



# PALM BEACH Transportation Planning Agency

## TPA TRANSITION STEERING COMMITTEE MEETING AGENDA

DATE: Wednesday, August 28, 2018  
TIME: 10:30 a.m.  
PLACE: Palm Beach TPA Office  
2300 N Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, Florida 33411

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### AGENDA

1. Roll Call
2. Review Meeting Summary from August 15, 2018
3. Review Meeting Discussion between TPA, FHWA and FDOT on August 24, 2018

The TPA met with FHWA and FDOT staff to determine federal-aid eligibility for various lease-related costs and received informal approval to proceed. To obtain formal approval, the TPA must demonstrate that all costs are necessary and reasonable to the satisfaction of FDOT as the pass-through agency for the federal planning funds. The TPA will submit the following to FDOT by August 31, 2018:

- Full justification for all expected costs associated with the lease
- A draft lease for the space
- A draft Unified Planning Work Program (UPWP) amendment

Formal approval is expected by mid-September.

4. Update on lease negotiation for TPA Office and Meeting Space at 428 Clematis Street

On August 15, the Committee ranked 428 Clematis Street as the preferred location for TPA Office and Meeting space and directed TPA staff to quantify buildout costs. On August 21, TPA staff met with an architect to discuss optimizations to the floor plan that maximize usefulness and minimize tenant improvement costs. This conversation is ongoing. As a result, the final estimated cost for tenant improvements has not been determined.

TPA staff are negotiating a final lease subject to the following:

- A term of 10 years with two 5-year renewal options
- TPA payment of a base rental rate of \$15/rentable square foot (RSF) to be increased annually by \$1/RSF
- TPA payment of actual cost for real estate taxes, insurance, maintenance and utilities
- TPA payment of actual tenant improvements not to exceed \$\_\_\_\_M (including design, permitting, construction and construction management).

TPA staff is requesting a follow-up committee meeting in late September/early October to review the full lease agreement and the UPWP amendment to be placed on the TPA Board agenda for execution on October 18, 2018.

5. **MOTION to RECOMMEND APPROVAL** of inclusion of TPA Planning funds on the Local Initiatives Priority List at an estimated cost of \$500K in FY 20 and then \$1M annually in FY 21 and following

To fully fund the anticipated lease costs, the TPA will utilize available planning funds in FY 19. However, in FY 20 the projected costs to buildout the space, purchase the necessary furnishings, fixtures and equipment, and incorporate rental payments may exceed the planning funds available to the TPA. To ensure adequate funding for this scenario, TPA staff are requesting committee support of the inclusion of a new TPA Local Initiatives project entitled "TPA Planning and Administration."

The inclusion of this item on the priority list will allow the TPA to utilize \$500K of Surface Transportation Block Grant Program (SU) funds in FY 20 and up to \$1M of SU funds in FY 21 and successive years to support TPA planning and administrative costs as outlined in the Unified Planning Work Program (UPWP).

6. 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.

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](mailto:MBooth@PalmBeachTPA.org) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.