>
<td>Jog Rd</td>
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<td>$25.3 D/B R</td>
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**Note:**
- **D** = Design (Preliminary Engineering & PD&E)
- **R** = Right of Way acquisition
- **C** = Construction

*The Local Initiatives Program is primarily funded with TMA Funds and any available Other Arterials Funds after Major Projects are implemented.*
<table>
<thead>
<tr>
<th>No.</th>
<th>Facility Name</th>
<th>From</th>
<th>To</th>
<th>Improvement</th>
<th>2015-2019 (Million$)</th>
<th>2020 (Million$)</th>
<th>2021-2025 (Million$)</th>
<th>2026-2030 (Million$)</th>
<th>2031-2040 (Million$)</th>
<th>Total Capital (Million$)</th>
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<td>$3.3</td>
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<td>$11.0</td>
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<td>Boca Raton</td>
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<td>US 441</td>
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Note: D = Design (Preliminary Engineering & PD&E)  
D/R = Right of Way acquisition  
D/R/C = Construction  
C = Construction
## PROJECTS FUNDED WITH COUNTY IMPACT FEES, LOCAL GAS TAX, OR PRIVATE FUNDS

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**Note:**  
- D = Design (Preliminary Engineering & PD&E)  
- R = Right of Way acquisition  
- C = Construction
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**Proposed Privately Funded Transit Projects**

| T-16    | All Aboard Florida Passenger Rail Service | Datura/Evernia | WPB | Station and new high-speed service to Ft. Lauderdale, Miami, and Orlando | Private $ | n/a | n/a | n/a | n/a |

| T-28    | Intermodal Logistic Center | W of SR 715 | US 27 | Freight Logistic Facility | Private $ | n/a | n/a | n/a | n/a |

**Proposed Privately Funded Freight Projects**

**Note:**  
D = Design (Preliminary Engineering & PD&E)  
R = Right of Way acquisition  
C = Construction
The Directions 2040 Cost Feasible Plan Transit and Freight Projects and the Cost Feasible Highway Projects are illustrated in the maps on the next four pages. The project identification numbers are included in the maps for easy coordination with the Cost Feasible Plan tables.

**Summary of Cost Feasible Plan Revenue**

The presented Directions 2040 Cost Feasible Plan tables and maps focus on the transportation system improvements adopted through the year 2040. It is critical to acknowledge that approximately two thirds of the overall available revenue for the period FY 2015 through FY 2040 consists of funds for maintaining and operating the existing system. The below figure illustrates the breakdown in funds.
APPENDIX E:
ENVIRONMENTAL MITIGATION PROCESS
FEDERAL REGULATION

According to 23 CFR 450.322 (f), the metropolitan transportation plan shall, at a minimum, include:

(7) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

MITIGATION

The Palm Beach MPO utilizes the following approach sequence at the planning level when a transportation project may present a potential environmental concern:

- Avoid impacts altogether
- Minimize a proposed activity/project size or its involvement
- Rectify the impact by repairing, rehabilitating, or restoring the affected environment
- Reduce or eliminate the impact over time by preservation and maintenance operations during the life of the action
- Compensate for environmental impacts by providing appropriate or alternate environmental resources of equivalent or greater value, on or off-site

Areas of potential impacts that the MPO monitors include wetlands and water resources, forestry and habitats, streams and waterways, and threatened (or endangered) species. Potential mitigation challenges, on the other hand, include lack of funding for mitigation projects and programs, lack of available wetland mitigation bank credits, improperly assessing cumulative impacts of projects, and permitting issues with the county, local, state and federal regulatory agencies. These challenges are minimized through collaboration between the MPO and various stakeholders, including regulatory agencies, the public and other interested parties, and through the public involvement process.
Sample Mitigation Plan

For a project with potential environmental impacts, a Conceptual Mitigation Plan will be developed to document the potential to eliminate and/or reduce wetland impacts and to determine feasible mitigation options for unavoidable wetland and species habitat impacts associated with the project’s construction. Mitigation of unavoidable direct, secondary and cumulative impacts is required for the issuance of Water Management District and U.S. Army Corps of Engineers (USACE) permits. The report will thoroughly examine a variety of mitigation options to avoid and minimize impacts to wetlands, surface waters, and protected species, including:

- **Reduction of the project footprint (use of smaller facilities and/or associated drainage area)**
- **Application of retained earth walls (where feasible)**
- **Reduction in design speed or incorporation of design variances and/or exceptions**
- **Reduction in project lighting**
- **Alignment selection to maximize separation from environmental resources and reduce secondary impacts**
- **Inclusion of barrier fencing and wildlife crossings for species preservation**

Mitigated vs Unmitigated Areas

When it is not possible to reduce or eliminate environmental impacts, compensating mitigation can serve to protect, preserve, and enhance the nearby land and water resources. The following graphic is a side-by-side comparison showing the differences between a mitigated natural area (Sweet Bay) and an unmitigated natural area (Avenir). The mitigation activities in the Sweet Bay natural preserve have significantly restored the area’s natural habitat.
PROJECT DESCRIPTION

The SR 5/US-1 Federal Highway Bridge is a low-level bascule bridge originally constructed in 1958 and located in the Town of Jupiter, Palm Beach County. It spans over the Loxahatchee River and the Atlantic Intracoastal Waterway (ICWW) connecting communities within the Town of Jupiter to the south and the Village of Tequesta to the north.

The September 2014 bridge inspection showed the bridge was structurally deficient justifying replacement for the following reasons:

- The overall fitness of the bridge scored only slightly above an “unsatisfactory” rating
- The corrosive condition of the bridge deck received a “poor” rating

The existing bridge is expected to deteriorate further as it operates beyond its original 50 year service life. Coupled with the corrosive environment continuing to degrade the bridge, if not replaced, it will require costly repairs.

The vertical clearance between mean high water (MHW) and the bottom of the superstructure of the existing bridge is 25 feet which meets the United States Coast Guard’s (USCG) 21-foot vertical clearance requirement. The existing horizontal clearance does not meet the USCG 125-foot requirement, with only 80 feet clearance between fenders.

The current bridge is functionally deficient because it lacks bicycle and pedestrian accommodations which is a concern as pedestrians and bicyclists cross the bridge. Based on various studies conducted by the Florida Department of Transportation (FDOT) over the last several years, project stakeholders including the Town of Jupiter and the Palm Beach Metropolitan Planning Organization (MPO) expressed the need to provide dedicated facilities for pedestrian and bicycle traffic. Based on the bridge inspection and engineering evaluation it is not feasible to add these facilities to the existing bridge structure.

OBJECTIVES

This PD&E Study will evaluate the environmental and engineering aspects of the proposed improvements to the SR 5/US-1 Federal Highway Bridge. All elements of this study will comply with the National Environmental Policy Act (NEPA). Public involvement activities throughout the study will be considered in the development of the design alternatives.

The bridge replacement alternatives being studied will address the structural and functional deficiencies of the existing moveable bascule bridge, improve traffic operation, and improve bicycle and pedestrian safety.
COMMUNITY COORDINATION AND PUBLIC INVOLVEMENT

Communicating project-related information to interested people, groups, and government organizations will occur through newsletters, the project website, public information meetings, inquiries made by the public, and at the Public Hearing.

Newsletters will be mailed to state and local officials, all interested people, and all property owners within the project limits, in accordance with Florida Statutes Section 339.155(5)(c).

The project website www.jupiterus1bridge.com provides information regarding current project status, upcoming events, frequently asked questions, and comment forms.

Please see the Project Schedule at right for more information.

FUTURE PUBLIC MEETINGS

The next newsletter will be mailed prior to the Alternatives Public Meeting which is tentatively scheduled for the Fall of 2016.

To obtain project information, be added to the mailing list, request information, or arrange a group meeting, please contact:

FDOT Project Manager: Ms. Vanita Saini, P.E.

FDOT District Four
3400 West Commercial Boulevard • Fort Lauderdale, Florida 33309-3421
Ph: (954) 777-4468 • Toll Free (866) 336-8435, extension 4468 vanita.saini@dot.state.fl.us

Project website:
http://www.jupiterUS1Bridge.com

The preliminary schedule for the SR 5 / US-1 Federal Highway Bridge PD&E Study is subject to change as the project progresses.

UPCOMING PUBLIC MEETING

The Public Kick-Off Meeting scheduled for Wednesday, February 17, 2016 will begin as an open house at 5:30 p.m. with a formal presentation at 6:00 p.m. Members of the public may provide verbal comments and submit written comments at the meeting or by contacting Ms. Vanita Saini, P.E., Consultant Project Manager (contact information below). She may also be contacted by persons with disabilities who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) at least seven (7) days prior to the Public Kick-Off Meeting.

PUBLIC KICK-OFF MEETING

February 17, 2016
5:30 pm to 7:30 pm

Jupiter Community Center
200 Military Trail
Jupiter, Florida 33458

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.
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March 2016

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