TPA Operating Procedures: Advisory Committees

TPA Executive Committee

May 3, 2022

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Strategic Plan Item

GOAL 6 — ADMINISTER THE AGENCY

	Action	Outcome(s)
A	Provide board member and staff training (MPOAC Institute, national conferences, local workshops)	40 trainings
B	Modify TPA Committees to support TPA Initiatives	Revised Operating Procedures
C	Pursue distinguished workplace designations	1 designation
D	Provide quarterly financial summaries and audited Comprehensive Annual Financial Report (CAFR)	Summaries FY 21 CAFR
E	Provide Strategic Plan Report	Report

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TPA Committees

Technical Advisory Committee *(required)*

Citizen's Advisory Committee *(required)*

Vision Zero Advisory Committee

Transportation Disadvantaged Local Coordinating Board (LCB) (Non-Advisory)

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Technical Advisory Committee

The Technical Advisory Committee (TAC) is made up of technical staff representing the various local governments within Palm Beach County, primarily planners and engineers.

The TAC provides technical review, comments and recommendations regarding items to be considered by the TPA Governing Board, including transportation plans, programs, studies, and other appropriate documents and regional transportation issues.

339.175 (6)(d) FS: must include, when possible: planners, engineers, aviation authorities, port authorities, public transit, school district, and affected local governments.

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Technical Advisory Committee

Role and Function
- Technical review
- LRTP and performance measures
- Priority Projects List, TIP, UPWP
- Reviews objective scoring system for TPA Local Initiatives (LI) and State Road Modification (SRM) Annual Grant Programs
- Policy or position statements
- Other studies

Membership
- No limit on number of members
- Members make requests to the Governing Board to be added
- Not required to be Governing Board jurisdictions

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Technical Advisory Committee

25 Current Members

- City of Boca Raton - Development Services
- City of Boca Raton - Traffic
- City of Boynton Beach
- City of Delray Beach
- City of Greenacres
- City of Lake Worth Beach
- City of Palm Beach Gardens - Planning
- City of Riviera Beach
- City of West Palm Beach - Planning
- City of West Palm Beach - Engineering
- FDOT District 4 (Non-voting Advisory)
- Florida Dept. of Health - Palm Beach County

- Palm Beach County - Airports
- Palm Beach County - Engineering
- Palm Beach County - Planning
- Palm Tran
- Port of Palm Beach
- School District of Palm Beach County
- SFRTA (Tri-Rail)
- Town of Jupiter - Engineering
- Town of Lake Park – New Member
- Treasure Coast Regional Planning Council
- Village of Palm Springs
- Village of Royal Palm Beach
- Village of Wellington

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TAC - Staff Recommendation

Section 3.1 Technical Advisory Committee (TAC) Role and Function
Pursuant to Section 339.175(6)(d), F.S., the TAC provides technical review, comments and recommendations regarding items to be considered by the TPA Governing Board, including transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC addresses other matters and concerns when directed by the TPA Governing Board. It shall be the function of the TAC to provide technical review and make recommendations to the TPA Governing Board regarding:

- Long Range Transportation Plans (LRTP) goals, objectives, performance measures, targets and desired and cost feasible projects and programs;
- Priority Project Lists, Transportation Improvement Programs (TIP), and Unified Planning Work Programs (UPWP);
- Objective Scoring system used to rank project applications submitted for funding through the annual Local Initiatives (LI) Program and State Road Modifications Program (SRM);
- Other TPA-led transportation plans, studies and reports;
- Transportation plans, studies, reports, and project designs presented to the TPA by partner agencies (FDOT, PBC Engineering, Municipalities, SFRTA, Palm Tran, Seaport, Airport, etc.);
- Regional transportation plans, studies, reports, and projects; and
- Proposed TPA policy or position statements.

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Citizen's Advisory Committee

The Citizen's Advisory Committee (CAC) is responsible for providing the TPA Board with a "citizen's eye" view of ongoing transportation issues in Palm Beach County.

Because one of the base missions of the TPA is to gather local input and desires for transportation within the County, this committee is an important conduit for serving these public interests and submitting their views and concerns to the TPA Board.

Must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

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Citizen's Advisory Committee

Role and Function
- Review transportation plans
- Share concerns of various segments of the community

Membership
- 1 representative per Governing Board member (currently 5 vacancies)
- Governing Board <u>required</u> to ensure representation of minorities, elderly, and persons with disabilities
- Membership also sought to represent environmental, business & construction, development, freight & goods, private transportation, general public

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How the TPA meets Federal & State requirements for CAC

TPA committee survey to track representation of demographic/social indicators (ex. minority, disability, elderly, business community)
> 4 minority
> 7 elderly
> 1 person with a disability

Governing Board members should choose appointments based on the need for minorities, elderly, and persons with disabilities

Most common process by MPOs to meet requirements

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Citizen's Advisory Committee

15 of 21 seats filled

1. City of Boca Raton
2. City of Boca Raton
3. City of Boynton Beach
4. City of Delray Beach
5. City of Palm Beach Gardens
6. City of West Palm Beach
7. City of West Palm Beach
8. Village of Palm Springs
9. Village of Royal Palm Beach
10. Village of Wellington

11. PBC County Commissioner D1
12. PBC County Commissioner D2
13. PBC County Commissioner D4
14. PBC County Commissioner D5
15. PBC County Commissioner D6
16. City of Belle Glade
17. City of Greenacres
18. City of Lake Worth Beach
19. City of Riviera Beach
20. Town of Jupiter
21. Port of Palm Beach

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Citizen's Advisory Committee Survey

CAC Member Survey Results (April 2022)

- Representation of various municipalities is positive for the committee

- Communities without a TPA Board Member are not represented on CAC

  - Create membership for communities not represented by TPA Board?

- Need to prioritize vacancies and expand recruitment

  - Create specific advocacy organization appointments?

  - Other recruitment strategies?

- CAC request to TPA Board Members to be mindful of who they appoint

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CAC - Staff Recommendation

- No changes proposed to current Operating Procedures

- TPA staff works on recruitment strategies to fill 5 vacancies on CAC

- Work with Governing Board members to ensure broad citizen representation of minorities, elderly, and persons with disabilities

- Seek members that represent environmental, business & construction, development, freight & goods, private transportation and general public

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Vision Zero Advisory Committee

The TPA's Vision Zero Advisory Committee (VZAC), formally known as the Bicycle, Trailways Pedestrian Advisory Committee (BTPAC), serves in an advisory capacity to the TPA Governing Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety, and to address other matters and concerns when directed by the TPA Board.

Members consist of representatives from local governments, law enforcement and fire rescues services, school district, health department, active transportation advocacy groups, and other entities as deemed appropriate by the TPA Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety.

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Vision Zero Advisory Committee

Role and Function
- Recent name change to emphasize safety
- Technical review focused on ped, bike and safety
- Reviews scoring system for TA programs <u>and ranks projects</u>
- LRTP, Priority Projects List, TIP, UPWP
- Other studies

Membership
- No set number of members
- Members make requests to the Governing Board to be added
- Not required to be Governing Board jurisdictions

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Vision Zero Advisory Committee

18 Current Members

- Boca Raton Bicycle Club
- City of Boca Raton
- City of Boynton Beach
- City of Delray Beach
- City of Lake Worth Beach CRA - New
- City of Palm Beach Gardens
- City of West Palm Beach
- Disabled Community
- FDOT - Non-Voting Advisory Member

- Healthier Jupiter
- Palm Tran
- PBC - Engineering
- PBC - Environmental Resources Management
- PBC - Parks & Recreation
- PBC - Planning
- School District of Palm Beach County
- Town of Jupiter
- Village of Wellington

Staff working towards finding law enforcement and fire rescue services members

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VZAC - Staff Recommendation

Section 5.1 Vision Zero Advisory Committee (VZAC) Role and Function

The VZAC serves in an advisory capacity to the TPA Governing Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety, and to address other matters and concerns when directed by the TPA. It shall be the function of the VZAC to review and make recommendations to the TPA Governing Board regarding the non-motorized elements of:

- Objective Scoring system used to rank project applications submitted for funding through the annual Transportation Alternatives Program and project rankings (including review, evaluation, and ranking);
- The TPA's Long Range Transportation Plans (LRTP), Priority Project Lists, Transportation Improvement Programs (TIP), and Unified Planning Work Programs (UPWP);
- Other TPA-led transportation plans, studies and reports;
- Transportation plans, studies, reports, and project designs presented to the TPA by partner agencies (FDOT, PBC Engineering, Municipalities, SFRTA, Palm Tran, Seaport, Airport, etc.);
- Regional transportation plans, studies, reports, and projects; and
- Other items of interest as determine by the TPA or the VZAC.

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Motion to Recommend Approval of Amendment to TPA Operating Procedures

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