TPA Organization/Structure and Agreements
TPA Board Composition

1979 - 5 County, 2 WPB, Boca, Delray, Boynton, Lake Worth, Riviera (12); FDOT Planning and FDOT Design as non-voting

1983 - Add 2\textsuperscript{nd} Boca, Jupiter, Palm Beach Gardens (15)

1993 - Add Belle Glade and Port of Palm Beach (17)

2004 - Add Wellington and Greenacres/Royal Palm Beach (19)

2015 - Add Palm Springs, Convert Greenacres and Royal Palm Beach to permanent seats (21), FDOT Secretary as non-voting
Advisory Committee Demographics

Palm Beach County

TPA Committees

- White: 75.0%
- Black/African Amer.: 11.1%
- Asian: 5.6%
- Hispanic: 22.3%
- Hispanic (not included in race): 8.3%
- Two or More Races/Other: 19.6%
- Amer. Indian and Alaska Native: 2.9%
- Native Hawaiian and Other Pacific Islander: 1.8%
Board & Advisory Committee By-laws

- Annually reviewed and updated if deemed necessary
  - All by-laws updated in 2018

- Committees review and recommend adoption of by-law changes
  - Board must adopt changes

- If conflict between Committee and Board, Board by-laws control

- If conflict between Board and Interlocal, Interlocal controls
Advisory Committee Membership

• TAC membership solicited when a vacancy occurs or upon request from partner agency

• BTPAC membership solicited when a vacancy occurs or upon request from partner agency
  • TPA is actively seeking a disabled representative

• Board nominations to CAC solicited when vacancies occur
Board & Advisory Committees Handbook

Resource for new members
Roles & responsibilities
Explanation of Core Products
Agency Relationships
Local MPOAC Workshop in PBC

MPOAC funds “institute for elected officials” twice/year

TPA funded shorter version locally

Posted video to www.PalmBeachTPA.org/board
TPA is currently hosted by Palm Beach County

Agreement updated Apr 10, 2018; Terminates on Sep 30, 2019

- TPA can extend for two additional years with 90-day notice
- Agreement gives TPA day-to-day supervision, control, and responsibility over staff although County retains its ultimate authority to remove, reassign or terminate employees

MPO Resolution 2017-08

- Move to become an independent agency
- Establish office and meeting space
Office and Meeting Space - Specs

Accommodate Staff of 15-17 + Intern(s)

Meeting Space for Staff, Committees and Board

Downtown West Palm Beach - accessible by foot, bike, transit, car

Affordable per UPWP budget and available funds

Meets allowable, reasonable and necessary requirements

*Site selected was declared to be allowable, reasonable and necessary by FDOT on October 16, 2018
301 Datura Site Rendering
Organization Preparation for Independence

- Independent Legal Counsel
- Execute new office lease
Financial Preparation for Independence

- LOC Agreements with 4 Cities
- Banking Services / Account Setup
- Amend 2019/2020 UPWP

Financial Accounting System

External Auditor
Budget Preparation

1. Analyze and Forecast Revenues
2. Analyze and Forecast Expenses
3. Review 5 year Plan
4. Assign Forecasted Expenditures
5. Assign Forecasted Expenditures
Budget Management

1. Generate Grant
2. Reimbursement
3. Invoice
4. Verify Reimbursements

Forecast Cashflow

Generate TPA Quarterly Fiscal Report
UPWP Amendment Process

**Identify**
- potential deviation from current adopted UPWP

**Develop**
- solution and documentation

**Notify**
- TPA Board and Public of Proposed Amendment (14 day comment period)

**Submit**
- Adopted Amendment to FDOT D4

**Share**
- proposal with FDOT D4

**Present**
- UPWP Amendment to TAC, CAC, and TPA Board for Adoption

**Perform**