



# TPA Organization/ Structure and Agreements



# TPA Board Composition



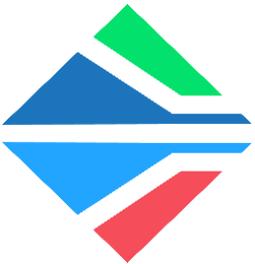
1979 - 5 County, 2 WPB, Boca, Delray, Boynton, Lake Worth, Riviera (12); FDOT Planning and FDOT Design as non-voting

1983 - Add 2<sup>nd</sup> 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)



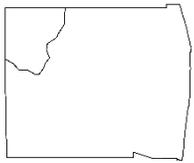
2015 - Add Palm Springs, Convert Greenacres and Royal Palm Beach to permanent seats (21), FDOT Secretary as non-voting



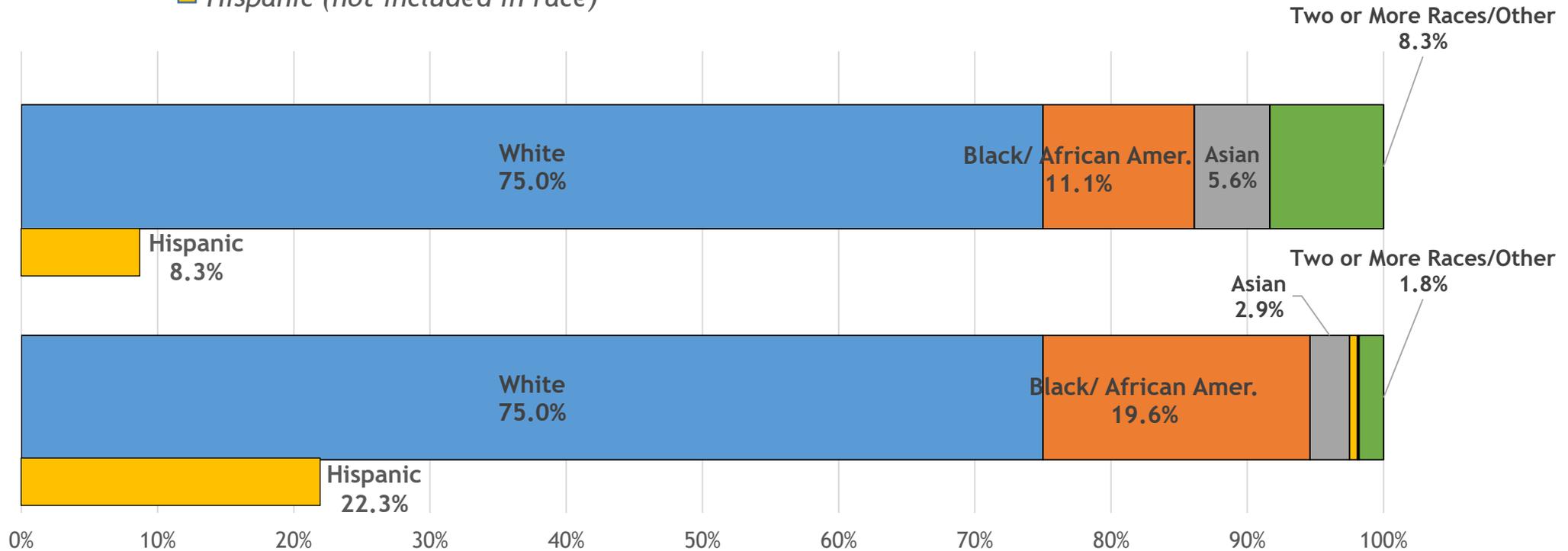
# Advisory Committee Demographics

- White
- Black/ African Amer.
- Asian
- Amer. Indian and Alaska Native
- Native Hawaiian and Other Pacific Islander
- Two or More Races/Other
- Hispanic (not included in race)

TPA  
Committees



Palm Beach  
County





# Board & Advisory Committee By-laws

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- 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

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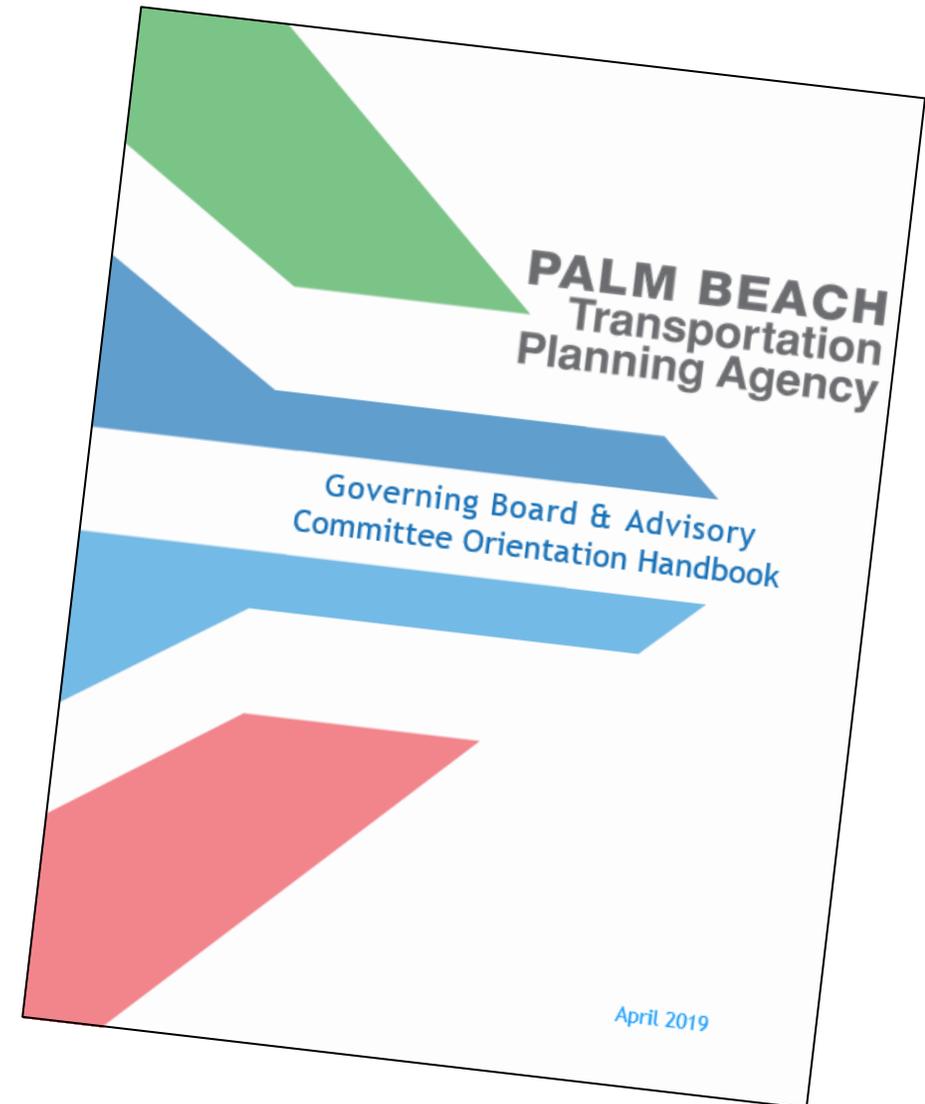
- TAC membership solicited when a vacancy occurs or upon request from partner agency
- BTPAC membership solicited when a vacancy occurs or upon request from partner agency
  - TPA is actively seeking a disabled representative
- Board nominations to CAC solicited when vacancies occur



# Board & Advisory Committees Handbook

Resource for new members  
 Roles & responsibilities  
 Explanation of Core Products  
 Agency Relationships

Monroe	Miami-Dade	Broward	Palm Beach	Martin	Saint Lucie	Indian River
	Miami Urbanized Area			Port St. Lucie UA		Vero UA
	TPO	MPO	TPA	MPO	TPO	MPO
	Southeast Florida Transportation Council (SEFTC)			Treasure Coast Transportation Council		
FDOT District VI			FDOT District IV			
Rail Enterprise						
Turnpike Enterprise						
	South Florida Regional Transportation Authority/Tri-Rail			Martin/St. Lucie RTO		
	MDT	BCT	Palm Tran	MC Council on Aging	SLC Council on Aging	GoLine IRT
	MDX					
South Florida RPC			Treasure Coast Regional Planning Council			
Local Governments						





# 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](http://www.PalmBeachTPA.org/board)



# TPA is currently hosted by Palm Beach County

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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

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Accommodate Staff of 15-17 + Intern(s)

Meeting Space for Staff, Committees and Board

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

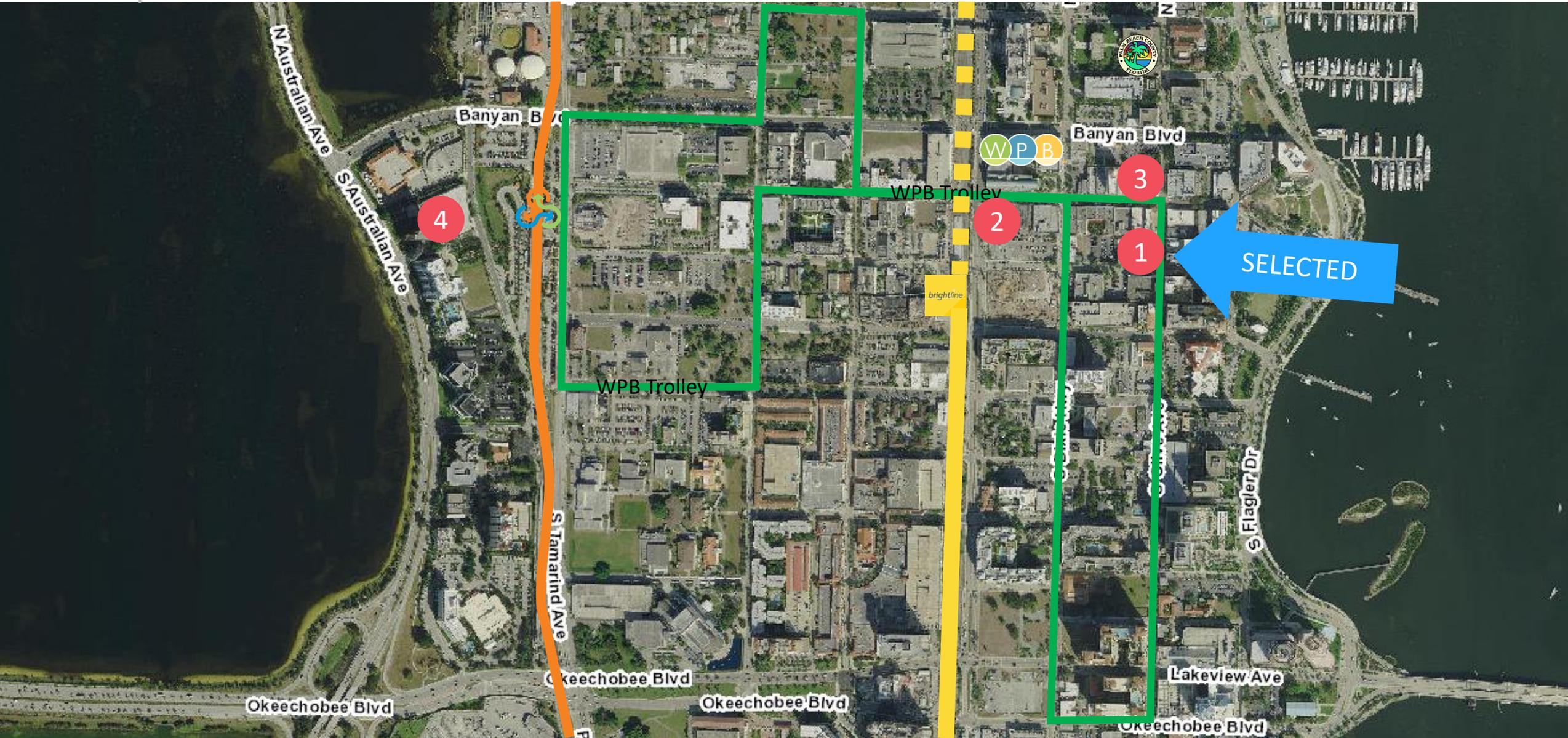
Affordable per UPWP budget and available funds

Meets allowable, reasonable and necessary requirements

\*Site selected was declared to be allowable, reasonable and necessary by FDOT on October 16, 2018

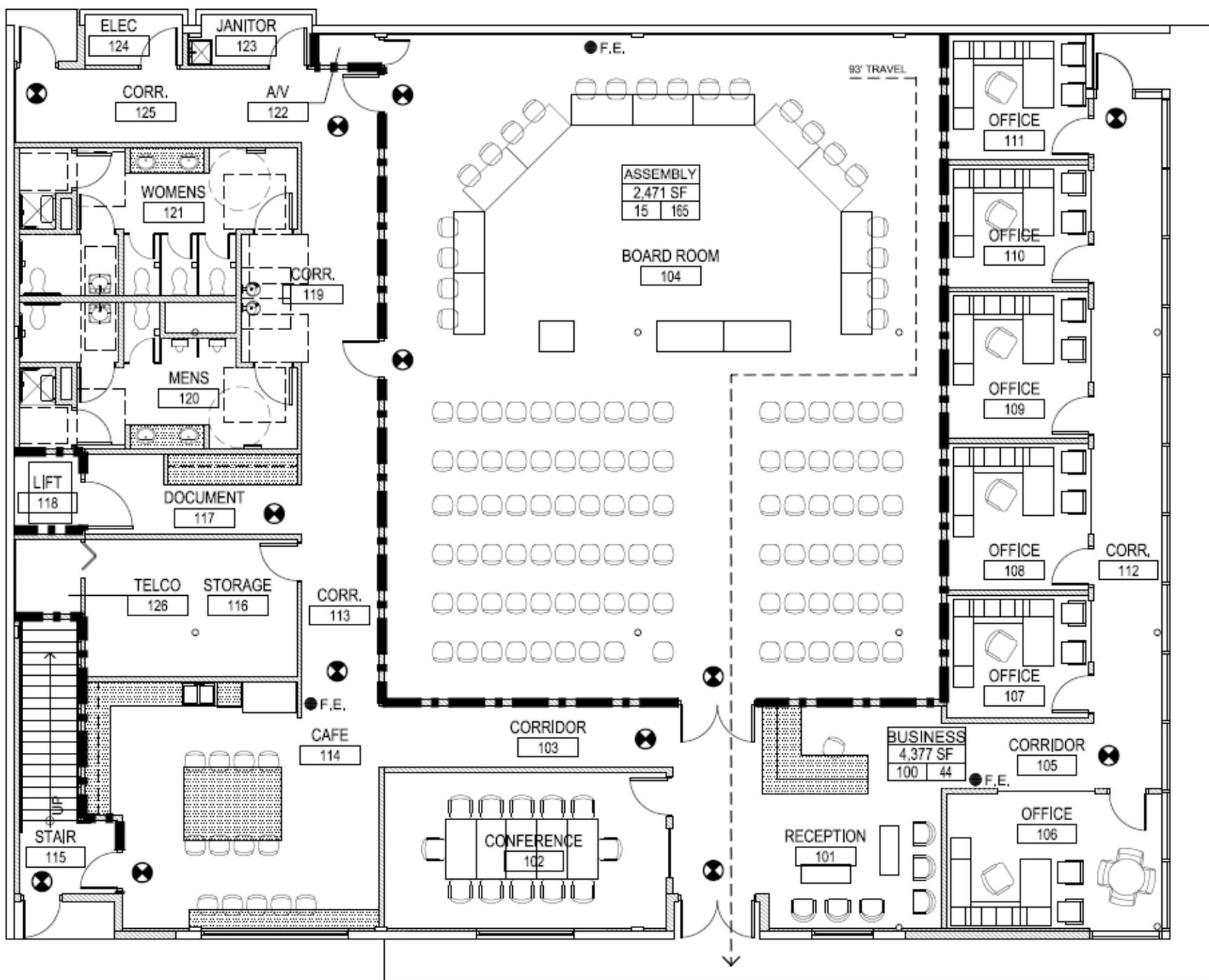
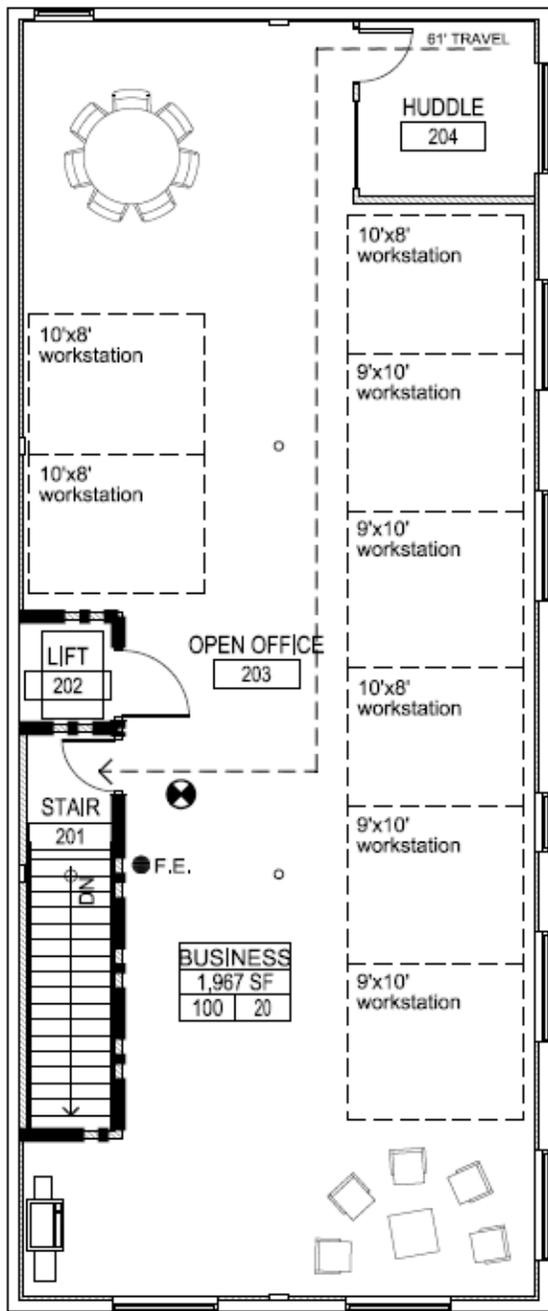


# Office and Meeting Space Locations



# 301 Datura Site Rendering

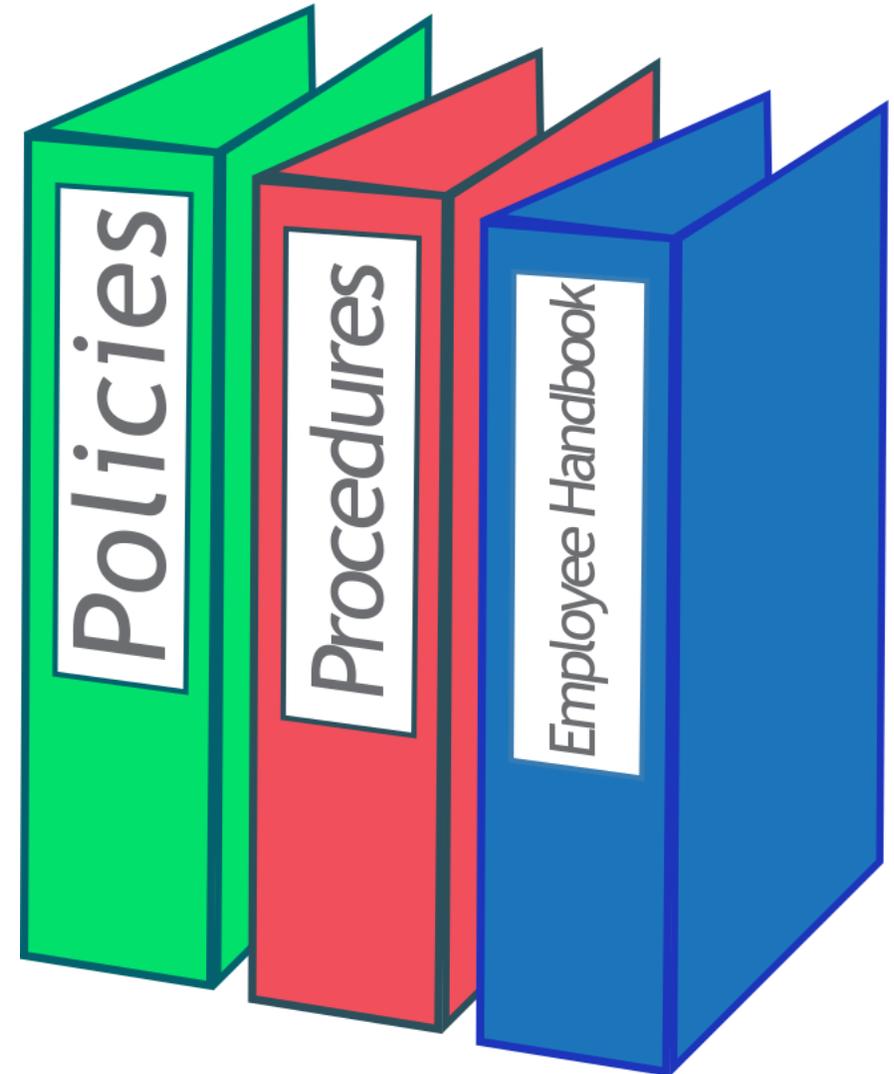
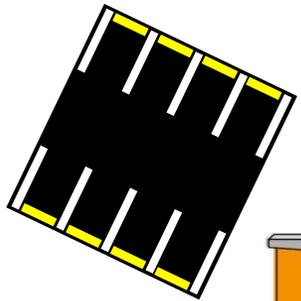






# Organization Preparation for Independence

- ✓ Independent Legal Counsel
- ✓ Execute new office lease





# Financial Preparation for Independence

✓ LOC Agreements with 4 Cities



✓ Banking Services / Account Setup

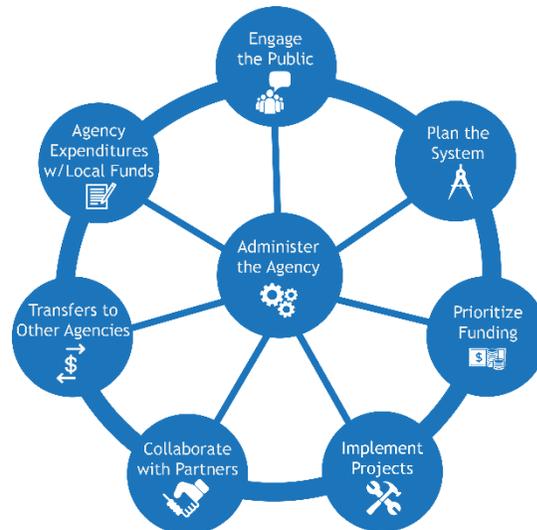


• Financial Accounting System

External Auditor



✓ Amend 2019/2020 UPWP





# TPA Road to Independence



**September 30, 2019**



# Budget Preparation



Analyze and Forecast Revenues



Analyze and Forecast Expenses



Review 5 year Plan



Assign Forecasted Expenditures





# Budget Management



Generate Grant Reimbursement Invoice



1

Verify Reimbursements



2



Generate TPA Quarterly Fiscal Report



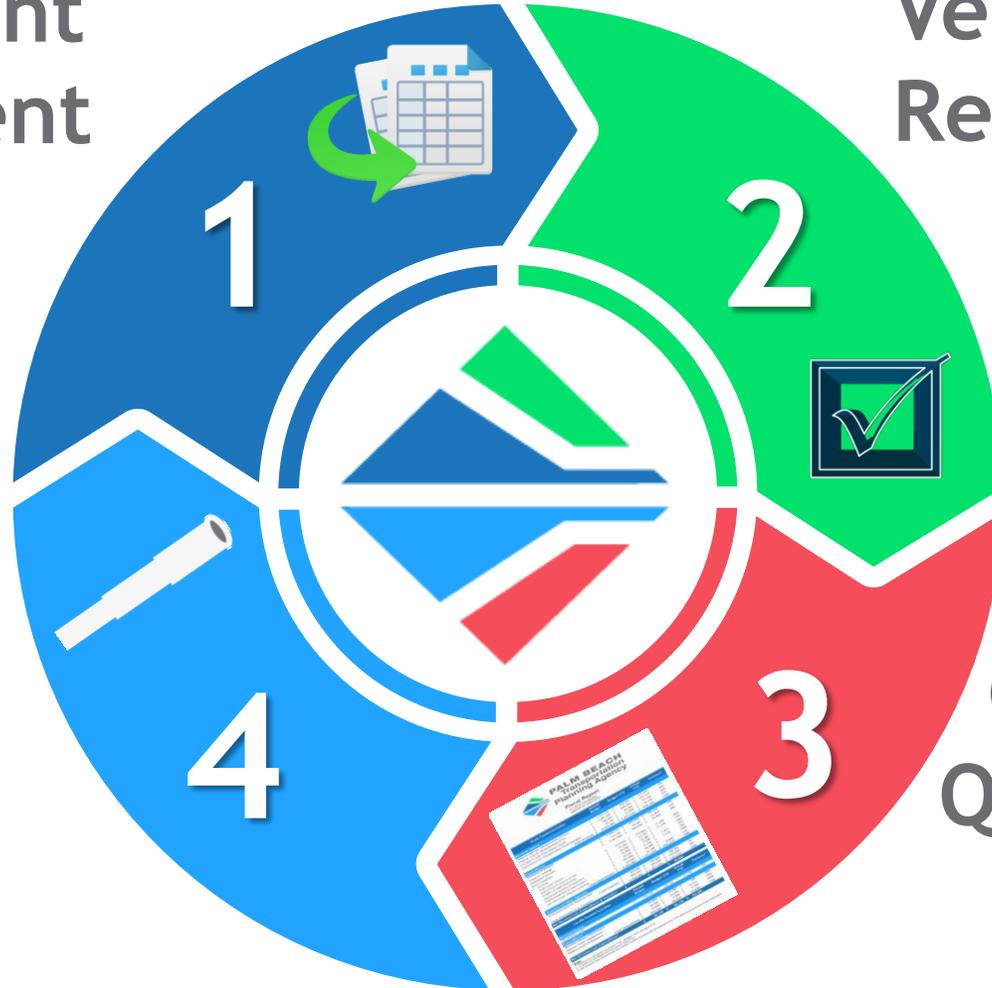
3



4



Forecast Cashflow





# UPWP Amendment Process

**Develop** solution and documentation

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

**Submit** Adopted Amendment to FDOT D4

Identify

Develop

Notify

Submit

Share

Present

Perform

**Identify** potential deviation from current adopted UPWP

**Share** proposal with FDOT D4

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