



---

## PALM BEACH METROPOLITAN PLANNING ORGANIZATION

---

2300 N. Jog Rd., 4<sup>th</sup> Floor, West Palm Beach, Florida 33411-2749

Phone 561.684.4170 Fax 561.242.7165 [www.PalmBeachMPO.org](http://www.PalmBeachMPO.org)

### TECHNICAL ADVISORY COMMITTEE AGENDA

DATE: **WEDNESDAY, MARCH 2, 2016**  
TIME: **9:00 A.M.**  
PLACE: **Vista Center 4<sup>th</sup> Floor Conference Room 4E-12  
2300 North Jog Road, 4th Floor  
West Palm Beach, Florida 33411**

---

#### 1. REGULAR ITEMS

- A. Roll Call
- B. MOTION TO ADOPT Agenda for March 2, 2016
- C. MOTION TO APPROVE Minutes of February 3, 2016
- D. Comments from the Chair
- E. Executive Director's Report
  - 1. Introduce Mr. Clinton Forbes, Palm Tran Executive Director
- F. General Public Comments and Public Comments on Agenda Items

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

#### 2. ACTION ITEMS

- A. MOTION TO RECOMMEND TRANSMITTAL of the draft FY 17 and 18 Unified Planning Work Program (UPWP)

Attached is the draft FY 17 and 18 Unified Planning Work Program (UPWP) for the Palm Beach MPO. The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. The UPWP includes a description of the planning work and resulting products, who will perform the work, time frames, cost, and source(s) of funds. It is essentially a business plan and budget for the MPO. The MPO receives approximately \$1.8M in recurring grant funds but unused revenue carried forward from previous fiscal years allows for the proposed expenditure of nearly \$2.3M in FY 2017 and \$2.6M in FY 2018. Federal sources provide 95% of the funding with state and county funds making up the balance.

B. MOTION TO RECOMMEND ADOPTION of the Complete Streets Policy

MPO Staff and consultants will review the proposed Complete Streets Policy for the Palm Beach MPO and highlight the components of the policy. The proposed policy is attached.

C. MOTION TO RECOMMEND APPROVAL of an Amendment to the FY 2016-2021 Transportation Improvement Program (TIP)

This TIP Amendment serves to update the amount of Federal Transit Administration grant funds rolled forward from the previous TIP (FY 2015-2019) for Palm Tran. The proposed Amendment is attached.

**3. INFORMATION ITEMS**

A. Commuter Challenge Update

MPO Staff will review participation levels and highlight the opportunities to participate in the challenge and the culminating event to be held on Saturday, April 2 at 9 a.m. in West Palm Beach.

B. Florida Bike Month Update

MPO Staff will highlight local government proclamations and opportunities to participate in events countywide to support Florida bike month.

C. Summary Points from the February 18, 2016 MPO Board Meeting

**4. ADMINISTRATIVE ITEMS**

A. Member Comments

B. Next Meeting – **April 6, 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](mailto:MBooth@PalmBeachMPO.org) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



1.C

## PALM BEACH METROPOLITAN PLANNING ORGANIZATION

2300 N. Jog Rd., 4<sup>th</sup>.Floor, West Palm Beach, Florida 33411-2749

Phone 561.684.4170 Fax 561.242-7165 [www.PalmBeachMPO.org](http://www.PalmBeachMPO.org)

### MINUTES OF THE TECHNICAL ADVISORY COMMITTEE Wednesday, February 3, 2016 9:00 A.M.

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

*PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at [www.PalmBeachMPO.org/TAC](http://www.PalmBeachMPO.org/TAC)*

#### 1. REGULAR ITEMS

CHAIR LIVERGOOD called the meeting to order at 9:07 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. ADOPTED: Agenda for February 3, 2016

**MOTION to adopt the agenda. Motion by Dr. Kim Delaney, seconded by Mr. Alex Hansen, and carried unanimously.**

##### 1.C. APPROVED: Minutes for December 2, 2015

**MOTION to approve the Minutes for December 2, 2015. Motion by Mr. Alex Hansen, seconded by Mr. Khurshid Mohyuddin, and carried unanimously.**

##### 1.D. Comments from the Chair

CHAIR LIVERGOOD welcomed all members to the 2016 Technical Advisory Committee Meeting.

##### 1.E. Executive Director's Report

MR. UHREN reported the following:

- The MPO Board conducted its second annual Rolling Retreat on January 21, 2016 with a focus on Northern Palm Beach County. He lauded the efforts of all agency partners for aiding in making the event a success.
- The MPO conducted an application workshop for our Transportation Alternatives and Local Initiatives funding programs on January 28, 2016. Information regarding these programs can be found on the MPO's website and online applications are due to the MPO by April 1, 2016.
- Seth Contreras, LRTP Coordinator, resigned in January and there is a vacant position for a new Senior Planner and asked that members spread the word. MR. UHREN also welcomed Sandra Feliciano, Fiscal Specialist II, who will assist with MPO's grants management and contract administration.

- Indiantown Road will be closed between Beeline and Seminole Pratt Whitney Road from Feb 15<sup>th</sup> to the end of March.
- On January 6, 2016, Palm Beach Gardens approved transmittal to Department of Economic Opportunity (DEO) of a land use amendment for the Avenir project at a reduced scale of 3,250 residential units with no change to the non-residential portion. Also, on January 26<sup>th</sup>, the Palm Beach County Commissioners approved transmittal to DEO of land use amendments for an Economic Development Center on Southern Boulevard on the PBA holdings site and for commercial uses on select parcels in the Agricultural Reserve. MR. UHREN advised that it is the MPO's goal to capture and accurately forecast demand associated with all land use designation contained within the local government comprehensive plans and asked that any activities occurring within their jurisdiction be shared with the MPO via electronic mail or member comments at the meetings. MR. HANSEN suggested that the municipalities asked to be placed on the Environmental Plan Review Committee's distribution list.
- Discussions are underway as it relates to the development of an infrastructure backlog list of projects to be used in accordance with the County's intent to pursue a sales tax to support infrastructure deficiencies. MR. UHREN advised that the municipalities have been asked to provide input to Mr. Richard Radcliffe at the League of Cities. MR. LIVERGOOD requested confirmation regarding the submission format. MR. UHREN advised that he would ascertain the information.

#### **1.F. General Public Comments and Public Comments on Action Items**

No general public comments were received.

#### **2. ACTION ITEMS**

##### **2.A. RECOMMENDED APPROVAL: Amendments to the 2040 Long Range Transportation Plan (LRTP)**

MR. UHREN presented the amendments to the 2040 LRTP. He advised that the amendments arose out of the Federal Certification Review carried out by the Federal Highway Administration (FHWA) in 2015 and added that the MPO is required to undergo a certification review every four (4) years. MR. UHREN referred to the 2015 review and highlighted noteworthy practices made in the FHWA findings including the bicycle/pedestrian count technology, participation in the USDOT Mayor's Challenge, development of a complete streets policy and the MPO Board Rolling Retreat. MR. UHREN also reviewed the corrective actions and noted that the proposed amendments fully resolve them.

**MOTION to RECOMMEND APPROVAL of Amendments to the 2040 Long Range Transportation Plan. Motion by Mr. Alex Hansen; seconded by Mr. Thomas Lanahan, and carried unanimously.**

#### **3. INFORMATION ITEMS**

##### **3.A. DISCUSSED: South Florida Regional Transportation Authority (SFRTA) Annual Report**

MS. VICKI GATANIS, Transportation Planner at SFRTA gave a brief overview of the SFRTA. MS. BARBARA HANDRAHAN presented an update on the status of the MPO funded projects and other regional projects of significance. The presentation included project locations, funding status, implementation timeline, as well as benefits and impacts of proposed improvements. Some of the Palm Beach MPO funded projects highlighted were the northern layover maintenance facility, a new Boca Raton Station, Tri-Rail Palm Beach International Airport Station Study and SFRTA/Tri-Rail Coastal Link, West Palm Beach to Jupiter extension. A discussion ensued on this item.

Mr. Mohyuddin left the meeting at 9:30 a.m. His Alternate, David Wiloch remained for the duration of the meeting.

**3.B. DISCUSSED: US-1 Federal Highway Bridge from A1A to Beach Road**

MR. PAUL CHERRY and MS. LISA STONE of Kimley-Horn & Associates presented a brief overview of the Study. MS. STONE also shared that the study has three (3) components, namely, public involvement, engineering and environmental. MS. STONE highlighted key activities and timeline for the Project Development and Environmental (PD&E) Study for the replacement of the existing low-level bascule bridge. The study commences with an elected officials/agency and public kickoff meetings on February 17, 2016 at the Jupiter Community Center.

Mr. Douglas Hess left the meeting at 10:05 a.m.

**3.C. DISCUSSED: Commuter Challenge Update**

MS. VALERIE NEILSON, MPO Transit Coordinator, presented 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. She pointed members to the website, [www.PBCommuterChallenge.org](http://www.PBCommuterChallenge.org) where persons can sign up to log their participation. MS. NEILSON also commented on the Commuter Challenge Palm Tran bus wrap, which is now in service on Palm Tran's Route 1. She advised that there will be an opportunity to celebrate the top teams through a culminating event in April. She encouraged all committee members to participate and help spread the word.

**3.D. Summary Points from the December 7, 2015 MPO Board Meeting.**

There were no comments on the Summary Points from the December 7, 2015 MPO Board Meeting.

**4. ADMINISTRATIVE ITEMS**

**4.A. Member Comments**

MR. TERRENCE BAILEY advised that the Lake Park community will be having its third meeting on mixed use community workshop on March 1<sup>st</sup>. He advised that he will forward contact information by email for Lake Park Staff.

**4.B Next Meeting – March 2, 2016**

**4.C. Motion to Adjourn**

**There being no further business the meeting was adjourned at 10:35 A.M.**

---

This signature is to attest that the undersigned is the Chairperson, or a designated nominee, of the Technical Advisory Committee and that information provided herein is the true and correct Minutes for the **February** meeting of the Technical Advisory committee, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Chairperson

AUDIO FILES OF TECHNICAL ADVISORY COMMITTEE MEETINGS ARE AVAILABLE ON THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION WEBSITE: [www.PalmBeachMPO.org](http://www.PalmBeachMPO.org)

**EXHIBIT A**  
**Technical Advisory Committee**  
**Attendance Record – 2015-2016**

Representative/Alternate Agency Name	Feb '15	Mar '15	Apr '15	May '15	Jun '15	Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16
STEVE BRAUN/Lisa Maack/Arlene Tanis FDOT - Planning & Environmental Mgmt.	P		P	P	P	Alt		Alt	P		Alt		P
MOTASEM AL-TURK/Giridhar Jeedigunta/George Webb PBC Engineering Department	P		P	P	P	P		E	Alt		A		P
KHURSHID MOHYUDDIN/David Wiloch PBC Planning, Zoning & Building.	P		P	Alt	P	P		P	P		P		P
Vacant/Vacant City of Delray Beach - Planning & Zoning	P		E	P	P	E		P	A		P		-
DOUGLAS HESS/ Vinod Sandanasamy City of Boca Raton - Engineering	P		P	P	P	P		P	A		Alt		P
BRIAN COLLINS City of West Palm Beach - Engineering	P		E	P	E	A		E	P		E		A
JERRY ALLEN/Wil Hicks PBC Airports Department - Planning	Alt		Alt	Alt	P	Alt		Alt	Alt		Alt		A
CARL BAKER Port of Palm Beach	P		P	E	A	P		P	P		P		E
CHARLES FRAZIER/Fred Stubbs/Steven Anderson - PalmTran	Alt		Alt	Alt	Alt	Alt		Alt	Alt		Alt		Alt
ALEX HANSEN/Denise Malone City of West Palm Beach - Planning	P		P	P	P	P		P	P		P		P
*JEFF LIVERGOOD/Michael Rumpf City of Boynton Beach - Public Works & Eng.	P		P	P	P	P		P	P		P		P
KENNY WILSON/Janelle St. Ange PBC Health Department - Environ/Air Pollution	P		P	P	P	P		A	P		P		A
ANGELA USHER/Joyce Cai PBC School District	P		P	Alt	P	A		Alt	P		P		P
INGRID ALLEN/Vacant City of Boca Raton - Planning	Alt		P	A	P	A		A	P		P		E
**TERRENCE BAILEY City of Riviera Beach - Engineering	P		P	P	P	P		P	P		E		P
THOMAS DRISCOLL/CJ Lan Town of Jupiter- Community Dev.	E		E	Alt	P	P		E	Alt		A		E
WILLIAM CROSS/Joseph Quinty SFRTA - Tri-Rail - Planning	Alt		Alt	Alt	Alt	Alt		Alt	Alt		Alt		E
VACANT/Kim Delaney Treasure Coast Regional Planning Council	Alt		Alt	Alt	Alt	P		Alt	Alt		Alt		Alt
NATALIE CROWLEY/Todd Engle/ Dawn Sonneborn City of Palm Beach Gardens - Planning	Alt		Alt	Alt	Alt	E		Alt	Alt		E		Alt
THOMAS LANAHAN City of Greenacres - Planning & Eng	P		P	E	P	P		P	P		E		P
JAMIE BROWN/Felipe LoFaso City of Lake Worth - Public Services	P		P	P	P	P		P	P		P		Alt
RICHARD READE/Kim Glas-Castro Village of Palm Springs – Village Manager											***P		P
CHRISTOPHER MARSH/Bradford O'Brien Village of Royal Palm Beach – Village Engineer											***P		P

\*2016 Chair

\*\*2016 Vice-Chair

P = Member Present

Alt = Alternate Present

E = Excused Absence

A = Absent/No Attendance

- = Member not assigned

\*\*\*New Appointment

Shaded Area= Meeting not held

## **EXHIBIT A (cont'd)**

<u>OTHERS PRESENT</u>	<u>REPRESENTING</u>
Paul Cherry	Kimley-Horn & Associates, Inc.
Lisa Stone	Kimley-Horn & Associates, Inc.
Barbara Handrahan	SFRTA
Vicky Gatanis	SFRTA
Mohammad Zaid	City of Delray Beach
Tamashbeen Rahman	City of Boca Raton
Arlene Tanis	FDOT D4
Nick Uhren	Metropolitan Planning Organization
Franchesca Taylor	Metropolitan Planning Organization
Luke Lambert	Metropolitan Planning Organization
Malissa Booth	Metropolitan Planning Organization
Renee Cross	Metropolitan Planning Organization
Janice Allwood	Metropolitan Planning Organization
Anielle Delgado	Metropolitan Planning Organization
Matthew Komma	Metropolitan Planning Organization
Sandra Feliciano	Metropolitan Planning Organization
Valerie Neilson	Metropolitan Planning Organization



# UPWP

## UNIFIED PLANNING WORK PROGRAM AND BUDGET

### FISCAL YEARS 2017-2018

(July 1, 2016 to June 30, 2018)

Adopted May 19, 2016

Chair

#### CFDA Numbers

20.205 – Highway Planning and Construction

20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)

FAP No. XXXXX

FM No. XXXXXXX

PL Funds Contract No. XXXXX

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 American with Disabilities Act or translation services for a meeting, free of charge, or for complaints, questions or concerns about civil rights, please contact: Malissa Booth at 561-684-4143 or email [MBooth@PalmBeachMPO.org](mailto:MBooth@PalmBeachMPO.org). Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

This report was prepared in cooperation with the United States Department of Transportation Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and local participating governments.

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

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

---

FDOT District MPO Liaison (Grant Manager) Name

---

Signature

---

Date

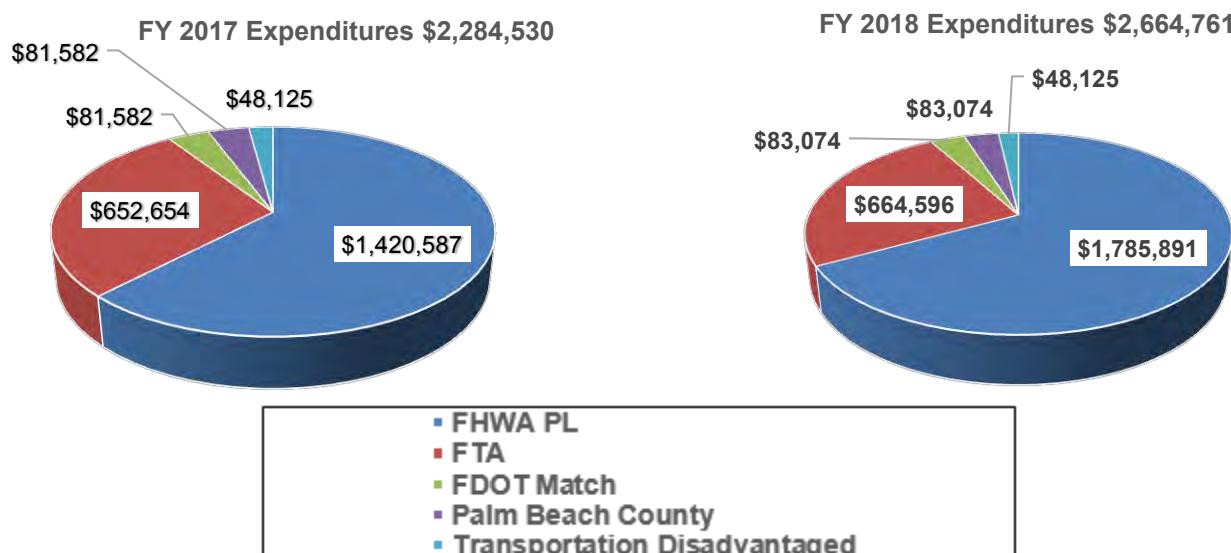
# Executive Summary

The Palm Beach Metropolitan Planning Organization (MPO) is one of three MPOs designated for the Miami Urbanized Area (UZA) and, in that capacity, is responsible for coordinating the transportation planning activities for all of Palm Beach County (PBC) within both incorporated and unincorporated areas. The transportation planning process is based on the development and implementation of a long range transportation plan (LRTP) that balances projected land use and population with available resources for the transportation system as guided by community values. The MPO adopted the [2040 Long Range Transportation Plan](#) (LRTP) in October of 2014.

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be carried out within Palm Beach County (PBC). The plan is guided by the vision set forth in the LRTP as well as federal and state planning emphasis areas. The UPWP includes a description of the available resources, planning work and resulting products, responsible agencies, schedules, cost and source(s) of funds. This UPWP identifies transportation planning activities for the two-year period following the State of Florida fiscal year from July 1, 2016 through June 30, 2018.

The MPO receives a vast majority of their planning funds via grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA Funds are for roadway planning activities and require an 18.07% match which is provided by the Florida Department of Transportation (FDOT) as a soft match in the form of toll revenue expenditures for FDOT funded planning studies. FTA Funds are federal funds designated for transit planning activities and require a 20% match which is provided as cash with FDOT and PBC each contributing 10%. The Florida Commission for Transportation Disadvantaged (CTD) provides nominal funding for the MPO to plan state-funded transit service for the transportation disadvantaged. Any planning grant funds not expended in prior fiscal years are carried forward into the current fiscal year.

The projected expenditures by funding source for Fiscal Years (FY) 2017 and 2018 are shown below. Note that the MPO receives approximately \$1.8M in recurring grant funds but that funds carried forward from previous fiscal years allow for the anticipated expenditure of nearly \$2.3M in FY 2017 and \$2.6M in FY 2018.





# Table of Contents

<b>Introduction</b>	<b>1</b>
Planning Area	3
Planning Priorities and Factors	4
Public Participation Process	6
<b>Organization and Management</b>	<b>7</b>
Required Certifications and Policies	8
<b>Work Program</b>	<b>9</b>
Task 1 - Administer the Agency	9
Task 2 - Engage the Public	12
Task 3 - Plan the System	15
Task 4 - Program the Funds	19
Task 5 - Improve the Experience	22
<b>Summary Budget Tables</b>	<b>25</b>
<b>Multi-Year Business Plan</b>	<b>27</b>
<b>Appendices</b>	
Appendix A: Map of Miami, FL Urbanized Area	
Appendix B: Required Certifications and Policies	
Appendix C: FDOT District 4 Planning Activities	
Appendix D: Federal Indirect Cost Rate Agreement	
Appendix E: 2015 Certification Comments	
Appendix F: Glossary of Terms	

# List of Figures and Tables

<b>Figures</b>	
Figure 1 - Palm Beach MPO Planning Area	3
Figure 2 - Planning Emphasis Area Matrix	5
<b>Tables</b>	
Table 1 - Fiscal Years 2017 and 2018 Funding	11
Table 2 - Fiscal Years 2017 and 2018 Funding	14
Table 3 - Fiscal Years 2017 and 2018 Funding	18
Table 4 - Fiscal Years 2017 and 2018 Funding	21
Table 5 - Fiscal Years 2017 and 2018 Funding	24
Table 6 - Fiscal Year 2017 Budget by Work Task and Fund Source	25
Table 7 - Fiscal Year 2018 Budget by Work Task and Fund Source	26
Table 8 - Multi-Year Business Plan	27



# Introduction

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be carried out by the MPO within Palm Beach County (PBC) and the Miami Urbanized Area (UZA)/Transportation Management Area (TMA) per the 2010 Census. The plan is guided by the vision set forth in the adopted 2040 Long Range Transportation Plan (LRTP) and includes a description of the available resources, planning work and resulting products, responsible agencies, schedules, cost and sources of funds. The development of UPWP also included a “call for ideas” on work activities from stakeholders, partners and citizens through the various committees. This UPWP identifies transportation planning activities for a two-year period following the State of Florida fiscal year from July 1, 2016 through June 30, 2018.

FDOT and the FHWA initiated process revisions that impact the UPWP and will be in effect beginning July 1, 2016. In general, the intent of the revisions are to better connect MPO invoices to the UPWP as a “scope of work” and that FDOT will be required to certify the UPWP Task budgets/costs are allowable, reasonable, and necessary as required by Section 216.3475, F.S. In addition to these changes the updated process allows the use of a federally certified indirect expense rate as an option to previously required detailed cost analysis for all expenses. This UPWP has been prepared using the Palm Beach County Federally Certified rate of 13.36% which is shown in Appendix D.

The purpose of Metropolitan Planning funds is to provide for a continuing, comprehensive, and cooperative (3-C) metropolitan transportation planning process. The following provides a description of the MPO process.

## Continuing

MPO planning activities are ongoing and continuous from previous efforts and are comprehensive in addressing all modes of transportation, a status of on-going planning activities is highlighted below.

- The MPO performs continuing public involvement and outreach activities;
- The current LRTP was adopted by the MPO in October of 2014. The MPO is continuously monitoring and updating the LRTP in coordination with participating agencies, Florida Department of Transportation (FDOT), the Broward (BMPO) and Miami-Dade (MDMPO) MPOs and the South Florida Regional Transportation Authority (SFRTA);
- When requested, the MPO assists local governments in establishing appropriate Transit Oriented Development (TOD) land use and zoning regulations for locations served by or anticipated to be served by premium transit;
- The MPO is assisting local municipalities and the County with the maintenance of their comprehensive plans and reviewing any changes to land use designations to accurately predict their impacts on the transportation system;
- The MPO coordinates with Palm Tran and SFRTA for updates to their Transit Development Plans (TDP) in order to select projects for inclusion in the Transportation Improvement Program (TIP);
- The MPO continuously monitors congestion levels on the transportation system and identifies potential projects and strategies for reducing congestion at bottleneck locations;



- The MPO reviews the Strategic Intermodal System (SIS) cost feasible plan for consistency and potential inclusion in the MPO's LRTP and TIP;
- The MPO is using the Efficient Transportation Decision Making (ETDM) Process developed by FDOT to review projects on state arterials and provide comments; and the MPO is one of three members of the Southeast Florida Transportation Council (SEFTC) together with the Broward and Miami-Dade MPOs and also coordinates continuous planning activities with FDOT, SFRTA and the regional planning councils. The MPO participated in the update to the 2040 Regional LRTP and Regional Freight Plan, the development of a regional transit fare collection system, the proposed establishment of passenger rail service on the Florida East Coast (FEC) rail corridor and consideration of regional impacts of climate change.

### **Comprehensive**

Because the planning activities of the MPO are comprehensive in addressing all modes of transportation, work tasks have been identified to address roadway corridors and congestion management, public transit, non-motorized transportation, freight movement and human services. The UPWP also evaluates the relationship between land use decisions and transportation investments, cooperating with participating agencies in the development of appropriate land use patterns based on the existing and anticipated transportation system.

### **Cooperative**

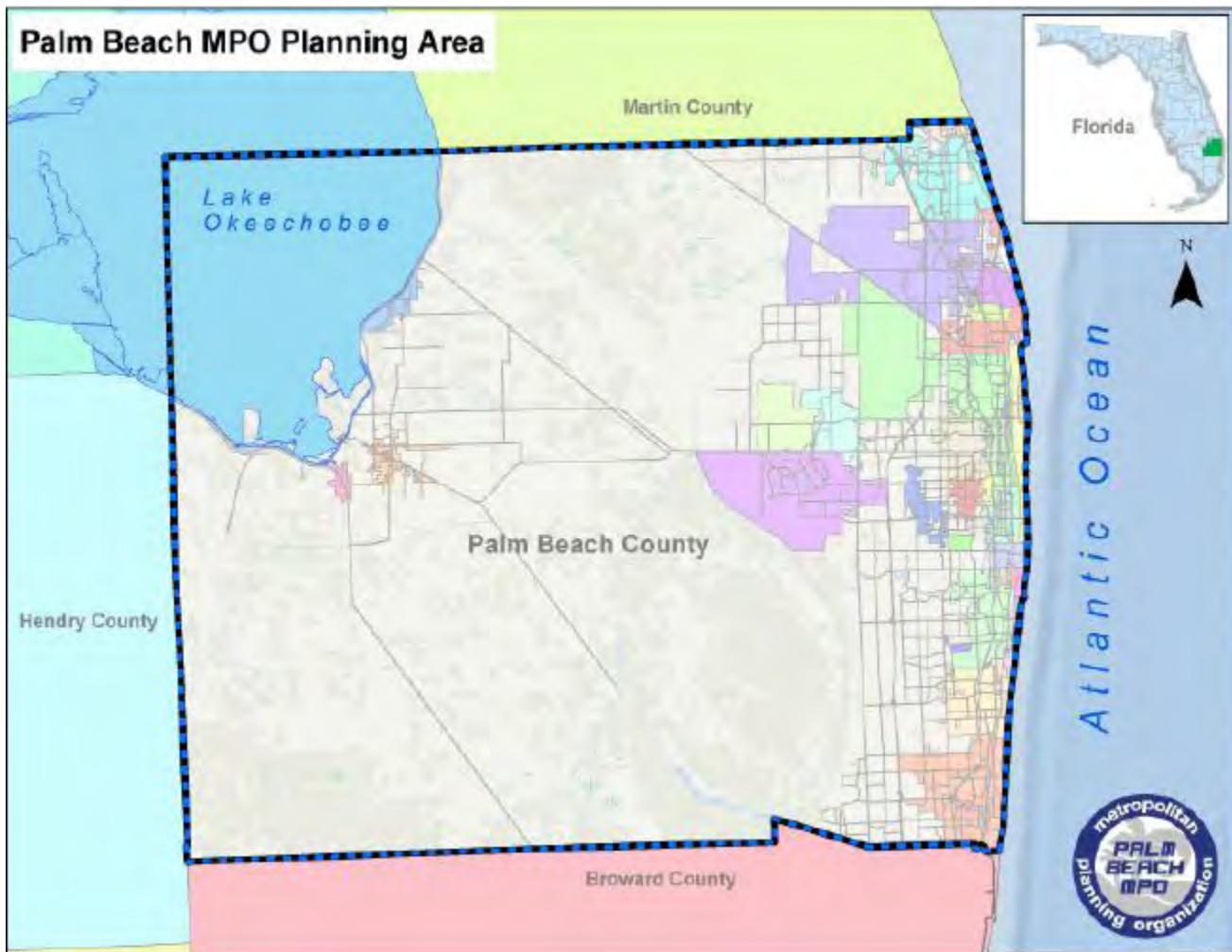
The MPO cooperates with many participating agencies within Palm Beach County and on a regional and statewide level to assure seamless transportation within PBC, the region and between regions. The following are a list of agencies that the MPO interacts with throughout the year.

- Palm Tran
- Palm Beach County Engineering Department
- 38 Municipalities of Palm Beach County
- Palm Beach County Planning Department
- Palm Beach County Department of Airports
- Port of Palm Beach District
- Palm Beach County Health Department
- Palm Beach County School District
- Broward MPO, Miami-Dade MPO, and Treasure Coast M/TPOs
- South Florida Regional Transportation Authority
- Southeast Florida Transportation Council
- Treasure Coast and South Florida Regional Planning Councils
- Florida Metropolitan Planning Organization Advisory Council
- Florida Department of Transportation
- Florida Department of Environmental Protection
- Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)

## Planning Area

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

Figure 1 - Palm Beach MPO Planning Area





# Planning Priorities and Factors

## Priorities

The prime objective of the UPWP is to aid in the development and maintenance of a Coordinated Multimodal Transportation System Plan. The UPWP is further designed to produce required work products to serve several purposes:

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

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

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

In addition, the Federal government and FDOT have issued Planning Emphasis Areas (PEAs) that are recommended to be included in the FY 2017 and 2018 UPWP. Figure 2 provides a matrix of how the PEAs are reflected in MPO UPWP work activities. The PEAs include:

FDOT PEAs:

- Pedestrian and Bicycle Safety – Florida continues to rank among the worst states for bicycle and pedestrian injuries and fatalities. MPOs should continue to support and participate in analysis and activities that advance the Florida Pedestrian and Bicycle Strategic Safety Plan that include Engineering, Educational and Enforcement approaches.
- Complete Streets - Implement a Complete Streets plan that takes into account all modes of transportation and leverage the plan to address bicycle and pedestrian safety issues and to assist agencies in enhancing existing safety programs and activities.
- Freight Planning - Plan and implement projects that promote the safe and efficient movement of goods and commodities.
- Transit Planning - Utilize transit as a congestion management tool alongside options involving roadway expansions. Develop a safe, efficient transit system that maximizes the person throughput of the surface transportation network.



## Federal Highway (FHWA) PEAs:

- Regional Models of Cooperation - An enhanced process for effective communication used by state DOTs, MPOs and transit authorities can result in improved collaboration, policy implementation, use of technology and performance management. Using these Regional Models of Cooperation requires thinking beyond traditional borders and brings together many entities to support common goals on transportation planning topics such as congestion management, safety, freight, livability and commerce. MPO adopted an inter-local agreement to participate in the SEFTC in 2005. FHWA recently recognized SEFTC as a [national example](#) of a regional model for policy coordination and communication and carry out regional initiatives.
- Ladders of Opportunity - *Access to Essential Services* - Identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation.
- \*Resiliency and Reliability of the Transportation System – Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation
- \* Enhance Travel and Tourism.

\* Note that the FAST Act added two new PEAS for consideration in the UPWP and guidance is pending. This UPWP includes activities relating to these PEAs.

**Figure 2 - Planning Emphasis Area Matrix**

UPWP Work Task	Planning Emphasis Areas								
	Ped. & Bicycle Safety	Complete Streets	Freight Planning	Transit Planning	Regional Models of Cooperation	Ladders of Opportunity	Resiliency and Reliability	Travel and Tourism	Transition to FAST Act
Administer the Agency					★	★	★	★	★
Engage the Community	★	★	★	★	★	★	★	★	★
Plan the System	★	★	★	★	★	★	★	★	★
Program the Funds	★	★	★	★	★	★	★	★	★
Improve the Experience	★	★	★	★	★	★	★	★	★



## Public Participation Process

The MPO continues to prioritize an increased emphasis on public participation to promote greater awareness of MPO functions by the public and increase demands for information and analysis of MPO projects and programs. The MPO presents at many public meetings and provides additional information on its website and prepares information packages for distribution in response to common questions.

The MPO updated its Public Involvement Plan (PIP) in 2012. The PIP guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement. The following summary highlights key activities that have been established, will be continued, enhanced and expanded:

- Newsletter and Updates - The MPO will distribute regular updates and its quarterly newsletter, "Transportation Matters," via print and/or electronic channels. The contact database will also be continuously updated and recipients provided an opportunity to subscribe/unsubscribe dynamically. The recent LRTP also included information in Spanish and Creole.
- Website - The MPO has improved the look and usability of the website, including a pursuit of ways to improve use of the website for those with limited English proficiency. The website is continuously assessed and updated for enhanced outreach.
- Social Media – The MPO has developed social media sites on LinkedIn, Google+, Facebook, YouTube, Twitter and Ustream which are also continuously assessed and updated for enhanced outreach.
- Expanded Media – Continue to develop and implement new tools for outreach. As an example, the MPO recently implemented Billboard and bus wrap outreach and marketing for the Commuter Challenge Initiative.
- Online Visualization Tools – The MPO promotes the Interactive TIP, a web application to improve accessibility to transportation project information, and assists local initiatives in the development of their website tools.
- Grants – Applications and related information for grant programs administered by the MPO will be made available on the website.
- Surveys – The MPO will use of electronic and print surveys to allow for public participation in key transportation issues and decisions



# Organization and Management

The MPO's Governing [Board](#) consists of 21 locally elected officials: five (5) county commissioners, fifteen (15) elected officials from thirteen (13) municipalities in the planning area and an elected representative from the Port of Palm Beach. The MPO Board is responsible for providing overall policy and direction for transportation planning and serves as the coordination mechanism with various state agencies for transportation and land use plans. In performing these functions, the MPO Board is served by three advisory committees.

- Technical Advisory Committee (TAC) - Consists of representatives with expertise in transportation or related fields from state, county and municipal departments involved in the transportation system and provides technical input to the process.
- Citizens Advisory Committee (CAC) - Comprised of citizens representing various population segments as required by Federal Regulations and Florida Statutes who are appointed by the MPO Board.
- Bicycle Greenway Pedestrian Advisory Committee (BGPAC) - Comprised of system users, planners and law enforcement representatives from the public and private sectors. All boards and committees are governed by adopted MPO Rules of Procedure which set forth membership, responsibilities and the conduct of meetings.

The MPO is also a member of the SEFTC and its supporting committee, the Regional Transportation Technical Advisory Committee (RTTAC), overseeing regional transportation planning activities for the three MPOs in Southeast Florida, as well as the SFRTA supporting committee, the Planning Technical Advisory Committee (PTAC,) for public transit in Southeast Florida.

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

- MPO Interlocal Agreement – October 13, 2015 (creates the MPO to reflect membership apportionment)
- MPO Staff Services Agreement – March 12, 2013 (provides staff for carrying out MPO activities)
- Transportation Planning (PL) Joint Participation Agreement – July 1, 2015 (funding of transportation planning activities using FHWA sources)
- Public Transportation Joint Participation Agreement – October 1, 2015 (provides for FTA Section 5305 (d) funding)
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement – April 21, 2013 (coordination of multimodal transportation planning and comprehensive plans)
- Southeast Florida Transportation Council Interlocal Agreement as amended – April 25, 2011 (added annual report and five-year work plan)

The MPO also coordinates with all MPO's in the state through the Florida Metropolitan Planning Organization Advisory Council (MPOAC). The MPOAC is composed of an elected official and staff director from each MPO in the state and serves as a forum to discuss transportation issues and provide advice and input to FDOT plans and programs. Interaction with the local municipalities occurs through the TAC and MPO as well as comprehensive planning activities.



The development of the UPWP is done in cooperation with federal and state modal agencies, county departments and local municipalities and input from the public during the ongoing transportation planning process.

## Required Certifications and Policies

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

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

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

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

The certification statements and policies are included in Appendix B.



## Work Program

The Work Program consists of the various tasks required to carry out the 3-C (continuing, coordinated and comprehensive) transportation planning process. These tasks encompass the administration of the program, transportation system planning, programming funds and monitoring and enhancement of projects and the process. Throughout the transportation planning process, the goals and planning factors identified in Planning Priorities and Factors section are considered and serve as guidance. Each task is described individually with funding amounts identified by source (FHWA/PL and FTA Section 5305(d), including required matching funds, and CTD). Work products for each task are provided with an estimated completion date where appropriate. Work products prepared annually indicate the month of completion. Multiyear tasks also include an estimated year for completion.

## Task 1 – Administer the Agency

### Purpose

To provide the staff and resources necessary for proactive management of the planning process in order to implement the plans of the board resulting in a program of project priorities that realize the vision of the community documented in the LRTP. The MPO and its member jurisdictions and partners will execute this process in a manner that complies with federal and state requirements.

### Previous Work

The MPO staff has completed significant organizational accomplishments in the recent two years including expansion of the Board by two (2) members including the municipalities of Palm Springs and Green Acres, updating their agreements, adding three positions (Deputy Director, Fiscal Specialist II, Planner I), implemented a program to begin utilizing a General Planning Consultants (GPC) contracts to supplement staff and developed an organization chart with contact persons and areas of responsibilities clearly defined.

A new program was also launched that is anticipated to have immediate short term impact on the development and implementation of innovative congestion management, context sensitive and intelligent systems projects. The Local Initiatives Program was a product of the LRTP process and allocated a robust budget of \$17 Million per year. Staff successfully developed and implemented the program with an application and award process.

The MPO also completed the quadrennial (4-year) Federal MPO Certification process in 2015 and were recognized for noteworthy practices in the areas of:

- Bicycle and Pedestrian Planning
- Dedicating 70% of local option gas tax funds to transit
- Community friendly funding graphics is the current UPWP
- MPOs public outreach at community events and for the Rolling Retreat
- The presentation of Directions 2040 LRTP being user friendly for the community; and
- Operating and Maintenance chapter in the LRTP;

Staff also initiated the development of a Five-Year Strategic Plan, to direct the business over a longer period. The MPO staff also performed required on-going activities including supporting the MPO Board and Committee meetings; updated necessary documents such as the Public Involvement Plan (PIP),



audits and indirect cost allocation plans; submitted quarterly progress reports and reimbursement requests, and developed a new Continuity of Operations Emergency Recovery Plan (COOP).

## Planned Activities for Fiscal Years 2017 and 2018

- Adopt a Five-Year Strategic Plan that can be used to guide the use of resources to meet the goals of the MPO;
- Manage staff by providing guidance, career development activities and monitoring and evaluating performance based on clear expectations;
- Monitor and maintain the two-year Unified Planning Work Program for FY 17-18, including any necessary revisions, and provide at least quarterly progress reports and reimbursement requests to FDOT;
- Coordinate UPWP tasks with participating agencies including the Broward and Miami-Dade MPOs;
- Prepare the draft FY 19-20 UPWP for approval in 2018;
- Prepare agenda packages and minutes in support of MPO board and committee meetings;
- Perform monthly website updates and monitoring to include agendas, minutes and reports required to properly inform the public on the planning process and current board and committee actions and progress;
- Monitor, review and update the COOP as needed;
- Review and coordinate plans for transportation services following natural or man-made emergencies;
- Coordinate with other Southeast Florida MPOs, SEFTC, the Florida MPOAC, FHWA, FTA, FDOT, Treasure Coast Regional Planning Council (TCRPC), South Florida Regional Planning Council (SFRPC) local entities and other organizations as necessary;
- Provide training for MPO staff and MPO Board members at the MPOAC Institute; and

Note that the Florida Department of Transportation, by agreement, will provide "soft" matching share (18.07%) for FHWA PL funds utilized by the MPO in carrying out the staff functions of the transportation planning process. These funds will use toll revenue expenditures as a credit toward the non-federal share. The services performed with the soft matching efforts are outlined in Appendix C.

## Products and Schedule

- Monthly preparation of website updates, agenda packages and minutes of meetings;
- Assessment of the effectiveness of Indirect Cost factor in UPWP – January 2017;
- Annual Countywide Audit Report – Annually in June;
- State Certification Review - Annually in May;
- MPO Member Training - Offered through the MPOAC annually in March and May;
- Call for UPWP Proposed Activities from TAC, CAC and BGPAC – Annually in December; and
- Adopt the FY 19-20 UPWP - May 2018

Responsible Agency: Palm Beach Metropolitan Planning Organization

Participating Agencies: FHWA, FTA, PBC, Local Municipalities, FDOT, TCRPC, SFRPC, BMPO, MDMPO



**Table 1 - Administer the Agency**

<b>FY 2017</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 185,854	\$ 90,036	\$ 11,255	\$ 11,255	\$ 298,399
Travel/Training	\$ 50,000				\$ 50,000
Consultant Services	\$ 50,000				\$ 50,000
Indirect Expenses	\$ 38,190	\$ 12,029	\$ 1,504	\$ 1,504	\$ 53,226
<b>TOTAL EXPENDITURE</b>	<b>\$ 324,044</b>	<b>\$ 102,065</b>	<b>\$ 12,758</b>	<b>\$ 12,758</b>	<b>\$ 451,625</b>

<b>FY 2018</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 191,799	\$ 93,458	\$ 11,682	\$ 11,682	\$ 308,621
Travel/Training	\$ 52,500				\$ 52,500
Consultant Services	\$ 50,000				\$ 50,000
Indirect Expenses <sup>1</sup>	\$ 39,318	\$ 12,486	\$ 1,561	\$ 1,561	\$ 54,926
<b>TOTAL EXPENDITURE</b>	<b>\$ 333,617</b>	<b>\$ 105,944</b>	<b>\$ 13,243</b>	<b>\$ 13,243</b>	<b>\$ 466,047</b>

1. Indirect expense rate (13.36%) applied to all funds on this table using Palm Beach County Federal Certified Rate provided in Appendix D



# TASK 2 – Engage the Community

## Purpose

To proactively inform, educate and engage Palm Beach County residents and stakeholders in the transportation planning process.

## Previous Work

As indicated, the MPO adopted the LRTP in October 2014. Development and adoption of the LRTP was implemented through a targeted Public Involvement Plan (PIP) that supplemented the overall PIP. Effective outreach strategies were introduced to promote public input and feedback including the use of social media and multi-lingual brochures in English, Spanish and Creole. The most significant addition to PIP activities was the implementation of an approach to partner with local agencies, organizations and special events to go out into the community and reach existing audiences where people are in both professional and recreational settings. This effort was identified by the FHWA as a Notable Practice in the MPOs recent 2015 Federal Certification. The result of the effort included:

- 42 presentations to the MPO Board and committees
- 2 presentations to the transit boards and committees
- 20 presentations to civic organizations, community associations and other citizen groups
- 25 days exhibiting and soliciting survey responses at special events and conferences
- 5 agency partnership workshops
- 3 social media sites
- 550 completed surveys
- 6,700 pieces of collateral material to promote the survey
- 1,000 contacts for the newsletter mailing list

Staff completed proactive and on-going activities including a major website redesign for the MPO site [www.PalmBeachMPO.org](http://www.PalmBeachMPO.org); developed social media sites on LinkedIn, Google+, Facebook, YouTube, Twitter and Ustream and jointly developed a video with the BMPO that provides simple and clear information for the public on who the MPO is and what its role is in the community. MPO staff provided assistance for local initiatives and developed websites for [www.BikePalmBeach.org](http://www.BikePalmBeach.org) and [www.pbcommuterchallenge.org](http://www.pbcommuterchallenge.org).

Initiatives were also performed to engage Board members and elected officials including two “Rolling Retreats” that were very well received. The retreats were held on transit vehicles with presentations at stops and at nearby transportation related centers/projects. The first retreat was held on Tri-Rail with presentations at the Boca Raton, Delray Beach and Lake Worth Stations. The second event was held on a Palm Tran bus with presentations at locations in Northern Palm Beach County including Palm Beach Gardens and Jupiter.

Finally, staff performed other creative and technical activities including a “Bike Valet” at the Sunfest event in West Palm Beach, created a bus wrap and a billboard for the Commuter Challenge, performed and provided promotional material and bicycle safety equipment at local events. On-going updates and activities continued including email distribution of news and documents, printing and distribution of informational materials, website and social media maintenance and updates, DBE and Title VI monitoring and reporting and continued assessment and review of the PIP.



## Planned Activities for Fiscal Years 2017 and 2018

- Encourage public participation at MPO Board and committee meetings;
- Participate in the Public Participation Subcommittee (PPS) of SEFTC along with FDOT and Broward and Miami-Dade MPOs;
- Offer presentations and seek input from groups including chambers of commerce, travel and tourism stakeholders, freight stakeholders, civic organizations, neighborhood associations, etc. This effort applies to ongoing efforts to educate and inform the community on the transportation planning process;
- Expand electronic distribution of information previously provided through printed media ;
- Produce and distribute printed collateral materials including flyers, brochures, surveys, handouts etc. at public and partner events;
- Maintain and expand the social media presence of the MPO;
- Annually review and/or update as needed the Public Involvement Plan (PIP);
- Prepare and advertise the TIP, LRTP, PIP, etc. in accordance with federal regulations, state guidelines and the MPO's Public Participation Plan;
- Establish and implement performance measures for public outreach; and
- Implement special projects that may include special events for the MPO to host, training for our partners, and/or safety/awareness events for the public. Special projects will be implemented in coordination with partners to leverage resources.

## Products and Schedule

- Email distribution of news and documents - ongoing
- Printing and distribution of informational materials - ongoing
- Website maintenance and updates - ongoing
- Social media maintenance and updates - ongoing
- DBE and Title VI monitoring and reporting - ongoing
- Public Involvement Plan Assessment and Review - ongoing

Responsible Agency: Palm Beach Metropolitan Planning Organization

Participating Agencies: FHWA, FDOT, BCMPO, MDMPO, SFCS, TCRPC



Table 2 - Engage the Community

<b>FY 2017</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 57,300	\$ 14,570	\$ 1,821	\$ 1,821	\$ 75,513
Consultant Services	\$ 84,746	\$ 40,000	\$ 5,000	\$ 5,000	\$ 134,746
Indirect Expenses <sup>1</sup>	\$ 18,977	\$ 7,291	\$ 911	\$ 911	\$ 28,091
<b>TOTAL EXPENDITURE</b>	<b>\$ 161,023</b>	<b>\$ 61,861</b>	<b>\$ 7,733</b>	<b>\$ 7,733</b>	<b>\$ 238,349</b>

<b>FY 2018</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 59,124	\$ 14,988	\$ 1,873	\$ 1,873	\$ 77,859
Consultant Services	\$ 84,746	\$ 40,000	\$ 5,000	\$ 5,000	\$ 134,746
Indirect Expenses	\$ 19,221	\$ 7,346	\$ 918	\$ 918	\$ 28,404
<b>TOTAL EXPENDITURE</b>	<b>\$ 163,091</b>	<b>\$ 62,334</b>	<b>\$ 7,792</b>	<b>\$ 7,792</b>	<b>\$ 241,009</b>

1. Indirect expense rate (13.36%) applied to all funds on this table using Palm Beach County Federal Certified Rate provided in Appendix D

# Task 3. Plan the System

## Purpose

To provide the necessary data and analysis tools in order to support and perform the multi-modal planning processes for Palm Beach County and the Miami Urbanized Area (UZA). There are several functional areas this Task including:

- Evaluation and planning for all modes and services including transit, pedestrian, bicycle, non-emergency transportation services, airport, seaport, intermodal and freight;
- Providing technical support to coordinate land use with a transportation system that promotes alternatives to the single occupant vehicle;
- Maintenance of the long range, cost feasible, multimodal transportation system plan; and
- Providing technical support to Palm Tran, SFRTA, FDOT, Broward County Transit and Miami-Dade Transit in the preparation, evaluation, coordination, funding, and oversight of local and regional long-range transit development plans and programs;

## Previous Work

The adoption of the current LRTP required the accomplishment of several interim deliverables including the development of a 2040 socio-economic database and providing support in the development of a validated regional transportation model. The LRTP also incorporated the Bicycle Master Plan, the Transit Development Plan (TDP) major update, the regional greenways and trails system, transportation system management and operations (TSM&O) activities and master plans from the port and airport into the LRTP as well as consideration of greenhouse gases (GHG). Subsequent to the LRTP update, staff provided technical support for an updated version of the Palm Beach 2040 socio-economic dataset to reflect recent land use approvals for enhanced 2040 traffic projections.

Regional long range planning efforts were accomplished in coordination with SEFTC including the Southeast Florida Regional Transportation Plan and the Regional Freight Plan. The MPO has been proactively planning and coordinating with partners on the development of project priorities, programming and project development from these plans. Some of the significant accomplishments including identification of regional corridors and Transportation Regional Incentive Program (TRIP) project lists; participated and provided technical support for expanded Tri-Rail Service, including planning for Tri-Rail Coastal Link; Coordinated with FHWA, FTA, FDOT and other stakeholders in the development and implementation of performance based planning and programming to comply with federal regulations. The MPO also coordinated transportation plans and programs with the Martin, St Lucie and Indian River County MPO/TPOs and their Regional Transportation Coordination Council.

The MPO developed a prioritization process for transit projects to be funded via LRTP categorical funding and updated the Transportation Disadvantaged Service Plan (TDSP) and provided an evaluation of Community Transportation Coordinator (CTC), provided technical support for the Palm Tran and SFRTA's TDP minor updates and participated in statewide efforts including the FDOT Freight Mobility and Trade Investment Plan, major updates to the Florida Transportation Plan and Strategic Intermodal System Plan. Additional efforts included the West Palm Beach/Lake Worth C-51 Navigable Waterway Feasibility Study, a Florida East Coast Railroad Quiet Zone and Safety Analysis and pursued and funded implementation of safety improvements along the FEC railroad corridor.



Ongoing activities including: data collection, administering the Transportation Disadvantaged Local Coordinating Board, review of development proposals and assist the applicants in changes to the proposal to encourage use of alternative modes with primary focus on locations served by existing or planned premium transit, promoting transit use through densities, mixed land use and application of urban design principles in conjunction with transit service and evaluating what-if scenarios for increased development that would support transit services.

## Planned Activities for Fiscal Years 2017 and 2018

- Assist local governments with in the evaluation of proposed land use amendments;
- Coordinate the LRTP with the County's traffic performance standards (TPS) system to monitor impacts from proposed development;
- Provide resources to FDOT for the development of the 2045 Data socio-economic database for the upcoming 2045 LRTP update;
- Support for the SEFTC activities, participate in regional transportation activities associated with climate change and the regional TSM&O committee;
- Evaluate access to essential services to identify transportation connectivity gaps, including traditionally underserved populations;
- Assist in development and updating of TDPs for Palm Tran and SFRTA;
- Identify projects and programs to expand transit access and improve economic sustainability;
- Participate in development of the Tri-Rail Coastal Link project;
- Pursue implementation of safety improvements along the FEC railroad corridor;
- Monitor and provide input for proposed All Aboard Florida/Brightline services on the FEC corridor;
- Coordinate with local Airports, Port of Palm Beach, rail freight providers and trucking industry representatives on transportation needs;
- Identify areas and corridors where congestion occurs or may occur using a database of existing demand and anticipated growth in transportation usage based on land development activities;
- Develop multimodal strategies and/or projects with emphasis on TSM&O projects to reduce congestion and enhance mobility;
- Provide planning and technical assistance to the Rural Areas of Critical Economic Concern (RACEC) and Rural Economic Development Initiative (REDI) communities of Belle Glade, South Bay and Pahokee;
- Assist in the review of Traffic Performance Standards appeals from the County's concurrency management system;
- Compile and analyze traffic and ridership data related to congestion on the transportation system;
- Participate in MPOAC statewide freight committee and associated activities;
- Coordinate with local economic boards and Chambers of Commerce to support the movement of freight and goods and travel and tourism to identify infrastructure needs;
- Coordinate with Treasure Coast Regional Planning Council and seek matching funding from local municipalities involved in the planning process for their area; and
- Assist FDOT with dissemination of the annual Discretionary Grant Programs information to the municipalities, the County and other agencies.



## Products and Schedule

- Community Planning and Outreach Efforts – ongoing;
- Review and selection of 5310 Program and other grant applications - ongoing;
- Community Transit Services Assistance – ongoing;
- Discretionary Grant Program Assistance – ongoing;
- Coordination of TRIP project prioritization and selection - Annually in October or as requested by FDOT;
- Annually review and update of the Coordinated Transportation Disadvantaged Service Plan (TDSP);
- Provide support for the Transportation Disadvantaged Local Coordinating Board (TDLCB), including creation of agendas and minutes for quarterly meetings, and perform required reporting and financial monitoring;
- Coordinate an annual evaluation of the Community Transportation Coordinator (CTC);
- Review of land use and site plans - ongoing;
- Continued assistance to local municipalities for TOD planning – ongoing;
- Palm Tran Transit Development Plan Major Update – December 2016 and Minor update December 2017;
- 2045 Data socio-economic database for the upcoming 2045 LRTP update – Spring 2017;
- Prepare and advertise a Request For Qualifications for 2045 major update to the LRTP – Summer 2017; and
- Participate in the scoping and Request for Qualifications for the 2045 Regional Long Range Plan and Regional Freight Plan – Spring 2018.

Responsible Agencies: Palm Beach Metropolitan Planning Organization; SEFTC, FDOT

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

### Table 3 - Plan the System

FY 2017						
BUDGET CATEGORY	FHWA PL	FTA	FDOT	PBC	OTHER <sup>1</sup>	TOTAL
Personnel & Benefits	\$127,306	\$172,719	\$21,590	\$21,590	\$48,125	\$391,330
Consultant Services	\$153,390	\$160,000	\$20,000	\$20,000		\$353,390
Indirect Expenses <sup>2</sup>	\$37,501	\$44,451	\$5,556	\$5,556		\$93,065
<b>TOTAL EXPENDITURE</b>	<b>\$318,197</b>	<b>\$377,171</b>	<b>\$47,146</b>	<b>\$47,146</b>	<b>\$48,125</b>	<b>\$837,785</b>

FY 2018						
BUDGET CATEGORY	FHWA PL	FTA	FDOT	PBC	OTHER	TOTAL
Personnel & Benefits	\$131,381	\$178,836	\$22,355	\$22,355	\$48,125	\$403,051
Consultant Services	\$453,390	\$160,000	\$20,000	\$20,000		\$653,390
Indirect Expenses	\$78,125	\$45,269	\$5,659	\$5,659		\$134,711
<b>TOTAL EXPENDITURE</b>	<b>\$662,896</b>	<b>\$384,105</b>	<b>\$48,013</b>	<b>\$48,013</b>	<b>\$48,125</b>	<b>\$1,191,152</b>

1. Funds shown on "Plan the System" Task are provided by the Florida Commission for Transportation Disadvantaged (CTD).

2. Indirect expense rate (13.36%) applied to all funds on this table except the CTD funds using Palm Beach County Federal Certified Rate provided in Appendix D



# Task 4. Program the Funds

## Purpose

To maintain a program of capital projects and operations for the five-year Transportation Improvement Plan. Development of the plan requires the setting of priorities based on monitoring traffic conditions through the Traffic Monitoring System, identification of low cost/high impact projects, through the review of long range projects through the ETDM process and to identify transportation impacts of proposed development and construction projects.

## Previous Work

The MPO provided annual and on-going efforts under this Task optimize funds and accelerate project implementation. Efforts included coordination with FDOT on development and adoption of the Tentative Work Program and the Transportation Improvement Program (TIP) and performed TIP amendments, as necessary. An interactive map of major projects was also developed for display on the website.

The PBPMPO also developed a prioritization process for TSM&O projects to be funded via LRTP categorical funding; implemented the Local Initiatives Program, continued the review of Developments of Regional Impact (DRI), review of significant development and redevelopment projects located in municipalities and the unincorporated areas, participated in Project Development and Environment (PD&E) studies associated with specific projects in the TIP and performed ETAT reviews for projects such as the SFECCCTAS.

## Planned Activities for Fiscal Years 2017 and 2018

- Prepare the TIP using priorities projects selected by the MPO in consultation with FDOT;
- Review TIP projects through the ETDM process;
- Refine the Prioritization Process to consider the results of the LRTP, CMP, TDP and performance measures and compliance with the FSAST Act in developing the TIP and STIP;
- Identify safety projects to be funded from FDOT Safety programs;
- Identify capital and operating funds for the TDP in the Human Services Plan for inclusion in the TIP;
- Publish the interactive TIP on the MPO website for use by the public and other agencies;
- Prepare an annual list of projects for which Federal funds (FHWA and FTA) were obligated for inclusion in the TIP;
- Solicit and evaluate applications for the Transportation Alternatives Program and any competitive funding made available from Surface Transportation Program (ST) Funds;
- Evaluate TIP projects for consistency with the FDOT work program and local comp plans;
- Coordinate with FDOT to upgrade interactive TIP;
- Utilize the Efficient Transportation Decision Making (ETDM) process to screen projects; and
- Attend ETDM training conducted by FDOT;



## Products and Schedule

- Transportation Information GIS layers – ongoing;
- Household transportation survey or other data to support travel demand modeling – ongoing;
- Freight activity data set and GIS layers – ongoing;
- Bicycle usage data set and GIS layer – ongoing;
- Review major developments and projects with comments to reviewing agencies and applicants - ongoing
- Project review and input using the ETDM process - ongoing
- Transportation Improvement Program – Annually in June
- TIP Amendments - as needed
- Post the Annual Listing of Projects for Federal funds obligated in the preceding year – Annually in December;
- Submittal of Transportation Alternatives Applications - Annually in June;
- Project Priority List - Annually in September;
- FDOT Five-Year Work Program Review - Annually in November;
- Congestion Management Process Report – Annual Update;
- Project priorities recommendations for inclusion in the TIP - Annually in September; and
- Review of CMP performance measures and strategies - Annually in January.

Responsible Agency: Palm Beach Metropolitan Planning Organization

Participating Agencies: FDOT, FDEP, PBC, PALM TRAN, PPB, SFRTA, Local Municipalities, PBCHD

**Table 4 - Program the Funds**

<b>FY 2017</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 132,423	\$ 18,410	\$ 2,301	\$ 2,301	\$ 155,436
Indirect Expenses <sup>1</sup>	\$ 17,692	\$ 2,460	\$ 307	\$ 307	\$ 20,766
<b>TOTAL EXPENDITURE</b>	<b>\$ 150,115</b>	<b>\$ 20,870</b>	<b>\$ 2,609</b>	<b>\$ 2,609</b>	<b>\$ 176,202</b>

<b>FY 2018</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 136,731	\$ 18,988	\$ 2,373	\$ 2,373	\$ 160,466
Indirect Expenses	\$ 18,267	\$ 2,537	\$ 317	\$ 317	\$ 21,438
<b>TOTAL EXPENDITURE</b>	<b>\$ 154,998</b>	<b>\$ 21,525</b>	<b>\$ 2,691</b>	<b>\$ 2,691</b>	<b>\$ 181,904</b>

1. Indirect expense rate (13.36%) applied to the funds on this table using Palm Beach County Federal Certified Rate provided in Appendix D

# Task 5. Improve the Experience

## Purpose

To improve the quality of transportation projects and ensure they meet the needs and desires of the community. Prepare and evaluate transportation plans to integrate context sensitive solutions that will integrate adjacent land use and promote alternatives to the single occupant vehicle trips.

## Previous Work

The MPO has accomplished significant efforts under this task including the development of multi-modal performance measures and a reporting process through the Congestion Management Process (CMP) that is being utilized as a feedback loop to improve the transportation system.

The CMP Annual monitoring system includes the following measures:

- Decrease the percentage of Strategic Intermodal System (SIS) facilities, SIS connectors, and non-SIS designated truck routes that exceed capacity ( $v/c > 1.1$ )
- Reduce the number of thoroughfare intersections with critical sum  $> 1400$
- Increase the percentage of traffic signals connected to the central control system by fiber optic network
- Increase the percentage of principal arterials covered by closed circuit TV cameras
- Increase the percentage of traffic signals with operable vehicle detection
- Increase the percentage of pedestrian commuter mode choice & bicycling commuter mode choice
- Increase centerline mileage of buffered bike lanes, 10-ft or wider shared use pathways, designated bike lanes and priority bike network operating at LOS C or better
- Increase percentage of dedicated bicycle facilities (within 3 miles) and dedicated pedestrian facilities (within 1 mile) near transit hubs

The MPO is continually looking for proactive ways to enhance performance measurement including expanded multi-modal data collection. An example was leveraging a \$20,000 federal grant for Bicycle-Pedestrian Count Technology Pilot Project that resulted in the development and implementation of a bicycle and pedestrian count system with 50 count locations.

## Planned Activities for Fiscal Years 2017 and 2018

- Refine the Prioritization Process to consider the results of the LRTP, CMP, TDP and performance measures developed for compliance with Federal regulations in developing the TIP and State TIP (STIP);
- Summarize data collected by various agencies and compile into usable formats;
- Maintain a traffic counting program with over 850 link locations and 300 intersections throughout the planning area;
- Obtain Palm Tran ridership data for existing bus and shuttle routes using information from the Automatic Passenger Counting (APC) and Advance Vehicle Location (AVL) systems;
- Obtain boarding and alighting data by station from SFRTA;
- Compile available information on private transportation operators, air and rail freight and passenger operations, trucking and port operations to provide intermodal freight statistics;



- Consider addition of new freight economic benefit indicators to CMP;
- Update database of bicycle and pedestrian facilities as compiled in the Bicycle Master Plan;
- Investigate automation of data collection processes related to collection of traffic volumes, speeds, travel time and origin-destination pairs for modeling;
- Coordinate with and supplement the FDOT 4 bike and pedestrian count program for strategic locations around the County;
- Create a map of major projects to identify communities benefitting and perform environmental justice evaluations;
- Coordinate the CMP with the Broward and Miami-Dade CMP programs to address regional congestion;
- Update and maintain sidewalk and bicycle facility inventory;
- Review roadway plans to ensure bicycle and pedestrian facilities are being properly incorporated;
- Review the non-motorized components of development projects;
- Identify opportunities and potential projects for joint use of public lands and rights-of-way for bicycles and pedestrians, with a special focus around existing and planned Tri Rail stations;
- Utilize crash mapping information to identify non-motorized safety locations;
- Serve on the PB School District's Safe Routes to Schools Committee;
- Provide assistance to local agencies to adopt Complete Streets policies; and
- Support the development of a countywide Complete Streets working group, consisting of partner stakeholders.

## Products and Schedule

- Programs to encourage provision of bicycle and pedestrian facilities – ongoing
- Review of CMP performance measures and strategies - annually in January;
- Non-motorized Project Priority list for Transportation Alternatives - Annually in September;
- Pedestrian and bicycle count program final report – Annually in April;

Responsible Agency: Palm Beach Metropolitan Planning Organization

Participating Agencies: FDOT, TCRPC, PBC, Local Municipalities



**Table 5 - Improve the Experience**

<b>FY 2017</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 126,622	\$ 40,000	\$ 5,000	\$ 5,000	\$ 176,622
Consultant Services	\$ 211,864	\$ 40,000	\$ 5,000	\$ 5,000	\$ 261,864
Indirect Expenses	\$ 45,222	\$ 10,688	\$ 1,336	\$ 1,336	\$ 58,582
<b>TOTAL EXPENDITURE</b>	<b>\$ 383,708</b>	<b>\$ 90,688</b>	<b>\$ 11,336</b>	<b>\$ 11,336</b>	<b>\$ 497,068</b>

<b>FY 2018</b>					
<b>BUDGET CATEGORY</b>	<b>FHWA PL</b>	<b>FTA</b>	<b>FDOT</b>	<b>PBC</b>	<b>TOTAL</b>
Personnel & Benefits	\$ 130,223	\$ 40,000	\$ 5,000	\$ 5,000	\$ 180,223
Consultant Services	\$ 211,864	\$ 40,000	\$ 5,000	\$ 5,000	\$ 261,864
Indirect Expenses	\$ 45,703	\$ 10,688	\$ 1,336	\$ 1,336	\$ 59,063
<b>TOTAL EXPENDITURE</b>	<b>\$ 387,790</b>	<b>\$ 90,688</b>	<b>\$ 11,336</b>	<b>\$ 11,336</b>	<b>\$ 501,150</b>

1. Indirect expense rate (13.36%) applied to all funds on this table using Palm Beach County Federal Certified Rate provided in Appendix D

## Summary Budget Tables

The FY 2017 and 2018 UPWP is funded by various federal, state and local sources in the form of grants, cash and in-kind services. An estimate of the costs associated with the individual tasks and the source of funding is listed in the following tables.

**Table 6 - Fiscal Year 2017 Budget by Work Task and Fund Source**

BUDGET CATEGORY	FHWA PL <sup>1</sup>	FTA	FDOT	PBC	OTHER <sup>2</sup>	TOTAL
<b>ADMINISTER THE AGENCY</b>						
Personnel & Benefits	\$ 185,854	\$ 90,036	\$ 11,255	\$ 11,255		\$ 298,399
Travel/Training	\$ 50,000					\$ 50,000
Consultant Services	\$ 50,000					\$ 50,000
Indirect Expenses	\$ 38,190	\$ 12,029	\$ 1,504	\$ 1,504		\$ 53,226
<b>ENGAGE THE COMMUNITY</b>						
Personnel & Benefits	\$ 57,300	\$ 14,570	\$ 1,821	\$ 1,821		\$ 75,513
Consultant Services	\$ 84,746	\$ 40,000	\$ 5,000	\$ 5,000		\$ 134,746
Indirect Expenses <sup>3</sup>	\$ 18,977	\$ 7,291	\$ 911	\$ 911		\$ 28,091
<b>PLAN THE SYSTEM</b>						
Personnel & Benefits	\$ 127,306	\$ 172,719	\$ 21,590	\$ 21,590	\$ 48,125	\$ 391,330
Consultant Services	\$ 153,390	\$ 160,000	\$ 20,000	\$ 20,000		\$ 353,390
Indirect Expenses	\$ 37,501	\$ 44,451	\$ 5,556	\$ 5,556		\$ 93,065
<b>PROGRAM THE FUNDS</b>						
Personnel & Benefits	\$ 132,423	\$ 18,410	\$ 2,301	\$ 2,301		\$ 155,436
Indirect Expenses	\$ 17,692	\$ 2,460	\$ 307	\$ 307		\$ 20,766
<b>IMPROVE THE EXPERIENCE</b>						
Personnel & Benefits	\$ 126,622	\$ 40,000	\$ 5,000	\$ 5,000		\$ 176,622
Consultant Services	\$ 211,864	\$ 40,000	\$ 5,000	\$ 5,000		\$ 261,864
Indirect Expenses	\$ 45,222	\$ 10,688	\$ 1,336	\$ 1,336		\$ 58,582
<b>Transfer: SEFTC Regional Tasks</b>	<b>\$ 83,500</b>					<b>\$ 83,500</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 1,420,587</b>	<b>\$ 652,654</b>	<b>\$ 81,582</b>	<b>\$ 81,582</b>	<b>\$ 48,125</b>	<b>\$ 2,284,530</b>

1. FHWA PL funds require a FDOT Soft Match of \$260,145 (18.07%) in FY 17. Note the match does not apply to expenses or transferred funds.

2. Funds shown on "Plan the System" Task are provided by the Florida Commission for Transportation Disadvantaged (CTD).

3. Indirect expense rate (13.36%) applied to all items except CTD and Transferred funds in this budget. Palm Beach County Federal Certified Rate provided in Appendix D.



**Table 7 - Fiscal Year 2018 Budget by Work Task and Fund Source**

BUDGET CATEGORY	FHWA PL <sup>1</sup>	FTA	FDOT	PBC	OTHER <sup>2</sup>	TOTAL
<b>ADMINISTER THE AGENCY</b>						
Personnel & Benefits	\$ 191,799	\$ 93,458	\$ 11,682	\$ 11,682		\$ 308,621
Travel/Training	\$ 52,500					\$ 52,500
Consultant Services	\$ 50,000					\$ 50,000
Indirect Expenses <sup>3</sup>	\$ 39,318	\$ 12,486	\$ 1,561	\$ 1,561		\$ 54,926
<b>ENGAGE THE COMMUNITY</b>						
Personnel & Benefits	\$ 59,124	\$ 14,988	\$ 1,873	\$ 1,873		\$ 77,859
Consultant Services	\$ 84,746	\$ 40,000	\$ 5,000	\$ 5,000		\$ 134,746
Indirect Expenses	\$ 19,221	\$ 7,346	\$ 918	\$ 918		\$ 28,404
<b>PLAN THE SYSTEM</b>						
Personnel & Benefits	\$ 131,381	\$ 178,836	\$ 22,355	\$ 22,355	\$ 48,125	\$ 403,051
Consultant Services	\$ 453,390	\$ 160,000	\$ 20,000	\$ 20,000		\$ 653,390
Indirect Expenses	\$ 78,125	\$ 45,269	\$ 5,659	\$ 5,659		\$ 134,711
<b>PROGRAM THE FUNDS</b>						
Personnel & Benefits	\$ 136,731	\$ 18,988	\$ 2,373	\$ 2,373		\$ 160,466
Indirect Expenses	\$ 18,267	\$ 2,537	\$ 317	\$ 317		\$ 21,438
<b>IMPROVE THE EXPERIENCE</b>						
Personnel & Benefits	\$ 130,223	\$ 40,000	\$ 5,000	\$ 5,000		\$ 180,223
Consultant Services	\$ 211,864	\$ 40,000	\$ 5,000	\$ 5,000		\$ 261,864
Indirect Expenses	\$ 45,703	\$ 10,688	\$ 1,336	\$ 1,336		\$ 59,063
<b>Transfer: SEFTC Regional Tasks</b>	<b>\$ 83,500</b>					<b>\$ 83,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,785,891</b>	<b>\$ 653,908</b>	<b>\$ 81,738</b>	<b>\$ 81,738</b>	<b>\$ 48,125</b>	<b>\$ 2,664,761</b>

1. FHWA PL funds require a FDOT Soft Match of \$331,219 (18.07%) in FY 18. Note the match does not apply to expenses or transferred funds.

2. Funds shown on "Plan the System" Task are provided by the Florida Commission for Transportation Disadvantaged (CTD).

3. Indirect expense rate (13.36%) applied to all items except CTD and Transferred funds in this budget. Palm Beach County Federal Certified Rate provided in Appendix D.

## Multi-Year Business Plan

The transportation planning process is a continuing process with a number of required reports and activities occurring on a regular basis. Each year, the MPO produces and adopts a TIP and other documents and plans and is certified by the State. Every two years, the MPO produces and adopts a UPWP providing information on the budget, staff activities and work products. The MPO is also certified by FHWA/FTA every four (4) years and performs a major update to the LRTP every five years. To accommodate these differing schedules, the MPO has created a multi-year plan to ensure funding is available for preparing the various activities required to meet federal and state requirements and to meet the vision, goals and objectives of the community.

As previously stated and displayed throughout the UPWP the MPO receives planning funds from the FHWA, also known as "PL" or planning funds, FTA section 5305(d) funds, in-kind matching services from FDOT (18.07%) towards FHWA funds. The FTA grant funds require a 20% match with FDOT and Palm Beach County each contributing 10%.

On December 4, 2015, the FAST Act went into effect providing funding certainty for the next 5 years. The Act authorizes a 5% increase in FHWA and FTA planning funds to continue guiding those investments. Using the five year revenues information, the MPO has prepared a multi-year business plan to provide a view of transportation planning funding. These revenues and costs are summarized below.

**Table 8 - Multi-Year Business Plan**

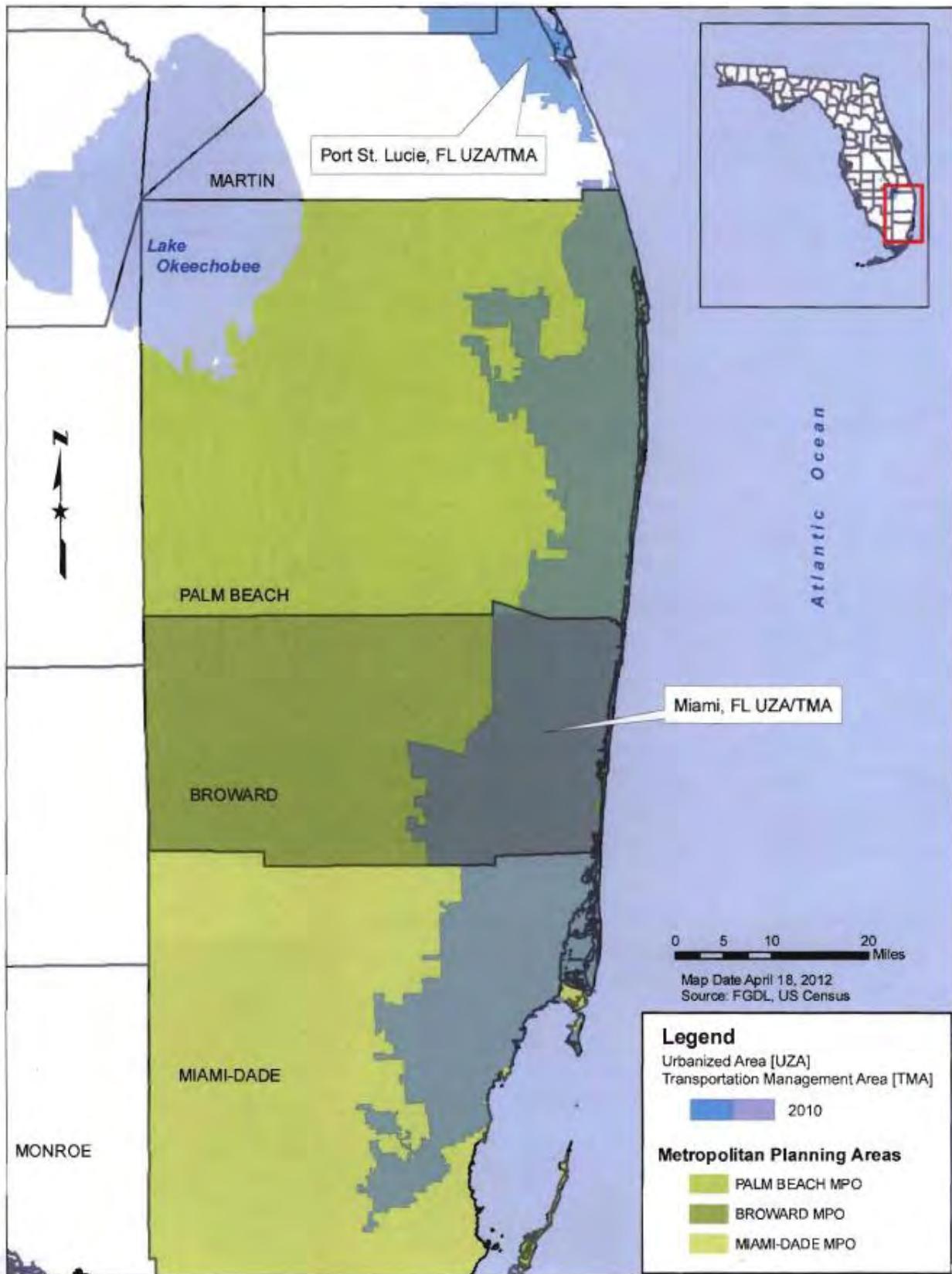
FUNDING SOURCE	FY17 <sup>1</sup>	FY18	FY 19	FY20	FY21
Federal Highway Administration (FHWA)	\$ 1,177,617	\$ 1,124,089	\$ 1,124,089	\$ 1,124,089	\$ 1,124,089
Federal Transit Administration (FTA)	\$ 650,462	\$ 620,895	\$ 620,895	\$ 620,895	\$ 620,895
FTA match from PBC	\$ 72,274	\$ 68,988	\$ 68,988	\$ 68,988	\$ 68,988
Florida Commission for Transportation Disadvantaged (CTD)	\$ 48,125	\$ 48,125	\$ 48,125	\$ 48,125	\$ 48,125
FHWA Carry Over from Previous Year	\$ 1,828,638	\$ 1,711,012	\$ 1,191,720	\$ 731,080	\$ 568,860
FTA Carry Over from Previous Year	\$ 1,241,504	\$ 1,044,920	\$ 789,886	\$ 519,945	\$ 249,054
FTA match from PBC Carry Over from Previous Year	\$ 137,945	\$ 116,102	\$ 87,765	\$ 57,772	\$ 27,673
<b>TOTAL FUNDING</b>	<b>\$ 5,156,564</b>	<b>\$ 4,734,132</b>	<b>\$ 3,931,469</b>	<b>\$ 3,170,894</b>	<b>\$ 2,707,685</b>
EXPENDITURES	FY17	FY18	FY 19	FY20	FY21
Personnel & Benefits	\$ 1,097,300	\$ 1,130,219	\$ 1,164,126	\$ 1,199,049	\$ 1,235,021
Travel/Training	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881	\$ 60,775
Consultants - FHWA <sup>2</sup>	\$ 400,000	\$ 700,000	\$ 700,000	\$ 400,000	\$ 400,000
Consultants - FTA	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Indirect Expenses (13.36%) <sup>3</sup>	\$ 253,730	\$ 298,542	\$ 303,422	\$ 268,376	\$ 273,569
Transfer to other MPOs for regional tasks (FHWA)	\$ 83,500	\$ 83,500			
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,284,530</b>	<b>\$ 2,664,761</b>	<b>\$ 2,622,673</b>	<b>\$ 2,325,307</b>	<b>\$ 2,369,365</b>
<b>CARRY OVER TO NEXT YEAR</b>	<b>\$2,872,034</b>	<b>\$2,069,371</b>	<b>\$1,308,796</b>	<b>\$845,587</b>	<b>\$338,320</b>

1. FY 17 includes additional 5% FAST Act increase in FHWA and FTA funds that are retro-active from FY 16

2. Additional allocation of \$300,000 in FY 18 and FY 19 for 2045 LRTP

3. Indirect expense rate applied to all costs in the budget except for CTD and Transferred funds.

## Appendix A: Map of Miami, FL Urbanized Area



## Appendix B: Required Certifications and Policies

### FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

#### **FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE** (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

##### AFFIRMATION OF APPLICANT

Name of the Applicant: Palm Beach Metropolitan Planning Organization

Name and Relationship of the Authorized Representative: Susan Haynie, Palm Beach MPO Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature

Date:

7/15/15

Name Susan Haynie, Palm Beach MPO Chair  
Authorized Representative of Applicant

##### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Palm Beach Metropolitan Planning Organization

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature

Date:

7/15/15

Name Donna Raney  
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

## **DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

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

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



Chairperson

Palm Beach MPO

Name of MPO

7/16/2015

Date

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

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

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



Chairperson

Palm Beach MPO

Name of MPO

7/16/2015

Date

## DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The Palm Beach MPO hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Palm Beach MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

  
MPO Chairperson

7/16/2015  
Date

## **Appendix C: FDOT District 4 Planning Activities**

**To Be Provided**

## Appendix D: Federal Indirect Cost Rate Agreement

09/09/2010 10:25 2026193379

DHHS/COST ALLOCATION

PAGE 01/04



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

August 31, 2010

Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202) 401-2608  
FAX: (202) 619-3379

Mr. Joseph P. Doucette  
Budget Director  
Palm Beach County  
Office of Financial Management & Budget  
PO Box 1989  
West Palm Beach, FL 33402-1989

Dear Mr. Doucette

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (202) 619-3379. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/09, was due in our office by 12/30/09.

Sincerely,

Darryl Mayes  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

## NONPROFIT RATE AGREEMENT

BIN: 59-6000785

DATE: 08/31/2010

## ORGANIZATION:

Palm Beach County, Florida  
P.O. Box 1989  
West Palm Beach, FL 33402-1989

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

---

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE (\$)	LOCATION	APPLICABLE TO
FINAL	07/01/2007	06/30/2008	13.36	All	All Programs
PROV.	07/01/2008	Until Amended	13.36	All	All Programs

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), subawards and flow-through funds.

09/09/2010 10:25 2026193379

DHHS/COST ALLOCATION

PAGE 03/04

ORGANIZATION: Palm Beach County, Florida

AGREEMENT DATE: 08/31/2010

SECTION III: SPECIAL REMARKS

NA

---

Page 2 of 3

---

ORGANIZATION: Palm Beach County, Florida

ACREEMENT DATE: 08/31/2010

**SECTION III: GENERAL****A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for rates which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to those programs.

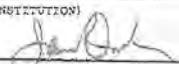
BY THE INSTITUTION:

ON BEHALF OF THE FEDERAL GOVERNMENT:

Palm Beach County, Florida

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(INSTITUTION)

  
 Joseph Doucette  
 (NAME)

  
 Darryl W. Mayes  
 (NAME)

Budget Director

Director, Mid-Atlantic Field Office  
 (Title)

September, 9, 2010

8/31/2010  
 (DATE)

(DATE)

(DATE: 7040)

HHS REPRESENTATIVE: Christian Poole

Telephone: (202) 401-2808

## Appendix E: 2015 Certification Comments



**Federal Highway Administration**  
Florida Division Office  
545 John Knox Rd, Suite 200  
Tallahassee, Florida 32303  
(850) 553-2200  
[www.jhwa.dot.gov/fldiv](http://www.jhwa.dot.gov/fldiv)

**Federal Transit Administration**  
Region 4 Office  
230 Peachtree St, NW, Suite 1400  
Atlanta, Georgia 30303  
(404) 865-5600

October 30, 2015

The Honorable Susan Haynie  
Palm Beach Metropolitan Planning Organization  
2300 North Jog Road, 4th Floor  
West Palm Beach, Florida 33411-2749 Dear

Mayor Haynie,

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (PTA) to jointly certify each Transportation Management Area's (TMA) planning process at least every four years. An urbanized area with 200,000 or more population is referred to in federal legislation as a TMA. We recently conducted a review of the Miami Urbanized Area TMA, which is comprised of the Palm Beach, Miami-Dade, and Broward Metropolitan Planning Organizations.

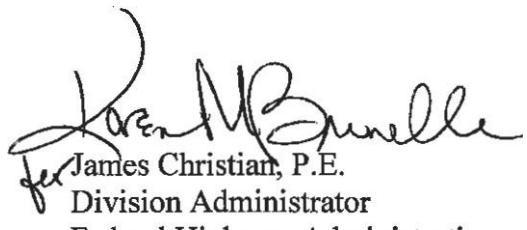
The review of the Palm Beach MPO's planning process included a site visit conducted by representatives from the FHWA and FTA on May 6-7, 2015. Significant time was spent with the MPO staff, the Florida Department of Transportation (FDOT) and the transit agency to discuss the current status of the MPO's "3-C" planning process. Throughout the site visit, opportunities were also afforded to local elected/appointed officials and the general public to provide their insights on the MPO's planning process. In addition to assessing the MPO's progress in addressing findings from prior certification reviews, the site visit in May focused on the MPO's current and/or future implementation of metropolitan transportation planning requirements.

Enclosed for your consideration is the final *TMA Certification Review Report* for the Miami Urbanized Area TMA, which includes the documentation of the various components of the FHWA/FTA certification review of the Palm Beach MPO. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent site visit, provides a series of review findings and issues the FHWA/FTA certification action. In general, the review determined the continued existence of a "3-C" metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 5303 and associated Federal requirements. The Federal Review Team noted three (3) corrective actions, seven (7) noteworthy practices and identified six (6) recommendations to improve the current planning process of the Palm Beach MPO.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the entire 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**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Ms. Stacie Blizzard at (850) 553-2223 or by email at [Stacie.Blizzard@dot.gov](mailto:Stacie.Blizzard@dot.gov) or Mr. Keith Melton at (404) 865-5614 or by email at [Keith.Melton@dot.gov](mailto:Keith.Melton@dot.gov).

Sincerely,



James Christian, P.E.  
Division Administrator  
Federal Highway Administration

Regional Administrator  
Federal Transit Administration

Electronic enclosure: 2015 Certification Review Report for the Miami Urbanized Area TMA

cc: Mr. Nick Uhren, Palm Beach MPO  
Mr. Keith Melton, FTA (Region 4)  
Mr. Steve Braun, FDOT (District 4)  
Ms. Lisa Maack, FDOT (District 4)  
Ms. Arlene Tanis, FDOT (District 4)  
Mr. Sean Santalla, FDOT (MS-28)  
Ms. Yvonne Arens, FDOT (MS-28)  
Mr. Carl Mikyska, MPOAC (MS-28B)



**2015**  
**Certification Report**

**Miami Urbanized Area  
Transportation  
Management Area**

**Broward, Miami-Dade and Palm  
Beach  
Metropolitan Planning  
Organizations**

**Prepared by:**

**Federal Highway Administration  
Florida Division**

**Federal Transit Administration  
Region 4**

**October 2015**

## **Executive Summary**

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report and a certification review closeout presentation to the Metropolitan Planning Organization (MPO) governing board.

A joint FHWA/FTA Federal Review Team conducted site visit reviews of the Miami Urbanized Area TMA on April 22-23, May 4-5, and May 6-7, 2015. The Miami Urbanized Area Transportation Management Area consists of the Broward Planning Organization (MPO), Miami-Dade Metropolitan Planning Organization (MPO) and the Palm Beach Metropolitan Planning Organization (MPO). Since the last certification review in 2011, this TMA has made significant improvements to its transportation planning processes as indicated by the thirty-three (33) noteworthy practices highlighted in this report. Despite these improvements this review identified six (6) corrective actions and seventeen (17) recommendations that these MPOs need to consider for improving their planning process.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Miami Urbanized Area Transportation Management Area, substantially meets the federal planning requirements in 23 CFR 450 Subpart C, subject to the MPO satisfactorily addressing the Corrective Actions and Recommendation associated with a deadline in this report. This certification will remain in effect until **August 2019**. The MPOs are encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions and recommendation associated with a deadline as it occurs and prior to the noted deadline. The MPO's progress in meeting the corrective action will be monitored and evaluated during the coming year.

## **Palm Beach Metropolitan Planning Organization (MPO)**

### **Section IV. Scope of the Planning Process (23 CFR 450.306)**

#### **A. Transportation Planning Factors**

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Broward MPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the Long Range transportation Plan (LRTP), Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP). The planning factors are also incorporated into the Goals, Objectives and Policies of the LRTP.

#### **B. Air Quality**

The Palm Beach MPO is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS). Staff is monitoring air quality monitor readings within their

geographic area as well as the regulatory actions of the United States Environmental Protection Agency (USEPA). The Directions 2040 Long Range Transportation Plan included a chapter dedicated to Air Quality and used the Motor Vehicle Emission Simulator (MOVES2014) program developed by the U.S. Environmental Protection Agency (EPA). The Southeast Florida Regional Planning Model (SERPM) Version 6.5 served as the basis for developing the inputs into the MOVES program.

### **C. Bicycle and Pedestrian Planning Activities**

The MPO considers bicycle and pedestrian facilities to be a standard part of any roadway project approved by the Board. The MPO has created a dedicated Bicycle, Greenways and Pedestrian Advisory Committee (BGPAC) to provide advice on non-motorized transportation modes. The diverse committee is composed of county and municipal planners; school district, health department and law enforcement representatives; and bicycle advocacy groups selected from a variety of disciplines. Duties of the committee include enhancement project review, advice on specific projects for inclusion of amenities for non-motorized transportation, and guidance for inclusion of non-motorized travel in the MPO's transportation plans and programs.

The MPO has dedicated funding for non-motorized transportation projects through the Transportation Alternatives (TA) program and the Local Initiatives (LI) Program. The funding amounts for these sources fluctuate. Historically, the TA program has provided \$3.1 Million dollars annually; the LI program has provided \$17 Million. However, LI dollars are also allocated to transit initiatives and operations.

The MPO also works with FDOT, the Treasure Coast Regional Planning Council (TCRPC) and its cities and towns to advance Complete Street treatments. Palm Beach County area currently recorded a high incidence of bike and pedestrian crashes and several towns are providing buffered bicycle lanes and Complete Street treatments to slow speeds and increase safer connectivity.

The Palm Beach MPO was selected by FHWA as one of ten (10) MPOs from around the nation, and the only one in Florida, to receive a grant for the purchase of equipment and training to collect data on the number of bicyclists and pedestrians currently traveling the facilities within the area. This grant project will provide baseline data for the MPO for its future planning efforts.

**Noteworthy Practice and Recommendation:** The Federal Review Team offers one (1) noteworthy practice and one (1) recommendation related to Bicycle and Pedestrian Planning. For more details about these items, please see **Section XII**.

### **D. Transit**

Transit service in Palm Beach County is primarily provided by Palm Tran, a non-profit corporate entity owned by the Palm Beach County government. Palm Tran provides fixed route, deviated and ADA paratransit service on 1,000 plus route miles. Palm Tran also provides demand response paratransit service. Palm Tran reports weekday ridership of about 35,000 riders per day (2014). Palm Tran participates actively in regional transportation planning, the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) and Transit Development Plan (TDP) updates. Palm Tran also serves Tri-Rail commuter rail stations with feeder bus service.

Tri-Rail is operated by the South Florida Regional Transit Authority (SFRTA). Tri-Rail reports an average weekday ridership of approximately 15,000 riders per day on commuter rail with an average rail trip length of 30 miles. Palm Tran also operates a multi-modal center (MMC) at the local West Palm Beach Tri-Rail station. The MMC provides a rail and bus station interface for AMTRAK, Greyhound, taxi and community vanpool services. Other smaller operators include a trolley service in downtown West Palm Beach and a transit operator in Del Ray Beach, along with several smaller community van pools. The Palm Beach MPO is also considering use of Federal Surface Transportation Program (STP) FLEX funds for local initiative grants to help fund acquisition of local trolley vehicles to boost transit circulators.

Palm Tran and the Palm Beach MPO are faced with many issues. Palm Beach County is a large county with both high and low density areas. Palm Tran's issues include the lack of a dedicated source of transit funding for capital and operations; bus replacement needs; recovering from funding reductions and lost route miles that resulted in routes being eliminated during recent years. Further, Palm Tran needs to develop limited skip stop and express bus service on some arterial routes; a universal fare card for the Miami Urbanized area and corridor studies which might support enhanced bus service, Complete Streets and Intelligent Transportation Systems (ITS) treatments. Finally, the Florida East Coast Railway Corridor (80 plus miles of rail service) passes through the heart of population centers in Palm Beach, Broward and Miami/Dade Counties. Commuter rail passenger service (called Tri Rail Coastal Link (TRCL)) is under study by both FDOT and SFRTA. The TRCL presents a unique opportunity to serve downtown urban centers with commuter rail and bus transit feeder service and promote Transit oriented development (TOD). If Tri Rail were able to begin its proposed Miami Link passenger rail service to downtown Miami (and eventual TRCL service on 70 plus miles of Florida East Coast Railroad (FEC) right-of-way), the urban areas of Palm Beach County would benefit from greater transit oriented investment, transit ridership and accessibility. **Noteworthy Practice:** The Federal Review Team offers one (1) noteworthy practice related to Transit. For more details about this item please see **Section XII**.

## E. Intelligent Transportation Systems (ITS)

The FDOT is responsible for the overall ITS plan for the Southeast Florida region. ITS activities are coordinated by the operating agencies responsible for the implementation and maintenance of the particular application. The last update to the regional architecture was in 2005. Currently, the FDOT and partners are in the process of a 2015 update. ITS is a major component in the MPO's Congestion Management Process (CMP) and project selection criteria for the LRTP and TIP include ITS elements which are assessed to ensure consistency with the regional architecture. The UPWP includes a task for the MPO's participation in the ongoing ITS regional architecture partnering activities.

## F. Freight Planning

The Palm Beach Area is also a major hub for freight movement and the services industry. According to the 2014 SEFTC Regional Freight Plan, some of the most concentrated freight movements are around the major freight hubs of Port of Miami, Miami International Airport, Port Everglades, and the Port of Palm Beach. According to the 2014 Freight Plan, one of the most significant areas identified is the agricultural region in southwest Palm Beach County. This area accounts for over 2.5 million tons of goods moving in and out of the County. The Port of Palm Beach handles approximately 8,000 Tons per Unit of cargo annually and 8% of the food

shipped to the Bahamas is out of the Port of Palm Beach. Air freight movement accounts for approximately 10% of freight movement from the Palm Beach International Airport. Truck movement for freight in the Palm Beach area is carried on the major expressways, toll roads and Strategic Intermodal Systems (SIS) and accounts for approximately 37.5 million tons of cargo.

MPO staff regularly participates in freight stakeholders meetings and in the development of freight corridor studies through the SEFTC. It does not have its own standing freight committee, but while developing the LRTP, representatives from all the modes and major carriers were actively engaged for input that guided the development of the LRTP and its freight elements. The Port of Palm Beach is a member of the MPO's Technical Advisory Committee (TAC). Representatives from the airport, seaport, the three MPOs and two FDOT districts as well as private sector freight stakeholders also served on the advisory committee that guided the development of the SEFTC 2040 Southeast Florida Regional Freight Plan.

The MPO maintains a good relationship with the major freight facilities (air, sea, and rail) and through the SEFTC has been strengthening these existing relationships and building new ones with private freight providers.

## **G. Security Considerations in the Planning Process**

The MPO maintains its Continuity of Operations Plan (COOP) and coordinates its plan with the overall Palm Beach County COOP. The MPO is an office within Palm Beach County government. As such, the MPO is included in the County's COOP. The MPO computer system is part of the County network which is backed up on a regular basis. The staff works with the County Information System Services (ISS) Department to ensure MPO information is included. Each year prior to hurricane season, the county conducts training exercises to test and evaluate the plan. Additional exercises are performed each year to test various scenarios. Following these exercises, adjustments are made to the plans as needed.

## **H. Safety Considerations in the Planning Process**

The MPO's goals and objectives include safety considerations as a component of the planning process. The LRTP includes safety goals, objectives, and performance measures for the MPO area. These items were developed during the plan update process which involved the MPO advisory committees and were closely aligned to the State Highway Safety Plan (SHSP) and the safety related goals of the Florida Transportation Plan (FTP).

The safety goal in the LRTP calls for improvement to the safety of the transportation system for people and freight traffic. Objectives under this goal call for ensuring that evacuation plans are in place and up to date and that safety improvements will be provided for the highway system, transit services, seaports, rail transportation, and public airport facilities.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

The Palm Beach MPO adopted their current Unified Planning Work Program (UPWP) on May 15, 2014. This is a two-year document that outlines the planning, projects, studies, and research and budget activities of the MPO. The UPWP includes a statement of work identifying the planning priorities of the MPO for the two year period and the task-by-task description of the work to be accomplished to support those priorities. The UPWP was developed from a five (5)

year Business Plan that the Palm Beach MPO developed to assist with its budget and resource allocation planning. The UPWP is funded by all its sources in the amount of \$4.2 million over the current two year plan. A copy of the Fiscal Year 2013-2017 Work Plan and budget for the SEFTC is included as an appendix in the UPWP.

The UPWP is reviewed by the MPO and its advisory committees. Expenditures are tracked and compared to the task estimates on a regular basis by both the MPO and FDOT. The Executive Director reviews the progress reports on all work tasks on a quarterly basis. The UPWP currently meets all federal requirements and can be found along with any approved amendments at: <http://www.palmbeachmpo.org/UPWP/>.

**Noteworthy Practice:** The Federal Review Team offers one (1) noteworthy practice related to the Unified Planning Work Program. For more details about this item please see **Section XII**.

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

*Please note that for purposes of this report the terms “Public Participation Plan” and “Public Involvement Plan” are used interchangeably.*

The changes and evolution of the Palm Beach MPO organization is evident through the increasing use of social media and GIS based tools, capitalizing on community events, and strategic, targeted involvement activities with less focus on the standard public meeting. It is also clear that public involvement no longer resides with one staff position, but is the responsibility of all staff members under the stewardship of the Public Involvement Coordinator who, brand new at the time of the last certification. The Public Involvement Coordinator has shepherded the program through past corrective actions and beyond outmoded, outdated plans.

The Palm Beach MPO contributed funds to update and expand the [www.MPOTransportationOutreachPlanner.org](http://www.MPOTransportationOutreachPlanner.org) website, a Florida International University (FIU) developed, Geographic Information System (GIS) based tool that assists MPOs in understanding the demographics and needs of their various communities. The Planner is also an important part of the MPO’s commitment to Environmental Justice (EJ), as it serves to identify low income and minority areas and confirm their access to information. However, the MPO understands that no one tool is sufficient for meeting public involvement commitments. To enhance its efforts, the MPO uses survey tools, marketing items, project/plan flyers and other materials to ensure broad public interest and access to the planning process.

Like most Florida MPOs, Palm Beach struggled to develop public involvement performance measures in response to SAFETEA-LU and Moving Ahead for Progress in the 21st Century Act (MAP-21) requirements. The list of the MPO’s strategies, objectives and measurements is extensive and to ensure measures are captured and evaluated, the MPO develops an annual Public involvement report, though it is not clear to what extent the report or measures of effectiveness actually inform the process.

**Noteworthy Practices and Recommendation:** The Federal Review Team offers two (2) noteworthy practices and one (1) recommendation related to Public Participation. For more details about these items, please see **Section XII**.

## **B. Tribal Coordination**

The Metropolitan Planning Area has not been adjusted to include any Federal and/or Tribal lands. Moreover, there are no federally recognized tribes located in the area that require formal coordination with the MPO. The Tribal lands in Palm Beach County are located in the southwest corner of the county and have no occupants or access to the transportation systems. The area is conservation/preservation and has no associated planning activities.

## **C. Title VI and Related Requirements**

The Title VI/Nondiscrimination Coordinator was new when the Federal Team last certified Palm Beach MPO and other than annual certifications, the MPO was wholly noncompliant with basic nondiscrimination requirements. Since then and with the assistance of both FDOT and FHWA, Palm Beach MPO has developed a substantially compliant nondiscrimination program, complete with a Limited English Proficiency (LEP) plan, complaint filing procedure, and clear program commitments. Further, the MPO has ensured that nondiscrimination information is broadly distributed and prominently displayed on every MPO webpage. The MPO is currently aligning its program updates and reports to correspond to the triennial cycle requested by FTA and FHWA. Thus the program plan and policies are for update in mid-2016 and should accompany a self-report on the status for meeting its nondiscrimination commitments. The new Sub- recipient Assurance, based on FDOT execution of DOT 1050.2A is currently available on the FDOT website at <http://www.dot.state.fl.us/planning/policy/metrosupport/titlevi.pdf>.

Similar to the other two large south Florida MPOs, Palm Beach has access to vast language resources to ensure excellent customer service, but its Plan requires only written translation in Spanish and Haitian Creole. The MPO has wisely avoided translation of large or overly technical documents into these two languages, preferring to select specific, informational documents that address critical issues or plans.

As part of and along with the [www.MPOTransportationOutreachPlanner.org](http://www.MPOTransportationOutreachPlanner.org) website, the Palm Beach MPO has demographic profile data incorporated in Transportation Analysis Zones (TAZs) for locating minority and low income populations. This information may have assisted with the MPO's shift in focus and values, from capacity projects to multimodal expansion in urban environments. It has also led to some efforts for developing projects and partnerships that will benefit traditionally undeserved communities. One of several examples in the LRTP is planning for an intermodal transfer site near Belle Glade, a largely low income, minority community. The 850 acre site will bring much needed employment and economic development to the area. As with most planning organizations nationally, Palm Beach is still grappling with how to best use the Title VI demographic data at its disposal, and its Environmental Justice strategy still largely rests with public involvement and policies of equity and inclusion.

The Palm Beach MPO is advancing a complete streets initiative, for which it has solid board support. The Team appreciates the holistic approach complete streets brings to transportation, particularly for communities of the disabled. However, it is unclear whether Palm Beach County is in compliance with basic ADA/504 requirements. Under 28 CFR 35.105 and 150, all Public Entities regardless of size must conduct an evaluation of programs, services and facilities and where deficiencies are identified, develop plans to achieve accessibility. While the requirement for developing transition plans for facilities and curb cut schedules is directed only to entities with responsibility over streets, roads and sidewalks, the regulations make no other

distinction between planning agencies and those that do more than planning. In fact, ‘public entity’ is defined as any state or local government, or any agency or instrumentality of a state or local government. Further, States and MPOs must certify compliance of the planning process commensurate with submission of the TIP as part of STIP approval, including both ADA and Section 504. As there is currently national attention on Recipient and Sub-recipient compliance with ADA/504, FHWA will soon distribute guidance which help clarify ADA planning responsibilities for MPOs. However until that is available, MPOs must ensure accessibility considerations in all work products, and robust outreach to those with disabilities or the agencies who serve them. Further, MPOs should also consider using their resources (GIS data, sidewalk inventories, gap filling plans, Bike/Pedestrian plans, etc.) to assist the local governments within their boundaries that may have more stringent ADA/504 responsibilities.

The Review Team compliments the Palm Beach MPO on the excellent improvements in its nondiscrimination programming especially in light of the many changes in MPO staff and leadership.

**Recommendations:** The Federal Review Team offers three (3) recommendations related to Title VI. For more details about these items, please see **Section XII**.

## **Section VII. Linking Planning and NEPA (23 CFR 450.318)**

The FDOT’s Efficient Transportation Decision Making (ETDM) process is designed to provide disseminated environmental data to participating agencies to facilitate a comprehensive review of the potential environmental impacts of proposed projects. The MPO, along with FDOT, are the two coordinating agencies of the ETDM process. The MPO’s ETDM review role is to maintain consistency of project purpose and need with the locally adopted Transportation Plans and facilitate the project review process by others. During the ETDM project process, the MPO consults with its partners through their LRTP Steering committee. A variety of environmental strategies are considered in the development of the LRTP. This ETDM program allows agencies to comment earlier in the planning process so that environmental mitigations activities can be built into the existing consultation process.

During the site visit discussions, it was clear that mitigation strategies were considered and coordinated with the different resource agencies but this information was not documented in the LRTP or in the supporting technical reports.

**Corrective Action:** The Federal Review Team offers one (1) corrective action related to Linking Planning and NEPA. For more details about this item, please see **Section XII**.

## **Section VIII. Long Range Transportation Plan (23 CFR 450.322)**

Since the 2011 Certification Review, the Palm Beach MPO completed an update to its LRTP. The MPO Board adopted *the Directions 2040* LRTP on October 16, 2014. For its development the MPO created a separate Public Participation Plan to engage and solicit input from its partners and the public. During the outreach process, the MPO used various techniques to inform and receive input from the public such as, but not limited to:

- Workshops and presentations;
- Print and online surveys;
- Social media (Facebook, Twitter, Google +);

- Quick Response (QR) codes embedded in documents and outreach tools to allow for easy access to the MPO's website;
- Newsletters and outreach mailings; and,
- Brochures printed in three (3) languages (English, Spanish and Creole.)

The LRTP update is a very reader friendly document that takes often convoluted industry specific information and translates it into a more understandable and relatable guide to the transportation vision for the area. The Goals, Objectives and Values of the Plan were developed through multiple workshops of the Board and advisory committees. Performance measures for the Goals and Objectives were developed and identified for both short term (2025) and long term (2045) measurement. The MPO will be assessing annually its progress towards meeting these targeted performance measures.

The Plan includes a very straight forward assessment of the existing system and then identifies the major roadway improvements to address vehicular travel demand, transit system improvements needed to connect major residential areas with activity centers, and freight projects that are intended to enhance the movement of regional goods and services. The Plan also includes funding for intersection improvements, intelligent transportation system (ITS) activities, and facilities to serve pedestrians and bicycles. Operations and maintenance of the existing system for all modes, as well as state and local funding sources, are well addressed in the LRTP. This information is presented through narrative, graphics and tables for each transportation mode.

It was very clear from the Plan that the Congestion Management Process and ITS plans were integrated into the LRTP program strategies as well as used as criteria for project selection. The LRTP fully documents the public involvement process used to develop the update and includes detailed chapters on freight, air quality analysis, non-motorized systems, the different transportation modes, capacity and non-capacity projects and needs, financing of the Plan, and regional needs and coordination. The *Directions 2040 Plan* can be found at: <http://www.palmbeachmpo.org/2040LRTP/index.htm>

During the site visit discussions, while it was clear that many of the required components are included in the MPO's LRTP, the Federal Review Team did notice elements related to project phase detail was missing. It was evident during those discussions that these elements were considered but, the documentation was not included or was not clearly evident in the LRTP.

**Noteworthy Practices and Corrective Action:** The Federal Review Team offers two (2) noteworthy practices and one (1) corrective action related to Long Range Transportation Planning. For more details about these items, please see **Section XII**.

#### A. Travel Demand Modeling/Data

The Palm Beach MPO used the Southeast Regional Planning Model (SERPM) 6.5 a traditional 4-step travel demand model that runs on the Cube Voyager Platform with a base year of 2005 to develop the *Directions 2040 Plan*. This model also served as the model input for the Air Quality Analysis performed for the 2040 Plan. Palm Beach County specifically has 1,718 Traffic Analysis Zones (TAZs) and 47,112 links. This model is maintained by FDOT District 4 and the MPO's Staff and Executive Director reviewed the modeling work results performed by the consultant.

The Regional Transportation Technical Advisory Committee (RTTAC) Model Subcommittee, which falls under the SEFTC organization structure, provides the formal forum for coordinating regional model related activities and group decision making. The MPO staff is actively involved with the RTTAC in the development of the SERPM 7 activity-based model with a base year of 2010 and forecast year of 2040.

## B. Financial Plan/Fiscal Constraint

During the update to the *Directions 2040* LRTP, the Palm Beach MPO followed the guidelines provided by multiple sources to develop their revenue forecast and their project cost estimates. These sources included:

- State and Federal revenue projections developed by the *FDOT 2040 Revenue Forecast Handbook* and the *Supplement for the Palm Beach metropolitan area*, and the *Financial Guidelines for MPO 2040 Long Range Plans* adopted by the Metropolitan Planning Advisory Council (MPOAC) in 2013;
- FDOT Strategic Intermodal Systems Cost Feasible Plan and the Florida Turnpike Enterprise Plan;
- Revenue projections for local revenue sources such as state and local motor fuel tax, local option gas taxes, and roadway impact fee revenues developed in consultation with the MPO staff and local agencies as well as historical data;
- Coordination with the Palm Beach County Division of Airports;
- Coordination with the Port of Palm Beach; and
- Transit associated revenues coordinated with Palm Tran, and Tri-Rail through the South Florida Regional Transportation Authority (SFRTA).

The development process for the financial forecast included multiple coordination sessions and workshops with local transportation and state partners, the MPO Board and committees, local and state resource agencies, and the public. The Cost Feasible Plan was developed based on the projected revenue and project costs using year of expenditure (YOE) estimates and includes Operating and Maintenance Costs for all modes. Staff coordinated with the local governments and transportation modal partners for these operating and capital costs. These revenues and costs are reflected in both narrative and graphic formats in the Financial Summary Chapter of the LRTP.

The MPO explored and analyzed potential new local revenue sources but after a lengthy analysis used only those revenues that were reasonably anticipated to be available. The LRTP does have an unfunded needs list of projects (called Desires) but does not assign any costs or project estimates for these “desired” projects. Although no project costs are assigned to the list of projects in this Desires plan, the LRTP does make special note that it does take into account any local policy and environmental limitations. A comparison of the Plan revenue sources and Cost Feasible Plan is included for years 2020-2040 but did not include the cost from the beginning year, 2015. It was evident during the site review discussions that this information was considered, but it was not evident in the LRTP Plan and supporting technical reports.

**Corrective Action:** The Federal Review Team offers one (1) corrective action related to Long Range Transportation Planning Financial Plan/Fiscal Constraint. For more details about this item, please see **Section XII**.

**Section IX.****Congestion Management Process** (23 CFR 450.320)

The Palm Beach MPO in cooperation with State, County and local government agencies participates in a countywide level of service analysis monitoring program which is the basis for the current roadway Congestion Management Program (CMP) for Palm Beach County. Traffic counts are taken throughout the county.

The 2010 CMP, which was developed prior to the release of the 2011 guidelines, was utilized as a filter to identify areas of improvement with respect to Level of Service and to prioritize projects for inclusion into the Project Priority List and eventual insertion into the LRTP and TIP. The analysis relied mostly on LOS calculations (segment and intersection) using the Critical Movement Analysis. It was found during the on-site review that the MPO does not have a documented process. The MPO noted that the staff is currently in the midst of drafting an official 2015 CMP that will include all of the existing efforts and already established processes and complies with federal guidelines.

**Recommendation:** The Federal Review Team offers one (1) recommendation related to the Congestion Management Process. For more details about this item, please see **Section XII.**

**Section X.****Transportation Improvement Program (TIP)** (23 CFR 450.324,326, 328, 330, 332)

The Palm Beach MPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Palm Beach County, including sidewalks, transit improvements, and bicycle facilities. The Palm Beach MPO coordinates with FDOT, transit operators, rail, airport and seaport stakeholders to ensure that all regionally significant projects are included in the TIP. The TIP includes the Annual List of Federal Obligated Projects for both FHWA and FTA projects.

FDOT provides the Palm Beach MPO with anticipated revenues from federal and state funding programs based on the results of the Statewide Revenue Estimating Conference. The transit operator also indicates the amount of upcoming funding grants from federal and state sources. The costs and revenue estimates are used in preparing the TIP. Cost estimates for projects included in the TIP are provided by the implementing agency responsible for the project. These costs are based on current estimates and adjusted for inflation for future years. The revenue estimates are also based on current funding program estimates and adjusted for anticipated increases in the near term. The tables used in the TIP show that it is fiscally constrained by year. The MPO's TIP and any amendments as well as prior year TIPs and Project Priority Lists can be found at: <http://www.palmbeachmpo.org/TIP/>.

**Section XI.****Regional Coordination**

The Palm Beach MPO continues to be an active member in the South East Florida Transportation Council (SEFTC) which is the formalized mechanism for its regional coordination process. Through the regional efforts of the SEFTC and its members, the MPO has been able to leverage its resources and expand its partnering efforts. The Council members include Board members from the three MPOs. The SEFTC's Regional Transportation Technical Advisory Committee (RTTAC) and its four subcommittees include members from two FDOT Districts, FDOT's Florida Turnpike Enterprise, Miami-Dade Expressway Authority, the local

transit agencies and the Regional Planning Councils. Since the last Federal Certification in 2011, the Interlocal Agreement for the SEFTC has been amended to add two subcommittees - a Modeling subcommittee and a Public Participation subcommittee. The SEFTC is in the process of finalizing the 2040 Regional Transportation Plan (RTP). This RTP includes the development of a Regional Transit Master Plan, a Regional Non-motorized Plan, A Regional Congestion Management Plan, a Regional Transportation Systems Management and Operations element in the Plan and a regional prioritization process of unfunded projects. The three MPOs in the Miami Urbanized TMA all contributed funding towards the RTP and the 2040 Regional Freight Plan and attended a total of 42 coordination meetings during the development of this plan. The RTP serves as the regional project component for the MPO's LRTP which allows the Palm Beach MPO to focus more on the MPO local area projects in its LRTP. More information about the SEFTC can be found at: <http://www.seftc.org/>

Other Major regional initiatives the MPO has been involved in, include, but are not limited to:

- Tri-Rail Coastal Link ( a regional commuter service) and All Aboard Florida (a private passenger rail service);
- 211 call center;
- 2-1-1 One Click;
- Regional Fare Interoperability;
- Regional Corridor of Significance criteria development;
- Traffic Signal Priority;
- Regional ITS Architecture for key arterials;
- South Florida Climate Change Vulnerability and Adaption Pilot Study;
- Quiet Zones for the FEC Railroad; and,
- The Regional Travel Demand Model (SERPM).

The MPO also coordinates planning activities with its neighboring MPOs to the north within District 4 (Martin, St. Lucie and Indian River MPOs) and the Palm Beach MPO Board Chair is the current chair of the MPOAC Governing Board.

## **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 serve on 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](http://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**.

## Appendix F: Glossary of Abbreviations

ADA	Americans with Disabilities Act
APC	Automatic Passenger Counting
AVL	Automatic Vehicle Locator
BCMPO	Broward County MPO
BCT	Broward County Transit
BEBR	University of Florida Bureau of Economic and Business Research
BGPAC	Bicycle Greenway Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CMP	Congestion Management Process
COOP	Continuity of Operations Emergency Recovery Plan
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
DOA	Palm Beach County Department of Airports
DRI	Development of Regional Impact
EPA	United States Environmental Protection Agency
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FEC	Florida East Coast Railroad
FCTD	Florida Commission for Transportation Disadvantaged
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GHG	Greenhouse Gases
GIS	Geographic Information System
ITS	Intelligent Transportation Systems
LOS	Level of Service
LRTP	Long Range Transportation Plan
MDMPO	Miami-Dade Metropolitan Planning Organization
MDTA	Miami-Dade Transit Agency
PBMPO	Palm Beach Metropolitan Planning Organization
MPO	Metropolitan Planning Organization
MPOAC	Florida Metropolitan Planning Organization Advisory Council
MUA	Miami Urbanized Area
Palm Tran	Palm Beach County Transit Operator
PBC	Palm Beach County
PBCHD	Palm Beach County Health Department
PBCSD	Palm Beach County School District
PBIA	Palm Beach International Airport
PD&E	Project Development and Environment
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
PPB	Port of Palm Beach

PTAC	Planning Technical Advisory Committee
PL	FHWA Urban Transportation Planning Funds
RACEC	Rural Areas of Critical Economic Concern
REDI	Rural Economic Development Initiative
RPC	Regional Planning Council
RTTAC	Regional Transportation Technical Advisory Committee
SEC 5305(d)	Section 5305(d) Federal Transit Administration planning funds
SEFTC	Southeast Florida Transportation Council
SFCS	South Florida Commuter Services
SFECC TAS	South Florida East Coast Corridor Transit Analysis Study
SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority
SIS	Strategic Intermodal System
STIP	State Transportation Improvement Program
SU	Surface Transportation Program
TAC	Technical Advisory Committee
TCRPC	Treasure Coast Regional Planning Council
TDCB	Transportation Disadvantaged Coordinating Board
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TOD	Transit Oriented Development
TMA	Transportation Management Area
TPS	Traffic Performance Standards
TRIP	Transportation Regional Incentive Program
TSM&O	Transportation System Management and Operations
US	United States
UPWP	Unified Planning Work Program
UZA	Urbanized Area
WPBUSA	West Palm Beach Urban Study Area

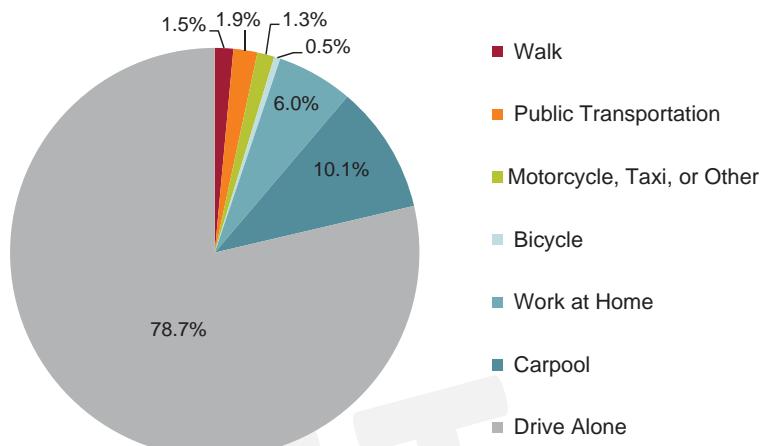
# Palm Beach MPO Complete Streets Policy



## 1. Background

Palm Beach County has a land area of approximately 1,970 square miles and an estimated population of 1,397,710, making it the second largest and third most populous county in Florida. As displayed in Figure 1, the majority of Palm Beach County residents drive alone as a means of transportation to work. The Florida Department of Highway Safety and Motor Vehicles 2014 *Traffic Crash Facts Annual Report* ranked Palm Beach County fourth highest in the state of Florida for the total number of bicyclists (513) injured and fifth highest for the total number of pedestrians (564) injured. Furthermore, Palm Beach County ranked fourth highest in the state of Florida for the total number of bicycle (7) and pedestrian (35) fatalities. It is critical to reduce these numbers while promoting active transportation and community health.

**Figure 1 – How do we get to work?**



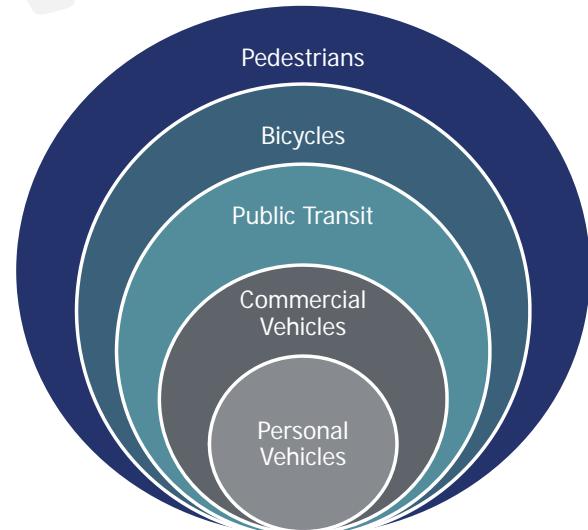
Source: American Community Survey 3-Year Estimates, 2011-2013

## 2. Purpose

The purpose of this Complete Streets Policy is to accommodate the safety and convenience of all surface transportation system users into the planning, design, and construction of state and federally funded transportation projects programmed through the Palm Beach Metropolitan Planning Organization (MPO)'s Transportation Improvement Program (TIP). Transportation system users are people of all ages and abilities including pedestrians, bicyclists, public transit users, children, older individuals, motorists, freight vehicles, and individuals with disabilities.

This Complete Streets Policy will follow the Transportation User Considerations shown in Figure 2, where pedestrians are considered first during project design followed by bicycles, public transit, commercial vehicles, and finally personal vehicles. The objective of this approach is to create a connected network of facilities to accommodate each mode of travel in a manner consistent with and supportive of each local community. This policy recognizes that every trip begins and ends as a pedestrian and that all streets and users are different.

**Figure 2 – Transportation User Considerations**



## 3. Policy Statement

The Palm Beach MPO aims to achieve a safe and convenient transportation network by implementing Complete Streets within the context of our County's diverse communities. The Palm Beach MPO will seek to promote Complete Streets by prioritizing the funding of Complete Street infrastructure projects, providing educational opportunities, and encouraging local jurisdictions to adopt and implement local Complete Streets policies.

# Palm Beach MPO Complete Streets Policy



This Complete Streets Policy is consistent with the Palm Beach MPO's adopted Long Range Transportation Plan (LRTP) goals, objectives, and values. Specifically, the LRTP seeks to:

- Improve the safety and security of the transportation system for all users.
- Maximize the efficiency of the existing system before expanding.
- Provide multimodal access to areas with low income and/or traditionally underserved populations.
- Support context-sensitive implementation of Complete Street principles.
- Support economic growth and development through projects consistent with local comprehensive plans and with minimal environmental impacts.
- Prioritize non-motorized facilities at all transit hubs, interchanges, bridges, and railroad crossings.
- Invest in an efficient, convenient, and attractive mass transit system.

## 4. Implementation

### A. Applicability

The Palm Beach MPO Complete Streets Policy shall apply to all state and federally funded transportation projects that are included in the Palm Beach MPO's TIP. Project exemptions will be reviewed on a case by case basis. Locally funded projects are encouraged to comply with this policy or a similar locally adopted Complete Streets Policy.

### B. Process

Projects seeking inclusion on the MPO Priority Project List, which are not exempt as defined above, will be required to document how the needs of all users are accommodated by the project. Applications will be scored and prioritized for inclusion in the TIP based on their ability to demonstrate how the project will improve the transportation network's safety and convenience for all users, following the Transportation Hierarchy illustrated above and the goals, objectives, and values in the adopted LRTP. In addition, the MPO will encourage local jurisdictions to adopt a local Complete Streets Policy and actively seek to provide Complete Streets educational opportunities.

### C. Evaluation

To evaluate the effective implementation of the policy, the following measurable objectives will be monitored:

Objective	Current Value	2025 Target	2040 Target
Increase the commuter mode share <sup>1</sup> for...			
Pedestrians	1.5%	3.5%	5%
Bicycle	0.5%	1.5%	3%
Public Transportation	1.9%	3%	5%
Increase the number of local jurisdictions that have an adopted Complete Streets Policy	1	13	20
Provide annual workshops and events to promote Complete Streets and raise awareness of bicycle and pedestrian safety	1	2	4

Notes: 1. Current values obtained from American Community Survey 3 year estimates, 2011-2013

**Vision Zero** – The MPO will also monitor the number of pedestrian and bicyclist injuries and fatalities over time with the ultimate goal of zero fatalities. Vision Zero is the foundation for ending traffic deaths on our streets and roadways. No level of fatalities on our streets is inevitable or acceptable. There is no silver bullet that will end traffic fatalities. However, a coordinated interdisciplinary approach through the combined efforts of the MPO and its partner agencies will maximize effectiveness.

Phase	Fund Source	2016	2017	2018	2019	2020	Total					
<b>PALM BEACH COUNTY SECTION 5307 CAPITAL ADMIN/OPERATING FACILITY - Proj# 4344741</b>												
Type of Work: CAPITAL FOR FIXED ROUTE												
CAP	FTA	1,000,000	0	0	0	0	1,000,000					
Total		<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>					
Prior Years Cost		Future Years Cost			Total Project Cost		1,000,000					
<b>PALM BEACH COUNTY SECTION 5307 FED TRANSIT CAP ASSIST - Proj# 2357491</b>												
Type of Work: CAPITAL FOR FIXED ROUTE												
Notes: PALMTRAN-TRANSIT BLOCK GRANT\CAPITAL ASSISTANCE GRANT #FL-90-X625= FY07, PH 94 GRANT EXECUTED FOR FY09 & 10 PER J. MELI/OMD=FL-90X734 GRANT \$15,091,565 GRANT FL-90X760 FY2012 \$14,516,104 PER L.MERRITT 09/25/2013												
CAP	FTA	32,000,000	16,000,000	16,000,000	16,000,000	16,000,000	96,000,000					
		<u>21,214,131</u>					<u>85,241,131</u>					
Total		<b>32,000,000</b>	<b>16,000,000</b>	<b>16,000,000</b>	<b>16,000,000</b>	<b>16,000,000</b>	<b>96,000,000</b>					
		<u><b>21,241,131</b></u>					<u><b>85,241,131</b></u>					
Prior Years Cost		182,980,562	Future Years Cost			Total Project Cost		278,980,562				
Length: .000 MI												
Lead Agency: PALM TRAN												
LRTP#: S8-P110-115												
Prior Years Cost		182,980,562	Future Years Cost			Total Project Cost		268,221,693				
<b>PALM BEACH COUNTY SECTION 5311 OPERATING RURAL FUNDS - Proj# 4071843</b>												
Type of Work: OPERATING/ADMIN. ASSISTANCE												
OPS	DU	0	0	0	0	340,000	340,000					
OPS	LF	0	0	0	0	340,000	340,000					
Total		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>680,000</b>	<b>680,000</b>					
Prior Years Cost		Future Years Cost			Total Project Cost		680,000					
Length: .000 MI												
Lead Agency: MANAGED BY PALM BEACH												
LRTP#: S8-P110-115												
Prior Years Cost		Future Years Cost			Total Project Cost		680,000					
<b>PALM BEACH COUNTY SECTION 5311 SMALL URBAN/RURAL - Proj# 4071842</b>												
Type of Work: OPERATING/ADMIN. ASSISTANCE												
Notes: CHANGE CONTRACT CLASS 4 TO 2 2011-11-08												
OPS	DU	346,135	362,794	380,265	398,588	0	1,487,782					
OPS	LF	346,135	352,794	380,265	398,588	0	1,477,782					
Total		<b>692,270</b>	<b>715,588</b>	<b>760,530</b>	<b>797,176</b>	<b>0</b>	<b>2,965,564</b>					
Prior Years Cost		673,358	Future Years Cost			Total Project Cost		3,638,922				



# PALM BEACH METROPOLITAN PLANNING ORGANIZATION

3.C

2300 N. Jog Rd., 4<sup>th</sup> Floor, West Palm Beach, Florida 33411-2749

Phone 561.684.4170 Fax 561.242.7165 [www.PalmBeachMPO.org](http://www.PalmBeachMPO.org)

## Summary Points of the February 18, 2016 MPO Board Meeting

PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at [www.PalmBeachMPO.org/Board](http://www.PalmBeachMPO.org/Board)

Item No.	Description	Action
<b>Consent Items</b>		
1.F	<b>SPECIAL PRESENTATION</b> of March 2016 as Florida Bicycle Month.	Proclaimed
1.I.1	<b>MOTION TO APPROVE</b> Appointment of Ms. Tamashbeen Rahman, AICP as Alternate to the Technical Advisory Committee (TAC) as nominated by the City of Boca Raton.	Approved
1.I.2	<b>MOTION TO APPROVE</b> Appointment of Mr. John Morgan as Representative and Mr. Mohammad Zaid as Alternate to the TAC as nominated by the City of Delray Beach.	Approved
1.I.3	<b>MOTION TO APPROVE</b> Appointment of Ms. Amanda Parker as Representative to the Bicycle/Greenways/Pedestrian Advisory Committee (BGPAC) as nominated by the City of Boynton Beach.	Approved
1.I.4	<b>MOTION TO APPROVE</b> Appointment of Mr. Mark Stivers as Alternate to the BGPAC as nominated by the City of Delray Beach.	Approved
<b>General Public Comments</b>		
1.J	JIM SMITH with Safety as Floridians Expect (SAFE) spoke about discrimination and racial profiling and how it impacts road fatalities. He implored the Board to have discussions with the Sheriff in their municipalities on the issue of racial profiling. He also requested that after Staff review in March, the installation of solar powered bike lane lights be placed on every road in Palm Beach County.  WAEL MAJDALAWI (MAJ) of Lux Solar presented embedded roadway lights (approved only in the state of Florida) and requested support from the Board for a legislation to require their use in new roadway projects. He commented that the lights are intended to highlight the edge of the roadway allowing motorists to see bikers.	N/A

	<p>Commissioner Valeche inquired about the brightness of the lights to motorists. Mr. Majdalawi responded that the lights are bright enough for motorists to see cyclists, but not blinding.</p> <p>Commissioner Materio inquired as to cost. Mr. Majdalawi advised that the lights are approximately \$20,000 per lane mile.</p> <p>Commissioner Fitzpatrick inquired about cleaning of the lights. Mr. Majdalawi advised that the lights are self cleaning and waterproof.</p>	N/A
<b>Action Items</b>		
2.A	<b>MOTION TO APPROVE</b> the MPO Governing Board By-Laws to recognize the voting membership executed Interlocal Agreement, clarify existing terms and procedures, and improve formatting and readability.	Approved
2.B	<b>MOTION TO APPROVE</b> Amendments to the Palm Beach MPO's adopted 2040 Long Range Transportation Plan (LRTP) to resolve the three (3) corrective actions identified in the 2015 Federal Certification Review.	Approved
<b>Information Items</b>		
3.A	2015 Joint Federal Certification Review Closeout by Stacie Blizzard, Federal Highway Administration	N/A
3.B	US-1 Federal Highway Bridge from A1A to Beach Road by Lisa Stone, Kimley-Horn and Associates	N/A
3.C	South Florida Regional Transportation Authority (SFRTA) Annual Report by Bill Cross, SFRTA	N/A
3.D	Commuter Challenge Update by Valerie Neilson, Palm Beach MPO	N/A
<b>Administrative Items</b>		
4.A	Member Comments	N/A
4.A.1	Chair Haynie congratulated the City of Lake Worth on receiving their federal Economic Development Administration grant. Mayor Pam Triolo thanked fellow MPO members for their support. She advised that the federal grant of \$1.4 million will aid in generating jobs within the City.	N/A
4.B	Next meeting: March 17, 2016	N/A