

Roles & Responsibilities

BOARD ORIENTATION HANDBOOK

Board Educational Program





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Vision Statement

To transform transportation in Broward County to achieve optimum mobility with emphasis on mass transit while promoting economic vitality, protecting the environment, and enhancing quality of life.

Mission Statement

To influence the expenditure of federal and state funds to provide a regional transportation system that ensures the safe and efficient mobility of people and goods, optimizes transit opportunities, and enhances our community's environmental and economic well-being.

Move People · Create Jobs · Strengthen Communities

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List of Acronyms

Broward County Transit	BCT
Community Involvement Roundtable	CIR
Environmental Protection Agency	EPA
Federal Aviation Administration	FAA
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Florida Department of Transportation	FDOT
Florida Transportation Plan	FTP
Local Coordinating Board	LCB
Long Range Transportation Plan	L RTP
Metropolitan Planning Organization	MPO
South Florida Regional Transportation Authority	SFRTA
Southeast Florida Transportation Council	SEFTC
State Transportation Improvement Program	STIP
Strategic Intermodal Systems	SIS
Technical Coordinating Committee	TCC
Transportation Improvement Program	TIP
Transportation Research Board	TRB
Unified Planning Work Program	UPWP
United States Corps of Engineers	USACE
United States Department of Transportation	USDOT

WHO IS THE BROWARD MPO

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.



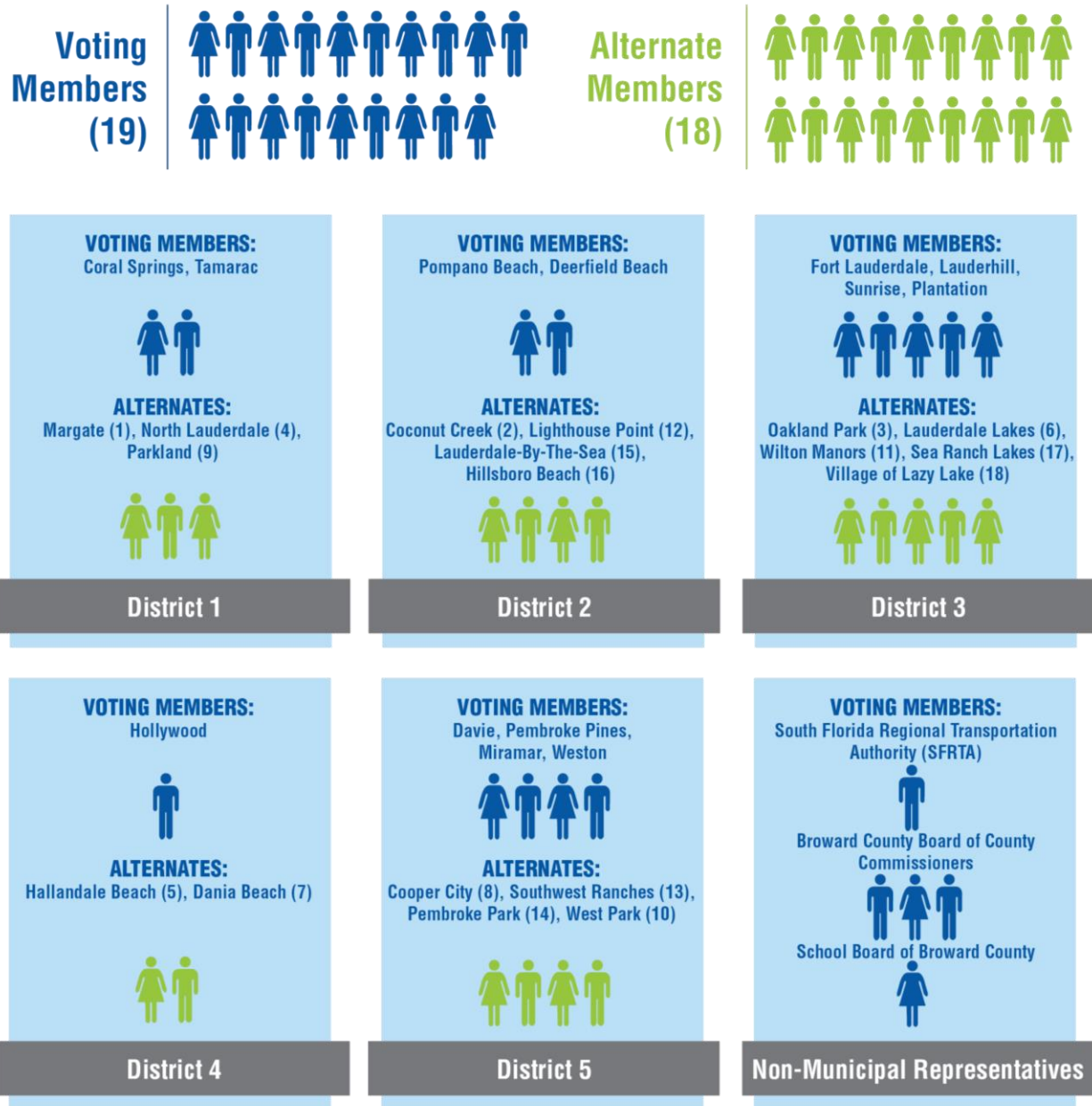
Governmental partnerships makes the MPO strong. Together, the MPO and its partners plan, build, operate and maintain varied transportation systems that meet the mobility needs of all the residents and employers within the southeast Florida region.



The vision of the MPO is to transform transportation within its planning area to achieve optimum mobility with an emphasis on mass transit while promoting economic vitality, protecting the environment and enhancing quality of life.

Your mission is to address the overall mobility needs within the MPO’s planning area and guide the use of federal funds to create a transportation system that moves people, creates jobs and strengthens communities. 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



NOTE: Alternates are given voting privileges in the absence of voting members, equalizing up to 19 total votes. Edibility 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 DOES THE MPO 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

Long Range Transportation Plan

Long Range Transportation Plans (LRTPs) 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. LRTPs 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 LRTP. Projects envisioned within the LRTP “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.

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



SECONDARY FUNCTIONS



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. Ten (10) 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 Second 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; and

Figure 3. Board Responsibilities



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

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 States 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).

Figure 4. Planning Partners



WHO IS THERE TO HELP YOU

Technical Coordinating Committee

The MPO established the Technical Coordinating Committee (TCC) to advise and provide expertise to the Board by providing valuable assessments of MPO plans and programs. The member of the TCC consists primarily of engineers, planners, and other professionals who represent local governments and transportation agencies. The TCC provides you recommendations on studies, plans, and programs, taking in consideration current scientific information, technical sufficiency, accuracy, and completeness.

The committee 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.

Community Involvement Roundtable

The Community Involvement Roundtable (CIR) is a committee comprised of representatives and members of the public who are interested in participating in the transportation planning process. The members of the CIR represent a broad cross section of populations from various municipalities and community

organizations. The CIR 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 CIR provides you recommendations on studies, plans, and programs, taking into consideration the impacts of these plans and programs on their local communities.

The committee 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 Local Coordinating Board (LCB) for Transportation Disadvantaged Services 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 committee meets quarterly in the MPO Board Room from 2:00 p.m. to 4:00 p.m. These meetings are open to the public and participation is encouraged.

Figure 5. Organizational Chart



QUICK REFERENCES

Useful Links

Rules and Regulations

MAP-21: www.fhwa.dot.gov/map21/

FHWA Office of Planning and Environment:
<http://www.fhwa.dot.gov/hep/guidance>

Products and Services

Long Range Transportation Plan:
www.browardmpo.org/commitment-2040

Transportation Improvement Program (TIP):
www.browardmpo.org/programs/transportation-improvement-program

Interactive TIP: www.broward.dtstiptool.com/

Unified Planning Work Program:
www.browardmpo.org/programs/unified-planning-work-program

Transportation Alternatives Program (TAP):
www.browardmpo.org/programs/transportation-alternatives-program

Transportation Disadvantaged Service Plan:
www.browardmpo.org/programs/transportation-disadvantaged

Title VI Program and Disadvantaged Business Enterprise (DBE) Program: www.browardmpo.org/programs/title-vi-dbe

Public Involvement Plan: www.browardmpo.org/planning/public-involvement-2

Planning Partners

Broward County:
www.broward.org/Pages/Welcome.aspx

South Florida Regional Transportation Authority (SFRTA): www.sfrta.fl.gov

Florida Department of Transportation (FDOT):
www.dot.state.fl.us

Federal Highway Administration (FHWA):
www.fhwa.dot.gov

Federal Transit Administration (FTA):
www.fta.dot.gov

Environmental Protection Agency (EPA):
www.epa.gov

Southeast Florida Transportation Council:
www.seftc.org

Florida Metropolitan Planning Organization Advisory Council (MPOAC): www.mpoac.org

Commonly Used Acronyms

BCT Broward County Transit

FDOT Florida Department of Transportation

LRTP Long Range Transportation Plan

SIS Strategic Intermodal System

TAP Transportation Alternatives Program

TIP Transportation Improvement Program

UPWP Unified Planning Work Program

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