Roles & Responsibilities

BOARD ORIENTATION HANDBOOK

Board Educational Program

July 2015
For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact: Christopher Ryan, Public Information Officer/Title VI Coordinator at (954) 876-0036 or ryanc@browardmpo.org
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.
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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 LRTP
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.

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.

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.
Figure 1. Voting Structure

Voting Members (19)

**District 1**

**Voting Members:**
Coral Springs, Tamarac

**Alternates:**
Margate (1), North Lauderdale (4), Parkland (9)

**District 2**

**Voting Members:**
Pompano Beach, Deerfield Beach

**Alternates:**
Coconut Creek (2), Lighthouse Point (12), Lauderdale-By-The-Sea (15), Hillsboro Beach (16)

**District 3**

**Voting Members:**
Fort Lauderdale, Lauderdale, Sunrise, Plantation

**Alternates:**
Oakland Park (3), Lauderdale Lakes (6), Wilton Manors (11), Sea Ranch Lakes (17), Village of Lazy Lake (18)

**District 4**

**Voting Members:**
Hollywood

**Alternates:**
Hallandale Beach (5), Dania Beach (7)

**District 5**

**Voting Members:**
Davie, Pembroke Pines, Miramar, Weston

**Alternates:**
Cooper City (8), Southwest Ranches (13), Pembroke Park (14), West Park (10)

**Non-Municipal Representatives**

**Voting Members:**
South Florida Regional Transportation Authority (SFRTA)

- Broward County Board of County Commissioners
  - School Board of Broward County

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**

- **Long-range Transportation Plan (LRTP)**
  - 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 LRTP.

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

**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).
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

PREPARE for and ATTEND 10 meetings per year

ELECT officers every other year

VOTE to approve core products (LRTP, TIP, UPWP) 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
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)
Figure 4. Planning Partners

ROLES & RESPONSIBILITIES:
Develop, operate and maintain transportation infrastructure that is vital to residents of municipalities, the Seminole Tribe of Florida, colleges and universities.

FACILITIES OWNED & OPERATED:
- Pedestrian
- Bicycle
- Local

Local Governments, Agencies and Institutions

ROLES & RESPONSIBILITIES:
Develop, operate and maintain transportation infrastructure that is vital to the residents of Broward County.

FACILITIES OWNED & OPERATED:
- Pedestrian
- Bicycle
- Local
- Cruise Port

Broward County Government Departments

ROLES & RESPONSIBILITIES:
Develop, operate and maintain transportation infrastructure that is vital to the residents of Broward, Miami and Palm Beach Counties.

FACILITIES OWNED & OPERATED:
- Pedestrian
- Bicycle
- Local
- Train

South Florida Regional Transportation Authority (SFRTA)

ROLES & RESPONSIBILITIES:
Develop, operate and maintain transportation infrastructure that is vital to the residents of the State of Florida.

FACILITIES OWNED & OPERATED:
- Pedestrian
- Bicycle
- Local
- State

Florida Department of Transportation (FDOT)

ROLES & RESPONSIBILITIES:
Provide funds, policy guidance and technical resources to agencies responsible for the transportation infrastructure within the United States.

FACILITIES OWNED & OPERATED:
- Pedestrian
- Bicycle
- Local
- State
- County
- United States

United States Department of Transportation (USDOT) and Other Federal Agencies
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

Technical Coordinating Committee (TCC)
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.

Community Involvement Roundtable (CIR)
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 committed to assisting the 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.

BOARD
MEMBERSHIP: 19 voting members including representatives from the South Florida Regional Transportation Authority (SFRTA), the Broward County School Board, and three Broward County Commissioners and 18 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

Deputy Director

Staff

CITIZENS
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.broward-mpo.org/programs/title-vi-dbe
Public Involvement Plan: www.broward-mpo.org/planning/public-involvement-2

Planning Partners
Broward County: www.broward.org/Pages/WELCOME.aspx
South Florida Regional Transportation Authority (SFRTA): www.sfretl.gov
Florida Department of Transportation (FDOT): www.dot.state.fl.us
Federal Highway Administration (FHWA): www.fhwa.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
MPO Staff

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Executive Director

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Deputy Director

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