



PALM BEACH Transportation Planning Agency

TPA TRANSITION STEERING COMMITTEE MEETING AGENDA

DATE: Wednesday, August 15, 2018
TIME: 10:30 a.m.
PLACE: Palm Beach TPA Office
2300 N Jog Road, 4th Floor
West Palm Beach, Florida 33411

AGENDA

1. Roll Call
2. Review Meeting Summary from June 12, 2018
3. **Motion to Recommend Execution** of four (4) TPA Admin Services Agreements
Four municipalities have executed the attached Admin Services Agreements - Jupiter (June 19), Palm Beach Gardens (July 12), Royal Palm Beach (July 19), and Boca Raton (July 24).
These agreements provide the following:
 - Each municipality provides the TPA with a loan of \$300,000 which the TPA retains for a period of five (5) years
 - The TPA uses these funds to pay agency operating costs and then obtains reimbursements from federal planning grants
 - The TPA pays each municipality an administrative fee of \$6,000 per year
 - The TPA provides each municipality with an audited financial statement annuallyWith committee support, these agreements will be placed on the TPA Board agenda for execution on September 20, 2018.
4. **Motion to Recommend Execution** of a lease for TPA Office and Meeting Space
The TPA evaluated four potential sites for office and meeting space:
 - 301 Datura Street
 - 426/428 Clematis Street
 - 301 Clematis Street
 - 250 Australian AveThe attached material includes aerial photos highlighting location, a summary of the key metrics for each site, existing building façades, and proposed floorplans. Based on suitability, cost, and location, TPA staff and consultant Steve Paige with Reichel Realty are recommending execution of a lease with the property owner at 301 Datura Street.
With committee support, the full lease agreement will be placed on the TPA Board agenda for execution on September 20, 2018.

5. TPA Member Dues Status

The attached table summarizes the approval dates and/or upcoming action dates for each TPA member to authorize payment of requested TPA member dues commencing in FY 19. TPA staff will send a letter to each member on October 1 with dues payments to be made no later than October 31. TPA staff will present a summary of payment status annually at the TPA Board meeting in December.

6. TPA Transition Schedule Update

TPA staff will review the attached updated transition schedule.

7. Adjournment



TPA STEERING COMMITTEE MEMBERS

Hal Valeche, Commissioner
TPA Chair
Palm Beach County

Maria Marino, Mayor
TPA Vice Chair
City of Palm Beach Gardens

Steven Grant, Mayor
City of Boynton Beach

Paula Ryan, Commissioner
City of West Palm Beach

Joni Brinkman, Council Member
Village of Palm Springs

Fred Pinto, Mayor
Village of Royal Palm Beach

NOTICE

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

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