Board Orientation Handbook
January 2020
Mission Statement
[Why We Exist]

To collaboratively plan, prioritize and fund the delivery of diverse transportation options.

Vision Statement
[What We Strive For]

Our work will have measurable positive impact by ensuring transportation projects are well selected, funded and delivered.
CONTENTS

WHO WE ARE 1

WHAT WE DO 3

CORE PRODUCTS
SECONDARY FUNCTIONS

WHAT ARE YOUR RESPONSIBILITIES? 5

MEETING ATTENDANCE
OFFICER ELECTIONS
OTHER REQUIREMENTS

WHO ARE YOUR PLANNING PARTNERS? 7

LOCAL GOVERNMENTS, AGENCIES AND INSTITUTIONS
BROWARD COUNTY GOVERNMENT DEPARTMENTS
SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY
FLORIDA DEPARTMENT OF TRANSPORTATION
UNITED STATES DEPARTMENT OF TRANSPORTATION
OTHER FEDERAL AGENCIES

WHO IS THERE TO HELP YOU? 9

TECHNICAL ADVISORY COMMITTEE
CITIZENS’ ADVISORY COMMITTEE
LOCAL COORDINATING BOARD
COMPLETE STREETS TECHNICAL ADVISORY COMMITTEE
FREIGHT TECHNICAL ADVISORY COMMITTEE
LIST OF ACRONYMS

11

QUICK REFERENCES

13

USEFUL LINKS

MPO STAFF

15

LIST OF FIGURES

FIGURE 1. VOTING STRUCTURE 2
FIGURE 2. PRODUCTS AND SERVICES 4
FIGURE 3. BOARD RESPONSIBILITIES 6
FIGURE 4. PLANNING PARTNERS 8
FIGURE 5. ORGANIZATIONAL CHART 10
WHO WE ARE

The Broward Metropolitan Planning Organization (MPO) is you, the Board. Together with your fellow Board members, you are responsible for implementing local transportation policies and guide the best use of federal tax dollars on transportation projects within Broward County (the “planning area”). In order to accomplish this, you will work with MPO staff, multiple support committees and a variety of transportation partners including: municipalities, numerous divisions of Broward County government, South Florida Regional Transportation Authority (SFRTA), Florida Department of Transportation (FDOT) and various federal agencies.

Governmental partnerships makes the MPO strong. Together, the MPO and its partners plan, build, operate and maintain varied transportation systems that meet the mobility needs of all the residents and employers within the southeast Florida region.

The vision of the MPO is for our work to have measurable positive impact by ensuring transportation projects are well selected, funded and delivered.

Your mission is to collaboratively plan, prioritize and fund the delivery of diverse transportation options. Your participation as either a voting or non-voting member fulfills this mission by helping to develop and implement planning products that emphasize the need for reliable transit, bicycle, pedestrian and roadway projects that promote economic strength, environmental conservation and a continuous improvement of quality of life.
**Figure 1. Voting Structure**

**Voting Members (25)**
- **VOTING MEMBERS:** Coral Springs, Tamarac, Margate, North Lauderdale
  - **ALTERNATES:** Parkland (4)

**District 1**
- **VOTING MEMBERS:** Pompano Beach, Deerfield Beach, Coconut Creek
  - **ALTERNATES:** Lighthouse Point (7), Lauderdale-By-The-Sea (10), Hillsboro Beach (11)

**District 2**
- **VOTING MEMBERS:** Fort Lauderdale, Lauderdale, Sunrise, Plantation, Oakland Park
  - **ALTERNATES:** Lauderdale Lakes (1), Wilton Manors (5), Sea Ranch Lakes (12), Village of Lazy Lake (13)

**District 3**
- **VOTING MEMBERS:** Hollywood, Hallandale Beach
  - **ALTERNATES:** Dania Beach (2)

**District 4**
- **VOTING MEMBERS:** Davie, Pembroke Pines, Miramar, Weston
  - **ALTERNATES:** Cooper City (3), Southwest Ranches (8), Pembroke Park (9), West Park (5)

**District 5**
- **VOTING MEMBERS:** South Florida Regional Transportation Authority (SFRTA)
  - **Broward County Board of County Commissioners**
  - **School Board of Broward County**

**Non-Municipal Representatives**

**NOTE:** Alternates are given voting privileges in the absence of voting members, equalizing up to 25 total votes. Eligibility is based on population, per the 2010 Census, in order of largest to smallest. The rank for each alternate is identified in parenthesis next to the name of the municipality.
WHAT WE DO

The MPO is a federally mandated and federally funded transportation policy-making Board, made up of representatives from local governments, and responsible for developing transportation plans within the planning area. These plans allocate funding to promote the safe, efficient movement of people and goods by providing balanced choices to improve mobility and economic development.

Core Products

Metropolitan Transportation Plan
Metropolitan Transportation Plans (MTPs) are federally required documents that provide strategic transportation investments for a minimum of the next 20 years. These investments center on improving the quality of life, maximizing mobility options, and promoting a sustainable future. MTPs are updated every five (5) years to reflect changes over time, as new transportation needs are identified and as projects are funded and built.

Transportation Improvement Program
The Transportation Improvement Program (TIP) is a five (5) year program that reflects fiscally constrained transportation projects that are consistent with the MTP. Projects envisioned within the MTP “are programmed” into the TIP when funding to design and construct the projects becomes available. These projects are also consistent with FDOT’s Five-Year Work Program.

Unified Planning Work Program
The Unified Planning Work Program (UPWP) is simply a statement of work that identifies planning priorities and activities to be carried out within the planning area. Essentially, it describes the work and activities to be carried out by MPO staff as well as the funding to complete the activities. Every two (2) years, the UPWP is updated to reflect changes in planning work and funding sources, including descriptions of: planning work, planning products, responsible parties, work timelines and costs. In addition, the UPWP accounts for Federal, state, and local participation in the transportation planning process.

Public Participation Plan
The Public Participation Plan (PPP) provides guidelines for achieving optimum public participation. The goals of this plan are to inform and involve the public in transportation meetings, issues and other relevant events.

Secondary Functions
In addition to these core products, the MPO conducts other various planning studies to develop projects which improve mobility and livability within the planning area. These studies address all modes of transportation, including roadway congestion, transit service and better facilities for bicyclists and pedestrians. Throughout all these efforts, community engagement and your participation is a key priority. Presentations are often provided at Board meetings on these activities.
Figure 2. Products and Services

Core Products

- **Metropolitan Transportation Plan (MTP)**: Allocate expected funding for improvements over a 20-year period; must be "financially feasible," meaning only revenues that can be reasonably expected can be budgeted.

- **Transportation Improvement Program (TIP)**: Program funds for improvements over a 5-year period consistent with the MTP.

- **Unified Planning Work Program (UPWP)**: Budget MPO’s efforts over a two-year period.

- **Public Participation Plan (PPP)**: Provide guidelines for achieving optimum public participation in the transportation planning process.

Secondary Functions

- **Corridor Studies**: Explore deficiencies and potential solutions to improve mobility for all users of a defined corridor (e.g., University Drive, Hollywood Pines).

- **Special Studies**: Address topics such as reduced funding, climate change and livability (e.g., Speak Up Broward).

- **Regional Leadership**: Confront issues that cross county boundaries and impact the entire Miami Urbanized Area (e.g., Southeast Florida Freight Plan, quiet zones).
WHAT ARE YOUR RESPONSIBILITIES?

You will serve a four-year term and, subject to jurisdictional term limits, may be reappointed for one or more four-year terms.

Meeting Attendance

Board Meetings
The Board currently meets (subject to holiday schedules) the second Thursday of each month, generally at 9:30 a.m. in the MPO Board Room. You must provide at least three (3) days advanced notice to the MPO Executive Director if you will be absent. Fourteen (14) members of the Board are required to be present in order to constitute the quorum necessary to transact MPO business. An affirmative vote of a majority of the voting members present is necessary in order to adopt any measures.

Committee Meetings
Committees are designated by the Chair to investigate and report on specific subject areas of interest to the Board. A committee will consist of at least three (3) Board members, and a majority of their members must be present to take formal action.

Committees shall determine their Chair and Vice Chair positions and which member will report to the Board on committee activities. All committees shall make recommendations to the Board regarding proposed Board actions, such as actions to adopt motions and measures or creating procedures, unless state or Federal law or regulation specifically requires a more formal document or procedure.

Officer Elections
Each June, the Board holds a meeting to elect Board members to the positions of: Chair, Vice Chair, and Deputy Vice Chair. These positions are elected by a majority of those present and voting. The Chair presides over all meetings, signs official MPO documents and, through official designation or delegation, may authorize the MPO Executive Director to sign or act in place of the Chair.

Other Requirements
Based upon the general policies of the MPO, you shall:

- Proactively support planning and funding initiatives that enhance transportation alternatives such as: transit, pedestrian traffic, and bicycle facilities;
- Promote cost-feasible partnering among Broward cities and adjoining Counties to maximize opportunities for enhancing and maintaining an affordable, efficient transportation system;
- Participate in the Southeast Florida Transportation Council (SEFTC), and support regional transportation connections between adjoining counties;
- Support establishing a dedicated revenue source to fund transportation projects in Broward and its adjoining areas, with an emphasis on transit; and
- Create opportunities for public engagement and education on transportation issues and proposals under Board consideration, particularly for those affected by outcomes or with special needs.
Figure 3. Board Responsibilities

- PREPARE for and ATTEND 10 meetings per year
- ELECT officers every year
- VOTE to approve core products (MTP, TIP, UPWP, PPP) and other studies and policies
- ADVOCATE for public outreach/education
  INTERFACE with other elected officials
WHO ARE YOUR PLANNING PARTNERS?

Local Governments, Agencies and Institutions
Local governments, agencies and institutions - such as cities, the School Board, the Seminole Tribe of Florida, colleges, universities and trade schools - help plan, design, operate and maintain roadways, buses, bicycle facilities, and sidewalks and other transportation facilities. An important function of these partners is to consider transportation in the development of specific local site plans, and the implementation of long-term comprehensive plans.

Broward County Government Departments
Broward County entities include the Highway Construction and Engineering Department, Broward County Transit (BCT), Port Everglades and Fort Lauderdale - Hollywood International Airport. Each of these entities is responsible for developing, operating and maintaining transportation infrastructure that is vital to the residents of Broward County.

South Florida Regional Transportation Authority/Tri-Rail
South Florida Regional Transportation Authority (SFRTA) is a state-legislatively created transportation policy-making body made up of representatives from county government, FDOT and private citizens. SFRTA was established to provide Tri-Rail commuter rail service in Broward, Palm Beach and Miami-Dade counties. SFRTA’s mission is to develop and operate a viable regional rail transportation system in south Florida.

Florida Department of Transportation
Florida Department of Transportation (FDOT) is a multi-modal transportation agency responsible for planning, designing, constructing and maintaining state roadways, Florida’s Turnpike, the national highway system and other major transportation infrastructure. FDOT works closely with local agencies, MPOs, transportation providers and special districts that respectively own, operate or maintain different portions of the transportation network. FDOT is responsible for developing the Florida Transportation Plan (FTP), the Strategic Intermodal System (SIS) and the State Transportation Improvement Program (STIP).

United States Department of Transportation and other Federal Agencies
The United State Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA) all provide policy guidance, technical resources and funding for transportation projects. Other Federal agencies that are important in transportation planning and project development include the Environmental Protection Agency (EPA), the United States Army Corps of Engineers (USACE) and research institutions such as the Transportation Research Board (TRB).
WHO IS THERE TO HELP YOU?

Technical Advisory Committee
The Technical Advisory Committee (TAC) consists primarily of engineers, planners, and other professionals who represent local governments and transportation agencies. The TAC provides you recommendations on studies, plans, and programs, taking into consideration current scientific information, technical sufficiency, accuracy, and completeness.

The TAC meets on the fourth Wednesday of every month at 2:30 p.m. in the MPO Board Room. These meetings are open to the public and participation is encouraged.

Citizens’ Advisory Committee
The Citizens’ Advisory Committee (CAC) is comprised of representatives and members of the public who are interested in participating in the transportation planning process. The members of the CAC represent a broad cross section of populations from various municipalities and community organizations. The CAC provides valuable insight into local communities and help form the urban landscape by acting as a voice for public opinion relating to transportation issues. The CAC provides you recommendations on studies, plans, and programs, taking into consideration the impacts of these plans and programs on their local communities.

The CAC meets on the fourth Wednesday of every month in the MPO Board Room at 6:00 p.m. These meetings are open to the public and participation is encouraged.

Local Coordinating Board
The Transportation Disadvantaged (TD) Local Coordinating Board (LCB) is committed to assisting transportation disadvantaged persons with their transportation needs. The LCB provides you recommendations on studies, plans, and programs, taking into consideration the impacts of these plans and programs on disadvantaged populations.

The LCB meets quarterly in the MPO Board Room at 2:00 p.m. These meetings are open to the public and participation is encouraged.

Complete Streets Advisory Committee
The Complete Streets Advisory Committee (CSAC) was formed to address the bicycle/pedestrian needs of the region. The group is comprised of municipal, partner agency staff, representatives of non-profit groups and advocacy groups. A set of Complete Street Guidelines was created by the members of this committee which is used to assist local governments in the implementation of Complete Streets.

The CSAC meets every other month in the MPO Board Room at 2:00 p.m. These meetings are open to the public and participation is encouraged.

Freight Transportation Advisory Committee
The Freight Transportation Advisory Committee (FTAC) was established to provide much needed industry input to decision makers regarding freight transportation priorities and expenditures. The committee is comprised of members that are directly involved in the movement, storage and distribution of freight.

The FTAC meets quarterly on the third Thursday at 2:00 p.m. These meetings are open to the public and participation is encouraged.
Figure 5. Organizational Chart

Complete Streets Advisory Committee (CSAC)
MEMBERSHIP: Municipal, partner agency staff, representatives of non-profit groups and advocacy groups.
ROLE: Provide recommendations on transportation plans and programs that address the bicycle/pedestrian needs of the region.

Technical Advisory Committee (TAC)
MEMBERSHIP: Engineers, planners and other professionals who represent Broward County local governments and transportation agencies.
ROLE: Provide recommendations to the Board based on current scientific information, technical sufficiency, accuracy and completeness of studies, plans and programs.

Citizens’ Advisory Committee (CAC)
MEMBERSHIP: Members of the public who are interested in participating in the transportation planning process.
ROLE: Provide recommendations to the Board on transportation plans and programs, taking into consideration the impacts of these plans and programs on their local communities.

Local Coordinating Board (LCB)
MEMBERSHIP: Members of the public who are interested and committed to assisting transportation disadvantaged persons.
ROLE: Provide recommendations on transportation plans and programs, taking into consideration the impacts of these plans and programs on transportation disadvantaged persons.

Freight Transportation Advisory Committee (FTAC)
MEMBERSHIP: Individuals from the freight community that are directly involved in the movement, storage and distribution of freight.
ROLE: Provide recommendations on transportation plans and programs, taking into consideration freight transportation priorities and expenditures.

BOARD
MEMBERSHIP: 25 voting members including representatives from the South Florida Regional Transportation Authority (SFRTA), the Broward County School Board, four Broward County Commissioners and 13 alternate members, who have voting rights when others are absent.
ROLE: Work with the public, planning organizations, government agencies, and community groups to develop transportation plans and programs for Broward County.

Executive Director
Chief of Staff
Staff
**LIST OF ACRONYMS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>BCT</td>
<td>Broward County Transit</td>
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<tr>
<td>CAC</td>
<td>Citizens’ Advisory Committee</td>
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<tr>
<td>CSAC</td>
<td>Complete Street Advisory Committee</td>
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<tr>
<td>CSLIP</td>
<td>Complete Streets and Other Localized Initiatives Program</td>
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<td>DBE</td>
<td>Disadvantaged Business Enterprise</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>FAA</td>
<td>Federal Aviation Administration</td>
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<td>Federal Highway Administration</td>
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<td>MPO</td>
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<td>STIP</td>
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<td>Strategic Intermodal Systems</td>
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<td>TRB</td>
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<td>UPWP</td>
<td>Unified Planning Work Program</td>
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<td>USACE</td>
<td>United States Army Corps of Engineers</td>
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<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
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For more acronyms, please visit [www.browardmpo.org/index.php/acronyms](http://www.browardmpo.org/index.php/acronyms).
QUICK REFERENCES

Useful Links

Rules and Regulations
MAP-21: http://www.fhwa.dot.gov/map21/

Products and Services
TIP: http://browardmpo.org/index.php/core-products/transportation-improvement-program-tip
Interactive TIP: http://broward.dtstiptool.com/
CSLIP: http://browardmpo.org/index.php/major-functions/complete-streets-localized-initiatives-program
Transportation Disadvantaged Services: http://browardmpo.org/index.php/major-functions/transportation-disadvantaged-services
Title VI and DBE Programs: http://browardmpo.org/index.php/title-vi-dbe

Planning Partners
Broward County: http://www.broward.org/Pages/Welcom.aspx
SFRTA: http://www.sfrta.fl.gov
FDOT: http://www.dot.state.fl.us
FHWA: http://www.fhwa.dot.gov
FTA: http://www.fta.dot.gov
EPA: http://www.epa.gov
SEFTC: http://www.seftc.org
MPOAC: http://www.mpoac.org

Broward MPO 13
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Chadwick Blue</td>
<td>Strategic Planning Project Coordinator</td>
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<tr>
<td>Hannah Bourgeois</td>
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<td>Mark Brown</td>
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<tr>
<td>Charlene A. Burke</td>
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<td>Paul Calvaresi</td>
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<tr>
<td>Conor Campobasso</td>
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<tr>
<td>Juan Cañez</td>
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<tr>
<td>Jihong Chen</td>
<td>Project Programming Manager</td>
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<tr>
<td>Amanda Christian</td>
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<tr>
<td>David Clark</td>
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<td>James Cromar</td>
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<td>Renee Cross</td>
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<tr>
<td>William Cross</td>
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<td>Michele Danza</td>
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<td>Carl Ema</td>
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<td>Khyra Everette</td>
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<td>Paul Flavien</td>
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<td>Tracy Flavien</td>
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<td>Alan Gabriel</td>
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<td>Stephanie Garcia</td>
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<td>Ricardo S. Gutierrez</td>
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<td>Erica Lychak</td>
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<td>Kerrie MacNeil</td>
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<tr>
<td>Veleta Williams</td>
<td>Accounting Manager</td>
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Broward Metropolitan Planning Organization
Trade Centre South
100 West Cypress Creek Road,
Suite 650, 6th Floor
Fort Lauderdale, FL 33309-2181
info@browardmpo.org
(954) 876-0033 Office
(954) 876-0062 Fax

For more information on activities and projects of the Broward MPO, please visit: BrowardMPO.org

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact Erica Lychak, Title VI Coordinator at (954) 876-0058 or lychake@browardmpo.org.