TPA GOVERNING BOARD MEETING AGENDA

DATE: THURSDAY, APRIL 19, 2018
TIME: 9:00 A.M.
PLACE: Greenacres City Council Chambers
5800 Melaleuca Lane, Greenacres, FL

Transportation facilities and services around the Board meeting location are provided on page 4.

1. REGULAR ITEMS
   A. Roll Call
   B. Prayer
   C. Pledge of Allegiance
   D. MOTION TO ADOPT Agenda for April 19, 2018
   E. MOTION TO APPROVE Minutes for March 15, 2018
   F. Comments from the Chair and Member Comments
   G. Executive Director’s Report
   H. MOTION TO APPROVE/ADOPT Consent Agenda Items
      1. Appointment of Mr. Andrew Mack as the Representative for the City of Boynton Beach on the Technical Advisory Committee (TAC). A summary of qualifications is attached.
      2. Appointment of Mr. Marc Bruner on the TPA’s Citizen’s Advisory Committee (CAC) as nominated by Council Member Joni Brinkman. A summary of qualifications is attached.
      3. Appointments of Ms. Stephanie Thoburn as the Representative and Mr. Garret Wilson as the Alternate for the Town of Jupiter on the Bicycle, Trailways & Pedestrian Advisory Committee (BTPAC). A summary of qualifications is attached.
      4. Appointment of Ms. Casey Pranckun as the Alternate for the Palm Beach County Parks and Recreation Department on the BTPAC. A summary of qualifications is attached.
      5. Appointment renewals to TPA Advisory Committees
         a. Mr. Jerry Allen as Representative for the Palm Beach County Airport Department to the TAC through April 2021
         b. Mr. Carl Baker as Representative for the Port of Palm Beach to the TAC through April 2021
         c. Mr. Thomas Driscoll as Representative for the Town of Jupiter to the TAC through April 2021
d. Mr. Khurshid Mohyuddin as Representative for the Palm Beach County Planning Department to the TAC through April 2021

e. Ms. Sally Channon as Representative for the Palm Beach County Environmental Resources Management Department to the BTPAC through April 2021

f. Mr. Michael Howe as Representative for the Palm Beach County Planning Department to the BTPAC through April 2021

g. Ms. Jean Matthews as Representative for the Palm Beach County Parks and Recreation Department to the BTPAC through April 2021

h. Mr. Bob Sabin as Representative for the Boca Bicycling Club to the BTPAC through April 2021

I. General Public Comments

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

2. ACTION ITEMS

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

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

TAC: Recommended approval 19-2 with West Palm Beach Representatives opposed

CAC: Recommended approval 7-1-1 with Mr. Michael Fitzpatrick (Boynton Beach) opposed and Mr. Myron Uman (West Palm Beach) abstained

BTPAC: Recommended approval 7-1 with the West Palm Beach Representative opposed

B. MOTION TO ADOPT a Resolution Establishing a Policy for Subsidy Awards of Transportation Related Activities

The attached draft resolution establishes a TPA Policy authorizing the TPA Executive Director or designee to extend a subsidy award on behalf of the TPA. It further sets a maximum of $2,000 for activities, initiatives and/or events that align with the mission and purpose of the TPA, subject to the standards and conditions in the resolution.

3. INFORMATION ITEMS

A. Palm Tran Route Performance Maximization (RPM) Update

Palm Tran staff will update the TPA Board on the scope and schedule for the systemwide evaluation of the Palm Tran fixed route transit service currently underway.

B. TPA Transition Steering Committee Update

The Steering Committee chair will update the TPA Board on transition activities related to agency independence based on the attached documents.
C. **TPA Board Handbook and Member Profiles**

TPA staff will present the attached version of the updated TPA Board Member handbook, which can also be accessed at [PalmBeachTPA.org/Board](http://PalmBeachTPA.org/Board). Additionally, TPA staff will review the Member Profiles which summarize transportation and demographic information for all of our communities. The Member Profiles can be accessed at [PalmBeachTPA.org/Profiles](http://PalmBeachTPA.org/Profiles).

D. **Partner Agency Updates**

Agency staff from Palm Tran, SFRTA/Tri-Rail, FDOT and/or Palm Beach County Engineering may provide brief updates on items relevant to the TPA.

4. **ADMINISTRATIVE ITEMS**

A. **March’s Public Involvement Activity Report**

B. **Next Meeting - May 17, 2018 in Boynton Beach**

   Intracoastal Park Clubhouse, 2240 N Federal Highway, Boynton Beach, FL

C. **Adjournment**

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**NOTICE**

This is a meeting of the Palm Beach MPO doing business as the Palm Beach Transportation Planning Agency.

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachTPA.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
Attending the: April 19th
TPA Board Meeting
at: Greenacres City Hall
Address: 5800 Melaleuca Lane, Greenacres, FL

By Foot

By Bike

By Transit

By Car
TPA GOVERNING BOARD MEMBERS

CHAIR
Susan Haynie, Mayor
City of Boca Raton
Alternate: Scott Singer, Deputy Mayor

Jeremy Rodgers, Council Member
City of Boca Raton
Alternate: Andrea Levine O’Rourke, Council Member

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

Steven B. Grant, Mayor
City of Boynton Beach
Alternate: Mack McCray, Commissioner

Vacant
City of Delray Beach

Joel Flores, Mayor
City of Greenacres
Alternate: Peter Noble, Councilman

Jim Kuretski, Council Member
Town of Jupiter
Alternate: Wayne Posner, Council Member

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

Maria Marino, Mayor
City of Palm Beach Gardens
Alternate: Carl Woods, Vice Mayor

Joni Brinkman, Council Member
Village of Palm Springs
Alternate: Doug Gunther, Council Member

Katherine Waldron, Commissioner
Port of Palm Beach

VICE CHAIR
Hal Valeche, Commissioner
Palm Beach County

Paulette Burdick, Commissioner
Palm Beach County

Steven L. Abrams, Commissioner
Palm Beach County

Melissa McKinlay, Mayor
Palm Beach County

Mary Lou Berger, Commissioner
Palm Beach County

Palm Beach County Alternates:
Dave Kerner, Commissioner
Mack Bernard, Vice Mayor

Lynne Hubbard, Council Member
City of Riviera Beach
Alternate: Terence D. Davis, Council Member

Fred Pinto, Mayor
Village of Royal Palm Beach
Alternate: Jeff Hmara, Councilman

Anne Gerwig, Mayor
Village of Wellington
Alternate: Michael Napoleone, Councilman

Keith A. James, Commissioner
City of West Palm Beach

Paula Ryan, Commissioner
City of West Palm Beach

West Palm Beach Alternate:
Cory Neering, Commissioner

Gerry O’Reilly, District 4 Secretary
FDOT Non-Voting Advisory Member
1. **REGULAR ITEMS**

Mayor Haynie called the meeting to order at 9:08 a.m.

1.A. **Roll Call**

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

1.B. **Prayer** - Led by Mayor Steve Wilson

1.C. **Pledge of Allegiance**

MAYOR MCKINLAY welcomed everyone to the Acreage and noted if attendees traveled along Southern Boulevard they drove through the new City of Westlake. She noted although the meeting was supposed to be held in the City of Belle Glade, she thanked staff for keeping the meeting in the western area.

1.D. **ADOPTED:** Agenda for March 15, 2018

MOTION to ADOPT the Agenda for March 15, 2018. Motion by Mayor Pinto, seconded by Commissioner Berger, and carried unanimously 13-0. Mayors Flores, Glickstein and Triolo, Councilwoman Hubbard, Commissioners James and Ryan, Council Members Kuretski and Weinroth were absent.

1.E. **APPROVED:** Minutes for February 15, 2018

MOTION to APPROVE the Minutes for February 15, 2018. Motion by Commissioner Burdick, seconded by Mayor McKinlay, and carried unanimously 13-0. Mayors Flores, Glickstein and Triolo, Councilwoman Hubbard, Commissioners James and Ryan, Council Members Kuretski and Weinroth were absent.

1.F. **Special Presentation**

1. March 2018 Florida Bicycle Month - Proclamation

CHAIR HAYNIE presented the March 2018 Florida Bicycle Proclamation and noted the Board members would take a photo with the Proclamation at the conclusion of the meeting.

Mayor Joel Flores joined the meeting at 9:14 a.m.
MS. VALERIE NEILSON, Palm Beach TPA Deputy Director of Multimodal Development highlighted other municipalities that have adopted similar proclamations and provided details for the Bike to Work Ride on March 16, 2018.

A discussion ensued regarding the potential and drawbacks for a bike share program in Palm Beach County, as well as members suggesting for future collaboration with local bicycle shops to encourage more to participate in these events.

1.G. Comments from the Chair and Member Comments

Mayor Haynie commented as follows:

- Noted she was re-elected as Chair for the Southeast Florida Transportation Council (SEFTC).
- Congratulated Mayor Fred Pinto on his re-election as Mayor for the Village of Royal Palm Beach.

There were no member comments received.

1.H. Executive Director’s Report

Mr. Uhren wished Mayor Steve Wilson a happy birthday.

He reviewed the following from the report provided to the Board:

- Noted if attendees used Northlake Blvd. to attend the meeting they travelled through the Avenir project area in Palm Beach Gardens.
- Noted eleven (11) Local Initiatives (LI) project applications requesting total funding of $32.2M and eight (8) Transportation Alternatives (TA) applications requesting a total of $6.1M were submitted.
- Stated Brightline notified the TPA they are still scheduled to complete the Supplemental Safety Measures in the City of West Palm Beach by the first week in March, and expect the entirety of Palm Beach County will be completed before the end of March. He implored the members to engage their public outreach staff and media outlets when they move forward with a quiet zone, to remind our communities to respect the gates and stay off the tracks when they are down.
- Noted House Bill 33 sought to make texting while driving a primary offense but did not pass this legislative session. Also, there were several bills and amendments which sought to make changes to the laws regulating MPO Board composition but none of them passed this session.
- Highlighted that FDOT added 2.5 miles of buffered bike lanes on State Road 7 from north of Clint Moore Road to Atlantic Avenue, and the section from Broward County to Glades Road will provide an additional 2.8 miles. Additionally, Palm Beach County has committed to providing 11-foot vehicle lanes and designating bike lanes wherever possible as part of their infrastructure surtax projects. Finally, the County recently received interim approval from the Federal Highway Administration to use green colored pavement in bike lanes.

Commissioner Paula Ryan joined the meeting at 9:26 a.m.

- Included updates of the Uniform Municipal Election as it relates to the TPA Board members.
A discussion ensued on the Cumberland Drive project and the process for municipalities to receive green bicycle lanes.

MAYOR MCKINLAY requested staff to reach out to the Water Utilities Department to see if upgrades can be made while they are repairing roads in the Glades area, as these road repairs fall under their jurisdiction and not the Engineering Department.

1.I. **APPROVED/ADOPTED:** Consent Agenda Items

1. Appointment of Dr. Elsa DeGoias as the Representative for CareerSource Palm Beach County on the Transportation Disadvantaged Local Coordinating Board (TDLCB).
2. Amendment to Agreement with Kimley-Horn and Associates, Inc. to provide General Planning Services
3. Amendment to Agreement with Kitteloson & Associates, Inc. to provide General Planning Services
4. Resolution authorizing the Chair to execute the Federal Transit Administration Fiscal Year (FY) 2018 Certifications and Assurances

**MOTION to APPROVE the Consent Agenda.** Motion by Mayor McKinlay, seconded by Commissioner Burdick, and carried unanimously 15-0. Mayors Glickstein and Triolo, Councilwoman Hubbard, Commissioner James, Council Members Kuretski and Weinroth were absent.

1.J. General Public Comments

There were no general public comments received.

2. **ACTION ITEMS**

2.A. **APPOINTED:** Transportation Disadvantaged Local Coordinating Board (TDLCB) Chair

MR. UHREN noted the TDLCB identifies local service needs for paratransit service, that will be funded through a state transportation disadvantaged grant to Palm Tran. He noted the Board is comprised of appointees from various entities in Palm Beach County, and is Chaired by a local elected official. He stated Council Member Weinroth served in this position and has stepped down. He noted the TDLCB meets quarterly in the afternoon on the second month of each quarter in February, May, August, and November.

MAYOR GRANT noted he expressed interest last year and would be happy to accept this role.

**MOTION to APPOINT Mayor Steven Grant as TDLCB Chair.** Motion by Commissioner Abrams, seconded by Mayor McKinlay, and carried unanimously 15-0. Mayors Glickstein and Triolo, Councilwoman Hubbard, Commissioner James, Council Members Kuretski and Weinroth were absent.

2.B. **APPROVED:** Palm Beach TPA FY 19 Budget for submittal to Palm Beach County

MR. UHREN noted this item is out of sequence on the agenda as more detail in what the TPA hopes to accomplish in the coming two-years will be discussed during the Unified Planning Work Program (UPWP) information item. He stated due to Palm Beach County requiring the TPA to transmit the budget request on their schedule, and not on the federal schedule, this item was being brought before the Board for approval.
MR. UHREN noted the request includes additional funding for one-time moving costs, an estimated amount of funding needed for increased lease expenses associated with the office space, and two additional staff positions for the agency. He highlighted the request and responsibilities for a Lead Planner to focus on transit initiatives and a Public Relations Specialist to grow public outreach.

A discussion ensued on the funding available for the moving costs and position requests, the impact of this request on the County budget, and clarification was given on the manner in which the County provides matching funds.

MOTION to APPROVE Palm Beach TPA FY 19 Budget for submittal to Palm Beach County. Motion by Mayor Pinto, seconded by Commissioner Abrams, and carried unanimously 15-0. Mayors Glickstein and Triolo, Councilwoman Hubbard, Commissioner James, Council Members Kuretski and Weinroth were absent.

3. INFORMATION ITEMS

3.A. DISCUSSED: Complete Streets - Creative, Cost Effective, and Championed

MS. EMIKO ATHERTON, Consultant with Smart Growth America, summarized how to champion and implement creative and cost effective Complete Streets projects, and the need for a Complete Streets policy. She provided a recap of the Complete Streets workshop held on March 14, 2018. She reviewed the recommendations that arose from the workshop of a Complete Streets policies for the cities and county, educating cities on upcoming surfacing projects, and consider endorsing a clear recommended alternative to the current road impact fee system.

Commissioner Katherine Waldron left the meeting at 10:03 p.m.

COMMISSIONER BURDICK requested additional information on the disparity that has been encountered in neighborhoods.

MAYOR MCKINALY requested examples of Complete Streets projects in rural or agricultural communities.

3.B. DISCUSSED: Draft Unified Planning Work Program (UPWP)

MR. UHREN presented the draft FY 19-20 UPWP, a 2-year business plan and budget for the TPA. He noted the draft includes a description of the planning work, deliverables, timeframes, costs, and sources of funds. He briefly highlighted the tasks included in the draft, and requested Board member feedback on ideas for additional items to consider, such as corridor studies, action plans, or safety studies.

A discussion ensued on the importance and drawbacks of a regional bike share program, and a request to study waterways to determine if water taxis or other modes can be utilized.

3.C. Partner Agency Updates

MR. DAVID RICKS, Palm Beach County Engineer, provided an update on major resurfacing projects and the collaboration with the TPA to implement bicycle lanes. He noted the County received interim approval from the Florida Highway Administration (FHWA) to use green colored pavement in bicycle lanes, which they will implement in conflict areas.

MAYOR GRANT inquired if the green paint was intensive to maintain and if the bicycle lanes can be designated by the bicycle rider emblem and not necessarily painting the whole lane green. MR. RICKS noted he would follow up on this request.
4. ADMINISTRATIVE ITEMS

4.A. February’s Public Involvement Activity Report

There was no discussion on this item.

4.B. Next Meeting - April 19, 2018 in Greenacres

4.C. Motion to Adjourn

There being no further business, the Chair declared the meeting adjourned at 10:41 a.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the Transportation Planning Agency and that information provided herein is the true and correct Minutes for the March meeting of the Transportation Planning Agency Governing Board, dated this ___ day of _______________, 2018.

________________________________
Chair
### EXHIBIT A
Transportation Planning Agency Governing Board Attendance Record: 2017-2018

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<td>Paula Ryan, Commissioner/ Cory Neering, Commissioner</td>
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**New Appointment**  **P** - Representative Present  **ALT** - Alternate Present
**E** - Excused  **A** - Absent  **Shaded months - No Meeting**
## EXHIBIT A (cont’d)

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*** New Appointment
E - Excused
A - Absent
Shaded months - No Meeting

**Representing**

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<th>Florida's Turnpike</th>
<th>Kimley-Horn and Associates, Inc.</th>
<th>Palm Beach County Administration</th>
<th>Palm Beach County Engineer</th>
<th>Palm Beach County League of Cities</th>
<th>Palm Beach County Traffic</th>
<th>Village of Royal Palm Beach</th>
<th>Treasure Coast Regional Planning Council</th>
<th>Palm Beach Transportation Planning Agency</th>
<th>Palm Beach Transportation Planning Agency</th>
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<th>Palm Beach Transportation Planning Agency</th>
<th>Palm Beach Transportation Planning Agency</th>
<th>Palm Beach Transportation Planning Agency</th>
<th>Palm Beach Transportation Planning Agency</th>
<th>Weiss, Serota, Helfman, Cole &amp; Bierman</th>
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February 16, 2018

Mr. Nick Uhren, P.E.
Executive Director
Palm Beach TPA
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2749

Dear Mr. Uhren,

The City of Boynton Beach recommends the appointment of Andrew Mack, P.E. as the City’s representative on the TPA Technical Advisory Committee. I have attached Mr. Mack’s resume. I am sure you will agree that he is highly qualified and will be an asset to the Committee. Mr. Mack will be assuming the role of Director of Public Works and Engineering for the City of Boynton Beach effective April 30, replacing Jeffrey Livergood.

I further request that Michael Rumpf, Director of Planning and Zoning for the City continue in his role as the City of Boynton Beach’s Alternate member to the Technical Advisory Committee.

Sincerely,

Lori LaVerriere
City Manager
City of Boynton Beach

Cc: Colin Groff, Assistant City Manager
    Andrew Mack
Andrew P. Mack, Professional Engineer, Certified Building Official, General Contractor, LEED AP

Span of Expertise
Fifteen plus years of experience in professional management of business functions, decision-making, and employee supervision in public and private organizations. Twenty plus years of experience in professional management of various types of governmental, commercial, and residential projects.

Experience

CITY OF BOYNTON BEACH
Director of Development

- Responsible for a complex organization and administration of complex regulatory issues.
- Supervised, directed, and evaluated assigned staff, addressing employee concerns and problems, directed work, counseling, managed employee performance; conducted/coordinated training.
- Ensured departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensured adherence to established safety procedures; initiated actions necessary to correct deviations or violations.
- Consulted with assigned staff to review work requirements, status of work, and problems; assisted with complex or problem situations; provided direction, advice, and technical expertise.
- Developed, recommended, and administered departmental budget; monitored and authorized expenditures; oversaw payroll administration.
- Developed and implemented long and short term plans, goals, and objectives for the department.
- Developed, updated, and implemented departmental policies and procedures; drafts ordinances.
- Oversaw the delivery of development related services; facilitated new development and redevelopment activity and projects; worked closely with the Community Redevelopment Agency, other department heads, the public, design professionals, stakeholders and other outside agencies to resolve development issues.
- Oversaw planning for future urban growth, administration and updating of the City’s comprehensive plan, coordination of master plan projects; established plan review guidelines; prepared and executed City redevelopment plans; designed and planned redevelopment areas; promoted redevelopment projects; coordinated architectural design for building projects.
- Participated in preparation, tracking and update of the City’s annual Strategic Plan; delegated/completed assigned tasks associated with the Plan.
- Coordinated/conducted special projects/assignments.
- Worked closely with public officials, board members, City management, stakeholders, community groups and residents accommodating/reconciling divergent views for real estate development affecting critical City neighborhoods and development sites.

CITY OF BOYNTON BEACH
Building Official/City Engineer

- Supervise operations of the Building Division and Engineering Division, including supervising field inspection activities, plan review activities, enforcing applicable codes and ordinances, perform administrative functions, develop and administer annual budget for the division.
- Perform advanced technical work in plan review, design, estimating, bidding, project management and inspection of capital improvement projects. Which include paving, grading, drainage, water, sewer, public buildings, and facilities.
- Design and prepare plans for public works and utility projects and manage outsourced design of capital improvement projects by engineers and architects.
- Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Assist, in concert with other departments, in the management of economic development activities; develop strategies to assist in business growth; negotiate development agreements.
- Assist in the development and implementation of the Department goals, objectives, policies, and priorities for each assigned service area.
- Select, train, motivate, and evaluate Division personnel; provide or coordinate staff training work with employees to correct deficiencies; implement discipline and termination procedures.
PROFESSIONAL EXPERIENCE
2017 – date
Retired, part-time consultant.

2007- 2017
Chief Administrative Officer. Solid Waste Authority of Palm Beach County. West Palm Beach

Executive-level position responsible for Engineering, Construction and Facilities Maintenance, Risk Management and Safety, Environmental Programs, Household Hazardous Waste Management, Public Affairs and Education, Legislative Affairs. Responsible for capital improvements plan for construction projects totaling over 1 billion dollars. Oversee contract administration for outsourced waste to energy and recycling operations. Responsible for environmental permitting and compliance programs and risk management and insurance programs. Oversee planning activities including integrated solid waste management plan, emergency management and debris management plans.

1986 - 2007
Director of Planning and Environmental Programs. Solid Waste Authority of Palm Beach County. West Palm Beach

Executive-level assignment as environmental manager. Manage permitting and compliance program for county-wide solid waste disposal system. Coordinate preparation and submittal of permit applications with consultants and staff. Serve as Environmental Control Officer to assure permit compliance in construction and operation of resource recovery and landfill facility, including solid and hazardous waste, wastewater, underground injection, air quality, groundwater, endangered species and wetland mitigation issues. Manage household hazardous waste collection programs. Manage countywide environmental crimes program in cooperation with County Sheriff. Review and update agency Comprehensive Plan and Emergency Management Plan. Serve as liaison to County for disaster debris cleanup coordination. Manage Legislative Affairs for the agency.

Prior to 1986

Environmental Program Manager. Shalloway, Inc. West Palm Beach, Fl.

Aquatic Ecologist. Joyce Environmental Consultants. Lake Worth, Fl.

Research Scientist. U.S. Department of Agriculture. Fort Lauderdale, Fl

EDUCATION
Undergraduate and graduate degrees from University of Wisconsin-Milwaukee and University of Tennessee
March 27, 2018

Mr. Nick Uhren, P.E.
Executive Director
Palm Beach Transportation Planning Agency
2300 N. Jog Rd., 4th Floor
West Palm Beach, FL 33411

Re: Palm Beach Transportation Planning Agency (TPA) Bicycle, Trailways and Pedestrian Advisory Committee (BTPAC) Membership

Dear Mr. Uhren:

This letter is to notify you that the Town of Jupiter desires to continue representation on the Bicycle, Trailways and Pedestrian Advisory Committee by replacing the designated member Brenda Arnold, who recently retired from her position.

I am formally submitting the names and resumes of two extremely qualified staff members to you for approval. The main representative recommended is Stephanie Thoburn who is Assistant Director of the Planning and Zoning Department and Garret Watson, Senior Planner, is being recommended as the alternate member who will replace Jacquelyn Smith.

The Town truly appreciates the opportunity to have representation on this committee as it supports and promotes the Complete Streets Program along with the many community bicycle safety outreach programs.

Thank you for your attention to this matter and we look forward to the Governing Board's approval of these qualified individuals.

Respectfully submitted,

Matt Benoit
Town Manager

Enclosures

Cc; Margarita Pierce
EDUCATION:
1996
University of Florida
College of Architecture, Department of Urban and Regional Planning-
Gainesville, Florida: MASTER OF URBAN & REGIONAL PLANNING, with a
specialization in Urban Design & Community Redevelopment

1994
University of Florida
College of Architecture, Department of Landscape Architecture- Gainesville,
Florida, BACHELOR of ARTS in LANDSCAPE ARCHITECTURE

1990
Florida Community College of Jacksonville- Jacksonville, Florida
ASSOCIATE of ARTS DEGREE

PROFESSIONAL EXPERIENCE:
11/2005 to Present
ASSISTANT DIRECTOR
Town of Jupiter- Department of Planning and Zoning; oversee the divisions of
Current Planning, Long Range Planning, Natural Resources, Historic Resources,
and the Open Space Program and Workforce Housing program of a department
with fifteen employees. Prepare agendas and analyses for the Planning and
Zoning Commission and Historic Resources Board. Oversee the department’s
operating budget ($1.5M), Community Investment Program Budget ($6.4M) and
projects, including the Town’s Open Space Bond Fund and Housing Trust Fund.

04/27/98-11/2005
PRINCIPAL PLANNER
Town of Jupiter - Division of Planning and Zoning, Head of Current Planning
Oversee the supervision of six employees, including training, hiring, evaluations
and performance development. Prepare agendas for the Planning and Zoning
Commission. Prepare and present analyses and recommendations to the Town
Council, Planning & Zoning Commission and Development Review committee
on planning and zoning applications. Present testimony at public hearings.
Review development plans for compliance with the Town’s Comprehensive Plan,
Code, and architectural style including a Traditional Neighborhood Development
mixed use ordinance. Amend and update development codes. Assist the Division
Director in monitoring the Division budget.

05/13/96-04/27/98
PLANNER
Town of Jupiter - Division of Planning and Zoning
Prepare and present analyses and recommendations to the Town Council,
Planning & Zoning Commission and Development Review committee on
planning and zoning applications. Present testimony public hearings. Review
development plans for compliance with the Town’s Comprehensive Plan, Code
and architectural style including a Traditional Neighborhood Development mixed
use ordinance. Amend and update development codes, and answered zoning
questions and inquiries by the public.

08/94-05/96
BICYCLE TRAFFIC AND SAFETY EDUCATION PROGRAM
Department of Urban and Regional Planning, University of Florida, Gainesville
Graduate Assistant for Dr. Linda Crider for four semesters.
Duties included: Graphic coordinator for reports, brochures (work done on
PageMaker 5.0), and education programs, which includes presentation boards,
drawing and rendering maps, and graphic layouts. Special projects included
design of bicycle storage/facilities at Reitz Union and University of Florida
bicycle paths, bike lanes, and pedestrian paths for Bicycle charrette.
05/95 - 10/95  CITY OF GREEN COVE SPRINGS  
Department of Urban and Regional Planning, University of Florida, Gainesville  
Graduate Assistant for Dr. William Weisman for two semesters.  
Duties included: Streetscape Master Plan and supporting sketches for Hawthorne,  
Florida: Conceptual Urban design for The City of Green Cove Springs,  
redevelopment boundaries, and attending and presenting at Community  
Redevelopment meetings.

12/93 and  GENESIS GROUP, INC. SE  
05/93-08/93  
Landscape Architecture, Architecture, Surveying, Engineering, and Planning  
internship in the Tampa, Florida.  
Duties included: irrigation plans, site analysis (field work), and proposal work,  
conceptual entry design, planting plans, presentation renderings, and client  
presentation.

HONORS & AWARDS:
Present  
2016  Member: American Institute of Certified Planners since 1998  
2015  Presenter: Florida American Planning Association conference in Tampa on  
“Workforce Housing”  
2014  Presenter: Florida Housing Coalition conference in Orlando on “Workforce  
Housing”  
2003  Moderator: Florida American Planning Association conference in Palm Beach  
on “Abacoa- A Living Laboratory” and mobile workshop  
2002  Presenter: Florida American Planning Association conference in Key West on  
“Making New Urbanism a Reality”.  
2002  Extraordinary Performance/Achievement Award Program: Recognized by  
the Town of Jupiter for continuing to perform at a high level of service above and  
beyond normal work consistent with the Town’s mission.  
2001  Presenter and Moderator: National American Planning Association conference  
in New Orleans on "Small Town Quality Development".  
1999  Employee of the Quarter: Recognized by the Town of Jupiter for outstanding  
achievements for authoring the U.S. One/Intracoastal Waterway Corridor zoning  
district and showing extra initiative.  
1999  Award of Excellence: Florida American Planning Association for the U.S.  
One/Intracoastal Waterway Corridor zoning district.  
1996  First Place: Design Team for the Whitters Design Charrette Competition for the  
City of Green Cove Springs.  
1994  First Place: Team Undergraduate Research Category. 34th Annual Awards  
Program A.S.L.A. Newnan’s Lake Water Management Plan. Landscape  
Architecture Studio Three.  
1994  Minority Recognition: 1994 Minority Awards Program for the University of  
Florida Annual award ceremony.  
1993  Commendation: Team Undergraduate Research Category. 33rd Annual Awards  
Program A.S.L.A. Landscape Architecture Design Studio One.  
1993  Most improved GPA award for Landscape Architecture: 1993 minority  
awards Program for the University of Florida Annual award ceremony.
Experience

- Review applications and complex projects for Planned Unit Developments (PUDs), variances, special exceptions, and site plans
- Amend the Comprehensive Plan’s goals, objectives, and policies
- Amend land development regulations to adapt to Town’s changing environment
  - Shoreline Stabilization regulations
  - Microbrewery regulations
- Review building and engineering permits to ensure compliance with development order conditions and initiate corrective enforcement action, as necessary
- Strategize and implement improvements for sustainability and resiliency against climate change and sea level rise
- Coordinate development project reviews with Town departments, outside local governments, community groups, and other organizations and agencies
- Evaluate and implement changes to the future land use and zoning for parcels within the town
- Prepare maps and exhibits using ArcGIS
- Prepare complex staff reports for projects presented at public hearings.
- Manage projects and conduct site inspections to consistency with development approvals

Achievements

- Organized information for Town of Jupiter to become a Silver Certified Green Local Government by The Florida Green Building Coalition
- Expert Witness in injunction lawsuit
- Nominated for Employee of the Quarter (2015-Q4 and 2017-Q2)
- Served on Employee Selection Committee (August 2015)
- Speaker at Florida APA conference Mobile Tour “Local Lager: Brew-Pubs as Economic Engines”
- Keynote speaker at “Zoning for Microbreweries” Palm Beach County Planning Congress event (March 2016)
- Speaker at Shoreline Resilience Group with an emphasis on implementing living shorelines (November 2017)

Goals

- Obtain Master of Public Administration degree
- Obtain American Institute of Certified Planners (AICP) Certification

Employment History

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<td>March 2018</td>
<td>Present</td>
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<td>Planner</td>
<td>Town of Jupiter</td>
<td>Jupiter, FL</td>
<td>May 2013</td>
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<td>Building Support Specialist II</td>
<td>Town of Jupiter</td>
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<td>November 2012</td>
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<td>Planning &amp; Zoning Intern</td>
<td>Town of Jupiter</td>
<td>Jupiter, FL</td>
<td>June 2011</td>
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Education

- BURP in Urban & Regional Planning
  Florida Atlantic University
  August 2011

Continuing Education

- Florida American Planning Association Annual Conference
  September 2017
- 8th Annual South Florida Regional Climate Compact
  December 2017
- PBC Planning Congress – Planning Challenges 2015: The Evolving Transportation and Mobility Landscape Workshop
  October 2015

Skills

- Microsoft Office
- ArcGIS
- AutoCAD
- Bluebeam/Adobe
- Conversational Spanish
March 28, 2018

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

Re: Bicycle/Trailways/Pedestrian Advisory Committee Appointment

Dear Mr. Uhren:

The Palm Beach County Parks and Recreation Department would like to appoint Casey Pranckun, Registered Landscape Architect as Jean Matthews’ alternate on the Palm Beach Transportation Planning Agency Bicycle/Trailways/Pedestrian Advisory Committee. Casey has a Master's degree in Landscape Architecture and we believe her knowledge and experience in this field will benefit the committee.

Please contact me at 561-966-6614 if you have any questions or need additional information.

Sincerely,

Eric Call, Director
Parks and Recreation Department

cc: Casey Pranckun
    Bob Hamilton
COMMITTEES & MEMBERSHIPS
Best Management Practices Committee
Synthetic Turf Field Committee
Countywide Community Revitalization Team
FRPA Park Institute Committee Team
FLASLA, ASLA, NRPA

EXPERIENCE
LANDSCAPE ARCHITECT | PALM BEACH COUNTY
APRIL 2009 – PRESENT
Design new and improve existing regional, community and neighborhood parks including layout, landscape, irrigation, details, and specifications.

DIRECTOR OF MARKETING | HOLLAND PUMP
JANUARY 2005 – JULY 2006
Increase sales through market analyses, sales team education and proposal delivery strategy, on-line sales, literature design, expo attendance, industry media coverage, and customer engagement.

SALES REPRESENTATIVE | THE KILPATRICK CO.
OCTOBER 1999 – NOVEMBER 2004
Promote and demonstrate Rain Bird central control, satellites, rotors, and swing joints to golf industry in South Florida territory to increase sales of new golf course irrigation systems, renovations, and maintenance.

EDUCATION
MASTER OF LANDSCAPE ARCHITECTURE | 2009
FLORIDA INTERNATIONAL UNIVERSITY
BACHELOR OF ARTS | COMMUNICATION | 1999
BACHELOR OF SCIENCE | PSYCHOLOGY | 1999
PALM BEACH ATLANTIC UNIVERSITY

MANTRAS
Be true to yourself.
Trust the process.
Seek opportunity.
Delegate when necessary.
Offer solutions.

LEADERSHIP
• Project Manager of more than a dozen ongoing projects including a two-million-dollar dog park and multiple federally-funded playground renovations
• Lead Playground Designer
• Bring Your Child to Work Day Instructor/Coordinator
• FRPA Journal Feature Article Author
• Keep America Beautiful Field Captain
• KaBoom Team Captain
• OCR Outstanding Effort Appreciation Award
• San Castle Neighborhood Park Leadership Certificate of Appreciation
AMENDMENT #4: SR 7: 60th St to Northlake Blvd

TPA Board Meeting April 2018

PalmBeachTPA.org/TIP

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@PalmBeachTPA.org. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
### Palm Beach TPA Transportation Improvement Program - FY 2018 - 2022

**Fund Phase Source**  
**Fund Phase Source**  

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<td>21,616,205</td>
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<tr>
<td>CST DIH</td>
<td>8,745</td>
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<td>0</td>
<td>8,745</td>
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<td>Total</td>
<td>44,111</td>
<td>46,751,542</td>
<td>515,901</td>
<td>2,904,489</td>
<td>371,436</td>
<td>3,835,937</td>
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</tbody>
</table>

Prior Years Cost | 49,718,708 | 1,146,292 | Future Years Cost | | Total Project Cost | 53,554,645 | 51,746,102 |

TIP 2018-2022 (April 4, 2017 Import) Amendments 4

Major TPA Projects
February 20, 2018

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

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

Dear Mr. Uhren:

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

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

Sincerely,

Yanique Kelly
Planning Specialist
District Four

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

Mr. Nick Uhren, P.E.
Director

www.dot.state.fl.us
TPA RESOLUTION 2018-

RESOLUTION ESTABLISHING A POLICY FOR SUBSIDY AWARDS OF TRANSPORTATION RELATED ACTIVITIES, INITIATIVES AND EVENTS; ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), desires to establish a policy which allows the provision of subsidy awards by means of direct funding and/or materials for activities, initiatives and/or events that align with the mission and vision of the TPA; and

WHEREAS, TPA approval of this award for any such activities, initiatives and/or events is not a federally reimbursable expense and must be paid with local funds available to the TPA and shown in the TPA’s adopted budget, also known as the Unified Planning Work Program (UPWP); and

WHEREAS, the TPA Governing Board desires to minimize the delays associated with obtaining TPA Governing Board approval for a subsidy award consistent with the UPWP; and

WHEREAS, the TPA Governing Board desires to establish a threshold amount for subsidy award support up to which the Executive Director may authorize subsidy award support on behalf of the TPA, and to affirm that any subsidy award exceeding that amount shall require TPA Governing Board approval; and

WHEREAS, routine subsidy award support consistent with the mission and vision of the TPA does not constitute a policy-making decision and is an administrative function that the TPA Governing Board wishes to delegate to its Executive Director.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The foregoing recitals are hereby adopted and ratified. As used herein, the term “Executive Director” shall include the TPA Executive Director’s designee who must be an employee of the TPA.

2. The Palm Beach TPA authorizes the Executive Director to extend a subsidy award on behalf of the TPA in an amount not to exceed $2,000 by means of direct funding and/or in-kind support for activities, initiatives and/or events that align with the mission and purpose of the TPA. No funding or in-kind award may utilize federal funds.

3. Authority is delegated to the Executive Director subject to the following standards and conditions:
   a. Any subsidy award made must be consistent with the mission and vision of the TPA as determined by the Executive Director.
   b. Any subsidy award shall be made by agreement that the Executive Director is authorized to execute with the person or legal entity receiving the award that includes:
      1) Specific identification of the primary public purpose of the award;
      2) Assurance that the TPA will be publicly credited for the award, and that the TPA has the sole discretion to pre-approve or deny the use or display of its name and logo on any advertisement or material, regardless of form, at or relating to the Event;
      3) Assurance that the TPA is not sponsoring or managing the use of funds or the events or activities where the award will be utilized, and that the TPA is not a partner or joint venturer with the person or legal entity receiving the award;
4) Assurance that no misappropriation of the award will occur, and that the TPA shall not be liable in any manner for any misappropriation of the award or for injuries or accidents occurring or arising as a result of the award or at any events or activities where the award is utilized;

5) Assurance that the award recipient shall agree to protect, defend, reimburse, indemnify and hold the TPA and its respective officers, agents, employees and elected officials harmless from and against any and all claims, liability, loss, expense, cost, damages, or causes of action of every kind or character, including attorneys’ fees and costs, arising during and as a result of award recipient's performance of the terms of the award agreement.

c. Any subsidy award exceeding $2,000 is subject to approval by the TPA Governing Board.

d. All awards made shall be promptly reported to the TPA Governing Board.

e. The cumulative amount of awards pursuant to this Resolution shall not exceed the estimated annual expenditure amount in the TPA’s UPWP per TPA fiscal year.

4. This Resolution will be effective upon adoption.

The foregoing Resolution was offered by ___________________who moved its adoption. The motion was seconded by ___________________, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this _____ day of ____________, 2018.

PALM BEACH MPO,
d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY

By: ________________________________
Chair

ATTEST:

________________________________
TPA Executive Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

________________________________
TPA Legal Counsel
## Milestones from TPA resolution 2017-08 to establish the TPA as an independent agency

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Estimated Completion</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a</td>
<td>Legal Services Agreement</td>
<td>2/15/18</td>
<td>Complete 2/15/18</td>
</tr>
<tr>
<td>1.b</td>
<td>Member Dues Resolutions</td>
<td>5/17/18</td>
<td>Underway - Draft resolutions sent to all members for action</td>
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<tr>
<td>1.c</td>
<td>Capital Float Agreements</td>
<td>5/17/18</td>
<td>Underway - Draft agreements sent to all members for action</td>
</tr>
<tr>
<td>1.d</td>
<td>Procurement Policy</td>
<td>12/14/17</td>
<td>Complete 12/14/17</td>
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<tr>
<td>1.e.1</td>
<td>Site Selection Services</td>
<td>3/15/18</td>
<td>Complete 3/16/18</td>
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<tr>
<td>1.e.2</td>
<td>Lease Agreement for Office Space</td>
<td>6/22/18</td>
<td>Underway</td>
</tr>
<tr>
<td>1.f</td>
<td>Board Meetings around PBC – 2018 schedule</td>
<td>2/15/18</td>
<td>Complete 2/15/18</td>
</tr>
<tr>
<td>1.g</td>
<td>TPA Employee Handbook, incl. Benefits</td>
<td>9/20/18</td>
<td></td>
</tr>
<tr>
<td>1.h.1</td>
<td>Payroll/Accounting Services Agreement</td>
<td>9/20/18</td>
<td></td>
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<tr>
<td>1.h.2</td>
<td>Audit Services Agreement</td>
<td>9/20/18</td>
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<td>1.h.3</td>
<td>Networking/Communications Service Agmt</td>
<td>9/20/18</td>
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<tr>
<td>1.h.4</td>
<td>Agency Insurance Protections</td>
<td>9/20/18</td>
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<tr>
<td>2</td>
<td>Amended Staff Services Agreement</td>
<td>4/10/18</td>
<td>Executed by TPA on 2/15/18 and by PBC on 4/10/18</td>
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## TPA Member Dues and Admin Services Tracking

<table>
<thead>
<tr>
<th>TPA Board Member</th>
<th>Estimated Annual Dues</th>
<th>Anticipated Local Board Action Date</th>
<th>Interest in Admin Services?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palm Beach County</td>
<td>$61,811</td>
<td>5/15</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>West Palm Beach</td>
<td>$11,015</td>
<td>4/30 Workshop</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>Boca Raton</td>
<td>$9,180</td>
<td>4/24 or 5/8</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>Boynton Beach</td>
<td>$7,399</td>
<td>5/1</td>
<td></td>
</tr>
<tr>
<td>Delray Beach</td>
<td>$6,580</td>
<td>5/1 or 5/15</td>
<td></td>
</tr>
<tr>
<td>Wellington</td>
<td>$6,178</td>
<td>5/8</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>Jupiter</td>
<td>$6,139</td>
<td>5/1 or 5/15</td>
<td></td>
</tr>
<tr>
<td>Palm Beach Gardens</td>
<td>$5,259</td>
<td>4/19 or 5/3</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>Greenacres</td>
<td>$3,977</td>
<td>5/7 or 5/21</td>
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</tr>
<tr>
<td>Lake Worth</td>
<td>$3,795</td>
<td>5/1 or 5/15</td>
<td></td>
</tr>
<tr>
<td>Royal Palm Beach</td>
<td>$3,749</td>
<td>5/3 or 5/17</td>
<td>Staff Evaluating</td>
</tr>
<tr>
<td>Riviera Beach</td>
<td>$3,506</td>
<td>5/2 or 5/16</td>
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<td>Palm Springs</td>
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<td>Belle Glade</td>
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<tr>
<td>Port of Palm Beach</td>
<td>$3,506</td>
<td>4/19</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$136,146</strong></td>
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The Palm Beach TPA prioritizes public involvement in the local and regional transportation planning process, and utilizes various methods to communicate information and opportunities for public input:

TPA Website | Social Media | Meetings of the TPA Governing Board, Advisory and Ad-Hoc Committees | Special Workshops | Presentations | Exhibits | TPA Activities | Community Events

**Highlights**

- March is Bike-to-Work Month
- Westgate Bike Rodeo: Mar. 10
- Palm Springs Bike Rodeo: Mar. 10
- Royal PB Bike Trail Rodeo: Mar. 10
- Boca Raton Bike Ride: Mar. 10
- Complete Streets Workshop: Mar. 14
- WPB Bike-to-Work Day: Mar. 16
- Forest Hill Blvd. workshop: Mar. 24
- Rail Safety education campaign

**Platforms**

<table>
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<tr>
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<th>Users / Followers</th>
<th>Impressions / Sessions</th>
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<tbody>
<tr>
<td>PB TPA Website</td>
<td>1,124</td>
<td>1,842</td>
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<tr>
<td>Facebook</td>
<td>322</td>
<td>5,093</td>
</tr>
<tr>
<td>Twitter</td>
<td>681</td>
<td>25,400</td>
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<tr>
<td>LinkedIn</td>
<td>116</td>
<td>4,963</td>
</tr>
</tbody>
</table>

**Online Engagement**

- October 2017: 50,225 impressions, 45,052 sessions
- November 2017: 31,495 impressions, 24,198 sessions
- December 2017: 22,363 impressions, 32,837 sessions
- January 2018: 16,455 impressions, 25,803 sessions
- February 2018: 20,275 impressions, 11,860 sessions
- March 2018: 22,422 impressions, 37,298 sessions

**Upcoming Meetings & Events**

- Bicycle/Trailways/Pedestrian Advisory Committee (BTPAC) mtg: Apr. 5
- TPA Governing Board mtg. - Greenacres: Apr. 19
- Technical Advisory Committee (TAC) mtg: May 2
- Citizens Advisory Committee (CAC) mtg: May 2
- Transportation Disadvantaged Local Coordinating Board mtg: May 30

*(463 e-mail recipients)*