



TPA TRANSITION STEERING COMMITTEE MEETING SUMMARY

June 12, 2018

Palm Beach TPA Office
2300 N Jog Road, 4th Floor
West Palm Beach, Florida 33411

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

TPA Admin Services Agreement

Mr. Nick Uhren reviewed the following:

- The revised Admin Services Agreement, attached to the agenda backup, has been shared with six municipalities for potential action by their local boards: Boca Raton, Jupiter, Palm Beach Gardens, Royal Palm Beach, Wellington and West Palm Beach.
- The draft agreement has been revised to simplify and streamline the relationship between a city and the TPA:
 - Each city provides the TPA with a loan of \$300,000, which the TPA retains for a period of 5-years
 - The TPA uses these funds to pay agency operating costs and then obtains reimbursements from federal planning grants
 - The TPA pays each city an administrative fee of \$6,000 per year
 - The TPA provides each city with an audited financial statement annually
- Attended the June 11th Boca Raton Council Workshop where he clarified misconceptions, including an assumption that the TPA is asking for a loan of \$300,000 each year for 5-years versus the true intention of a one-time for \$300,000.

Mr. Uhren requested the committee's input on how the TPA should proceed if all six municipalities want to enter into the agreement.

A discussion ensued on the previous target of three to four municipalities and the impacts of additional partners. The committee expressed a preference that each city should loan the TPA an equal share of the overall total in exchange for a 2% administrative fee, noting that a city could loan the TPA up to \$300,000.

Mr. Uhren noted as the TPA is still working with a budget of unknowns and it would be safer to borrow a total of \$1.2 million divided between four to six municipalities. The committee was in agreement with this assessment. He reviewed the provided dates for potential municipal action on the administrative services agreement.

TPA Member Dues

Mr. Uhren reviewed the following:

- The approval dates and/or upcoming action dates for each TPA member to authorize payment of requested TPA member dues.

- An excerpt from the TPA's Unified Planning Work Program (UPWP) showing how these member dues will be utilized in FY 19 and FY 20.

Mr. Uhren requested the committee's perspective on how to respond to municipalities inquiring on what happens if they choose not to pay the member dues.

A discussion ensued with committee members pointing out the benefits the Broward MPO receives by collecting member dues and utilizing some of these funds for advocacy. The committee noted that a member choosing not to pay the dues would be hindering their community's opportunity for improvement.

Mr. Paul Gougelman stated that the TPA could compel municipalities to pay member dues if the Interlocal agreement creating the TPA was amended to require dues payment and non-paying members were omitted from the updated agreement. However, Palm Beach County and the City of West Palm Beach, as the largest city, must be included in the Interlocal Agreement pursuant to Florida Statutes.

Chair Valeche stated the TPA would take a better position on municipalities that choose not to pay at a later date based on what happens in the future for member dues owed.

Mr. Uhren stated, according to TPA Board by-laws, when the TPA creates a subcommittee the Chair summarizes this information for the Board. He stated there is a subcommittee information item on the next Board agenda and requested Chair Valeche to provide an update during the meeting.

TPA Office Space

Mr. Uhren reviewed the following:

- The TPA currently has 13 full-time staff members and 1 intern with an approved FY19 budget to add 2 more full-time positions, bringing the full complement from 13 to 15 full-time staff members with the option for an intern.
- The TPA currently leases office space from Palm Beach County, which is too small for approved staff and team meetings.
- The TPA has access to meeting space in County building(s). The current space utilized for committee meetings is too small for the largest advisory committee and audience. The previously utilized Board meeting room was too small for the Board and audience.
- Potential office space should accommodate staff of 15 plus intern(s); meeting space for staff, committees and Board; be located in downtown West Palm Beach to be accessible from a multimodal perspective; and be affordable per adopted UPWP budget and available funds.

Mr. Uhren and Mr. Steve Paige reviewed the three potential locations at 301 Datura Street, 301 Clematis Street, and 500 Australian Avenue. They highlighted the pros, cons and staff analysis for each location. It was noted that three additional office spaces were evaluated and eliminated, as they were not viable for the agency's needs.

A discussion ensued on the potential locations, parking options available for both staff and visitors, implementation timeline, and funding available for a build-out. TPA staff was directed to contact the City of West Palm Beach regarding potential opportunities available for funding and parking.

Next Steps

Mr. Uhren stated, along with further discussion on office space, that internal logistics policy items would come before the committee to put forward the recommendations. TPA staff is currently compiling a comparison of employee benefits from peer MPOs in Florida and from member municipalities to identify and recommend a common approach for the TPA. He noted staff would send out a poll to determine the next committee meeting date.

Steering Committee Members in Attendance:

Commissioner Hal Valeche, TPA Chair, Palm Beach County
Mayor Maria Marino, TPA Vice Chair, City of Palm Beach Gardens
Mayor Steven Grant, City of Boynton Beach
Commissioner Paula Ryan, City of West Palm Beach
Council Member Joni Brinkman, Village of Palm Springs
Mayor Fred Pinto, Village of Royal Palm Beach

Others in Attendance

Nick Uhren, Palm Beach Transportation Planning Agency
Renee Cross, Palm Beach Transportation Planning Agency
Valerie Neilson, Palm Beach Transportation Planning Agency
Margarita Pierce, Palm Beach Transportation Planning Agency
Paul Gougelman, Esq., Palm Beach Transportation Planning Agency
Steve Paige, Reichel Realty