

Governing Board & Advisory Committee Orientation Handbook

2025



Contents

The Palm Beach MPO.....	3
Governing Board & Committees.....	4
Funding.....	7
Life Cycle of a Project.....	8
Core Products.....	9
Transportation System.....	11
How To Get Involved & MPO Staff.....	13
Glossary & Acronyms.....	14

The Palm Beach MPO

The Palm Beach Metropolitan Planning Organization (MPO) is the federally designated Metropolitan Planning Organization (MPO) for Palm Beach County, Florida. It is responsible for coordinating regional transportation planning and programming of federal and state transportation funds.

Federal law requires that every urbanized area with a population of 50,000 or more have an MPO to coordinate transportation planning and prioritize the use of federal and state transportation funds.

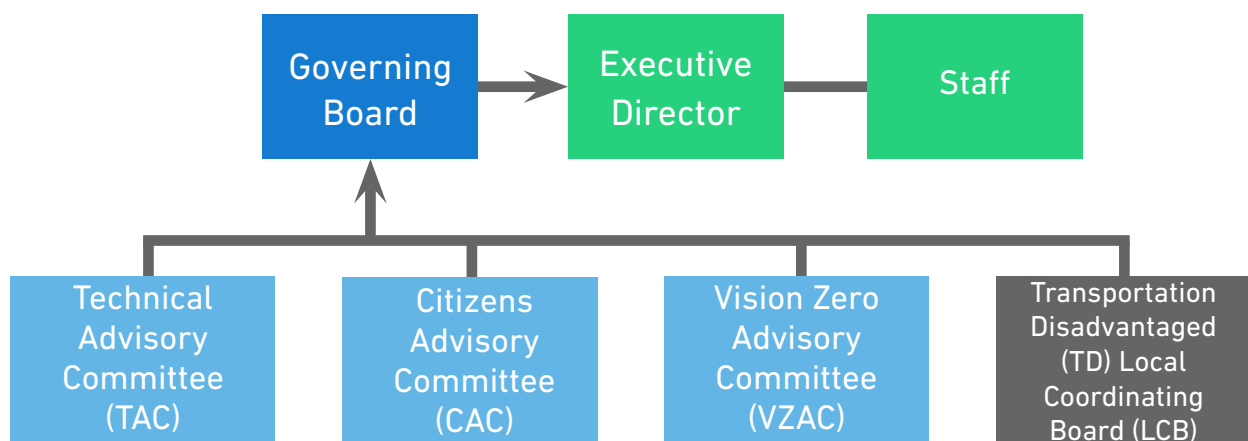
The MPO fulfills this role by bringing together local governments, transportation agencies, and the public to develop a shared vision for the future of the county's transportation network. The agency is funded through a combination of federal and state grants, as well as local member contributions based on population. To ensure transparency and accountability, the MPO undergoes an annual independent audit and regular certification reviews by federal and state agencies.

Transportation projects are planned and prioritized through a comprehensive and collaborative process. The MPO identifies long-term transportation needs and strategies in its 25-year Long Range Transportation Plan (LRTP). Projects are then ranked in the List of Priority Projects (LOPP) and programmed for funding in the five-year Transportation Improvement Program (TIP). Public engagement is a cornerstone of this process, guided by the agency's Public Participation Plan (PPP). The MPO's activities are supported by a two-year operating budget outlined in the Unified Planning Work Program (UPWP).

The MPO Governing Board is composed of elected officials from across Palm Beach County, representing local municipalities, the County Commission, and key transportation partners. The Board is supported by three advisory committees that provide technical and community input.

In addition to its MPO responsibilities, the MPO serves as the Designated Official Planning Agency (DOPA) for the Florida Commission for the Transportation Disadvantaged (CTD). In this role, the MPO administers the Transportation Disadvantaged Local Coordinating Board (TD LCB) to improve mobility for individuals who are elderly, disabled, or economically disadvantaged.

The MPO is led by an Executive Director and a team of professionals specializing in transportation planning, public involvement, finance, and administration, all working to advance a safe, efficient, connected, and multimodal transportation system for Palm Beach County.



Governing Board

The MPO Governing Board is composed of 21 locally elected officials appointed according to federal regulations and Florida State Statutes, which prescribe the number and balance of governmental entities represented based on population size. The Board consists of 15 elected officials from larger municipalities, five of the seven Palm Beach County Commissioners, and one elected official from the Port of Palm Beach.

The Board includes:

- City of Belle Glade
- City of Boca Raton (2 Seats)
- City of Boynton Beach
- City of Delray Beach
- City of Greenacres
- City of Lake Worth Beach
- City of Palm Beach Gardens
- City of Riviera Beach
- City of West Palm Beach (2 Seats)
- Palm Beach County Commission (5 Seats)
- Port of Palm Beach
- Town of Jupiter
- Village of Palm Springs
- Village of Royal Palm Beach
- Village of Wellington
- District 4 Secretary
FDOT Non-Voting Advisory Member



Mission

To collaboratively plan, prioritize and fund the transportation system.

Board Roles & Responsibilities

Meeting Schedule

The Governing Board typically meets on the third Thursday of most months at 9:30 a.m. The Chair may cancel meetings if there is insufficient agenda business or likely lack of quorum. The official meeting calendar is published on the MPO website.

Attendance

Board Representatives are expected to attend all regular meetings. If unable to attend, Representatives must notify the MPO at least 24 hours in advance and inform their designated Alternate. Failure to provide notice or to have an Alternate attend is an unexcused absence.

If a Representative or their Alternate misses three consecutive regular meetings, the Executive Director will notify the Member Agency, detailing the absences and requesting reaffirmation or reappointment of the Representative.

Responsibilities

Board Representatives are charged with approving core MPO products and setting agency policy. To support these duties, Representatives are encouraged to participate in training offered by the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Institute and attend relevant transportation conferences.

The Board may form committees of at least three Representatives to focus on specific

subject areas and report back to the full Board.

Officer Elections

Each December, the Governing Board elects a Chair, Vice Chair, and three at-large members to serve on the Executive Committee for the following year. The Executive Committee meets at least annually to review agency performance and the draft Strategic Plan.

Officers are elected by a majority vote of those present. The Chair presides over the Board meetings and signs official MPO documents. If the Chair is absent, the Vice Chair assumes these duties. Should both be absent, the Representatives present elect a Chair Pro-Tem to preside.

The Chair and Vice Chair serve as the MPO's representatives to the Southeast Florida Transportation Council (SEFTC) and the MPOAC quarterly meetings.

Officer Eligibility

- The Chair must have served as a Board Representative for at least one year before election.
- All officers must have completed MPOAC Institute training for elected officials, attended a National Association of MPOs (AMPO) conference, or completed equivalent training.
- The Board may waive training requirements by majority vote.

For more details about the MPO Governing



Vision

A safe, efficient and connected multimodal transportation system.

Advisory Committees & Local Coordinating Board

The Palm Beach MPO is supported by three advisory committees that provide input and recommendations on transportation planning matters. These committees comprise technical experts, partner agency representatives, and community members. Additionally, the MPO administers the Transportation Disadvantaged Local Coordinating Board (TD LCB). MPO staff serve as liaisons to each advisory committee and the TD LCB, ensuring effective communication and coordination.

Technical Advisory Committee (TAC)

The TAC provides technical review and makes recommendations to the MPO Governing Board regarding transportation plans, programs, studies, and other appropriate documents and regional transportation issues. It is composed primarily of planners and engineers representing local governments, aviation departments, seaports, public transit agencies, the School District, and other entities as designated by the Governing Board. The committee meets on the first Wednesday of most months at 9:30 a.m. For more details about the TAC, please visit PalmBeachMPO.org/TAC.

Citizens Advisory Committee (CAC)

The CAC provides a citizens' review and makes recommendations to the MPO Governing Board regarding transportation plans, programs, studies, and other appropriate documents and regional transportation issues. Members are appointed by the Governing Board based on special designations required by Section 339.175(8)1., Florida Statutes, and other categories determined by the Governing Board. The committee meets on the first Wednesday of most months at 1:30 p.m. For more details about the CAC, please visit PalmBeachMPO.org/CAC.

Vision Zero Advisory Committee (VZAC)

The VZAC advises on pedestrian and bicycle safety and helps advance initiatives from the MPO's Vision Zero Action Plan. Members are appointed by the MPO Governing Board and include planners from county and municipal governments, the School District, health department, law enforcement, and bicycle advocacy groups. The committee meets at 9:30 a.m. on the first Thursday of select months. For more details about the VZAC, please visit PalmBeachMPO.org/VZAC.

Transportation Disadvantaged (TD) Local Coordinating Board (LCB)

The TD LCB focuses on the transportation needs of Palm Beach County's disadvantaged populations—including older adults, persons with disabilities, low-income individuals, and at-risk children. Its primary responsibility is to plan for and evaluate the paratransit services provided by Palm Tran Connection, reviewing pricing, service quality, safety, and eligibility on a quarterly basis. The MPO Governing Board appoints an elected official as Chair. Membership, established in accordance with Rule 41-2.012(3)(a-p), F.A.C., includes citizen advocates, riders, and agency representatives. The TDLCB meets quarterly at 2 p.m.

For more details about the TD LCB, please visit PalmBeachMPO.org/LCB.



Funding

Transportation projects and services are primarily funded through four main sources: federal gas tax, state gas tax, local gas tax, and toll revenues.

Federal Funding

Federal transportation funding is authorized through major legislation such as the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL). Signed into law in November 2021, the IIJA commits \$550 billion over fiscal years 2022–2026 for nationwide infrastructure investment. Funding may be needs-based, formula-driven, or competitive. Federal funds allocated to Palm Beach County are planned collaboratively by FDOT, local agencies, and the MPO, supporting projects listed in the MPO's List of Priority Projects.

Federal planning (PL) funds primarily support the MPO's daily transportation planning operations, with activities outlined in the Unified Planning Work Program (UPWP).

Learn more at FHWA.DOT.gov/Infrastructure-Investment-and-Jobs-Act.

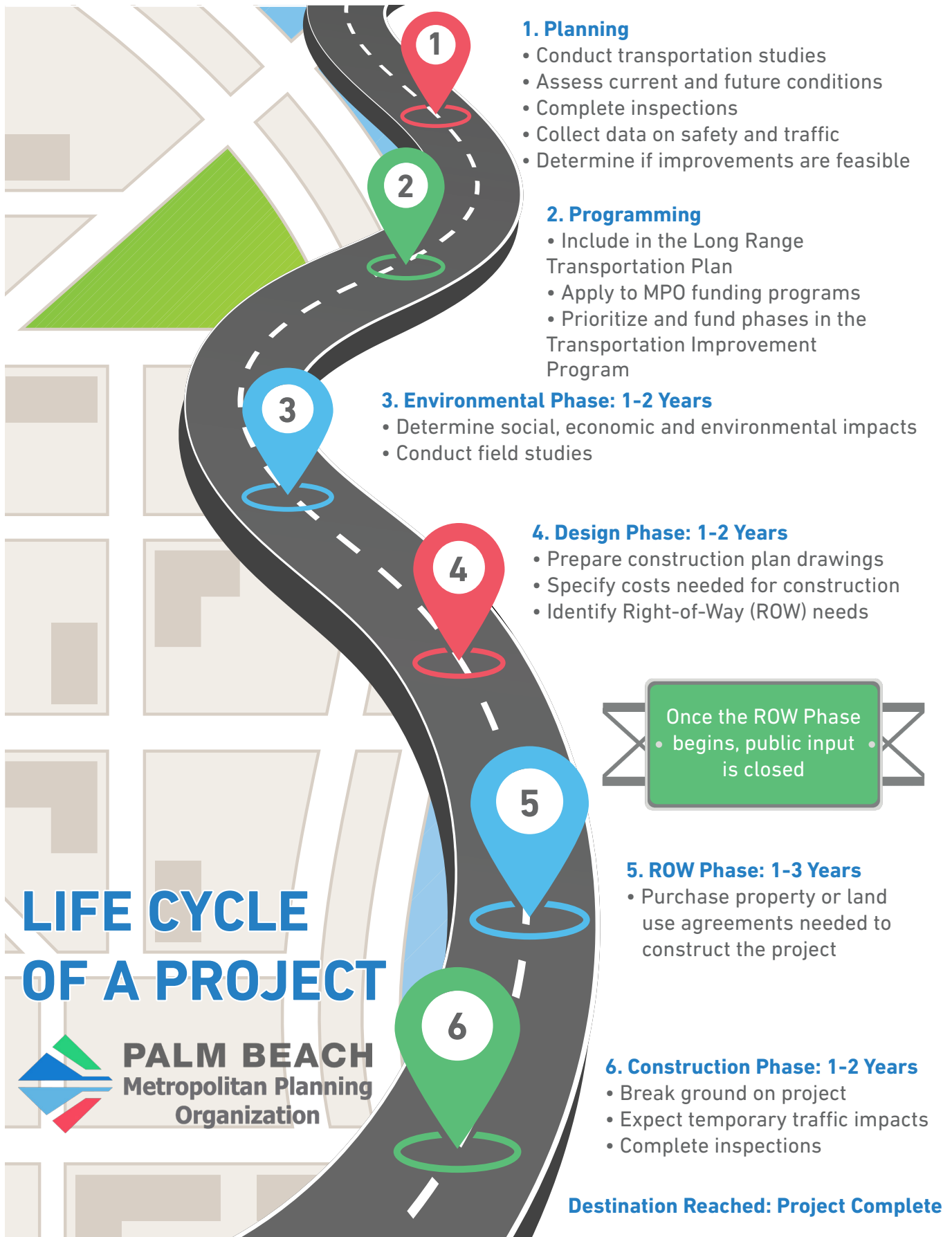
State Funding

State transportation funding is authorized annually by the Florida Legislature, mostly derived from state gas taxes. The majority of these funds are programmed back into the counties where the taxes are collected, with additional allocations available through needs-based and competitive programs.

Project Life Cycle

Transportation projects vary in complexity and timeline. Some projects can be completed quickly, while others may take years to progress from planning through construction. The MPO is involved throughout the project life cycle to ensure successful completion. An overview of the project life cycle is provided on the next page.





Core Products

The MPO produces several federally required planning documents that guide transportation investments in Palm Beach County. These “core products” shape both short- and long-term decision-making.

Long Range Transportation Plan (LRTP)

Updated every five years, the LRTP identifies transportation projects and programs over a 25-year planning horizon. It includes a Cost Feasible Plan, featuring projects with identified funding sources, and an Illustrative List of additional priorities that lack committed funding but are supported by the MPO.

The LRTP forecasts travel demand and outlines strategies to efficiently move people and goods throughout Palm Beach County using state and federal funds. The current 2050 LRTP was adopted in December 2024 and is available at PalmBeachMPO.org/LRTP.

The MPO’s LRTP is incorporated into the Southeast Florida Regional Transportation Plan (RTP), developed in coordination with Broward and Miami-Dade MPOs. Learn about the 2050 RTP at SEFTC.org.



List of Priority Projects (LOPP)

As required by Section 339.175(8), F.S., the MPO annually adopts a prioritized list of projects from the LRTP to guide FDOT’s development of its Five-Year Work Program. The LOPP reflects the goals and values of the LRTP and is typically adopted in July. View it at PalmBeachMPO.org/Priorities.

FDOT uses the LOPP to prepare its Draft Tentative Work Program, which is presented to the public and the MPO Governing Board for review in October or December.

Transportation Improvement Program (TIP)

The TIP allocates funding to transportation projects over a five-year period. It includes all regionally significant transportation investments—across all modes—in Palm Beach County. The TIP is based on FDOT’s Work Program and developed through a continuing, cooperative, and comprehensive planning process. It is adopted annually in June. View the TIP at PalmBeachMPO.org/TIP.

The Palm Beach MPO’s core products shape how the agency works each day. Each of these documents are a critical part of transportation planning in Palm Beach County and the South Florida region.

Public Participation Plan (PPP)

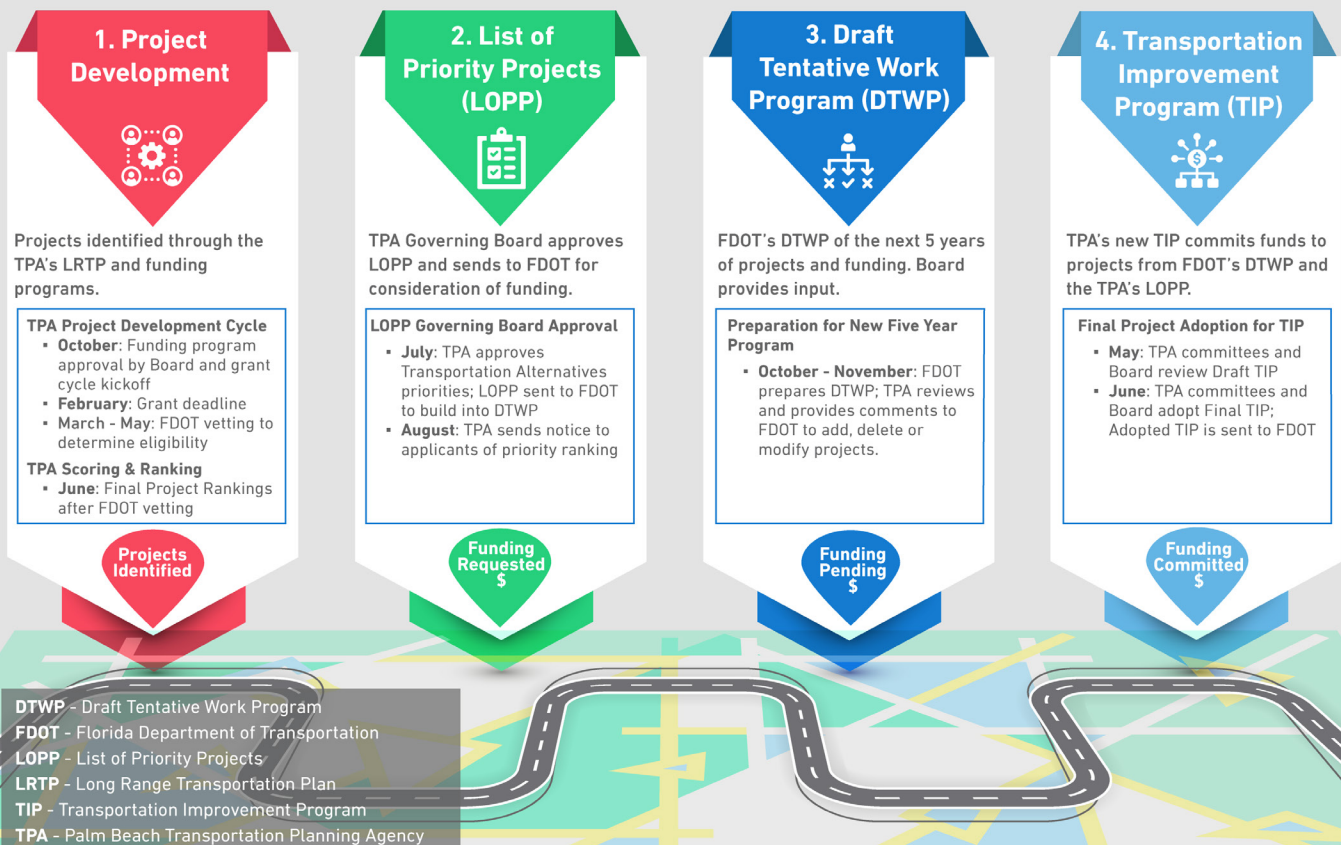
The PPP outlines how the Palm Beach MPO engages the public in the transportation planning process for Palm Beach County and the Miami Urbanized Area. It ensures the process is transparent, inclusive, and accessible — providing clear information, timely notice, and opportunities for public involvement early and throughout. View the PPP at PalmBeachMPO.org/PPP.

Unified Planning Work Program (UPWP)

The UPWP defines the MPO's two-year planning work and serves as the agency's operating budget. It identifies specific tasks and activities to be completed using federal, state, and local planning funds. View the UPWP at PalmBeachMPO.org/UPWP.



Transportation Improvement Program Development Process



Transportation System

The MPO works with local, state, and federal partners to plan, prioritize, and fund a comprehensive transportation network, including roads, public transit, air, sea, freight, and rail systems.

Roadway Owners

Florida Department of Transportation (FDOT)

State highways and multimodal coordination

[FDOT.gov](https://www.fdot.gov) | [D4FDOT.com](https://d4fdot.com)

Palm Beach County Engineering

County roads and traffic operations.

[PBCGov.org/Engineering](https://pbcgov.org/Engineering)

Local Municipalities

Local road infrastructure

Transit Providers

Palm Tran

Countywide fixed-route and paratransit service

[PalmTran.org](https://palmtran.org)

South Florida Regional Transportation Authority (SFRTA)

Operates Tri-Rail commuter rail

[Tri-Rail.com](https://tri-rail.com)

Amtrak

National intercity passenger rail

[Amtrak.com](https://amtrak.com)

Brightline

Private higher-speed intercity rail service between Miami and Orlando

[GoBrightline.com](https://go.brightline.com)

Micromobility services: Find additional first/last-mile options at PalmBeachMPO.org/Transit

Freight and Rail

Florida East Coast (FEC) Railway corridor

CSX Railway

South Central Florida Express (SCFE) - operated by U.S. Sugar in western Palm Beach County

[FECRWY.com](https://fecrwy.com) | [CSX.com](https://csx.com) | [USSugar.com](https://ussugar.com)

Airports

Palm Beach International Airport (PBIA) and three other general aviation airports

[PBCGov.org/Airports](https://pbcgov.org/Airports)

Seaport

Port of Palm Beach

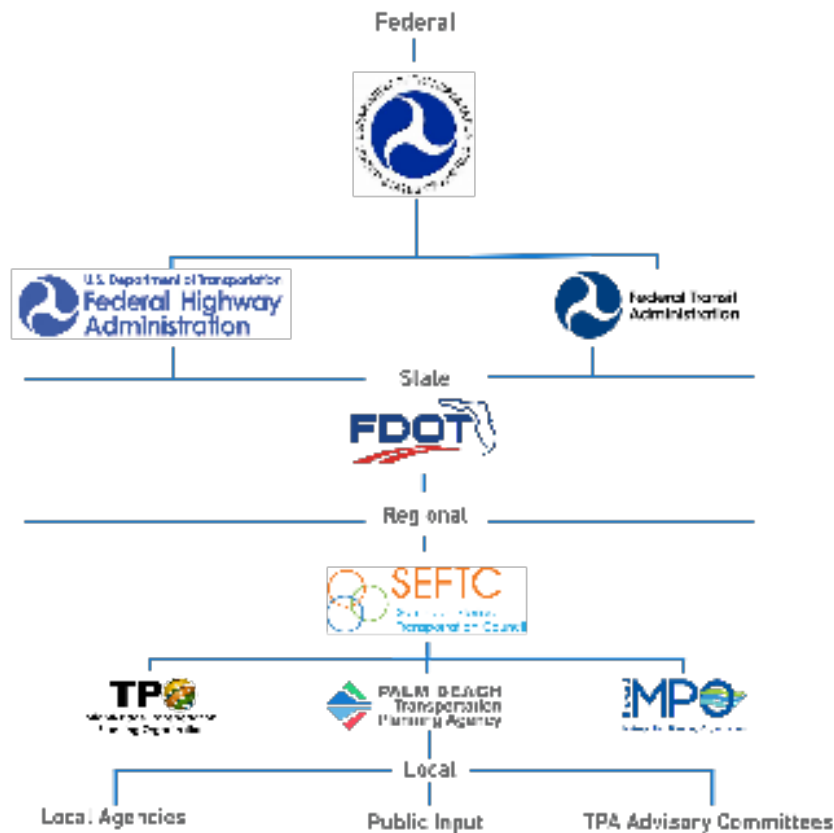
An independent special taxing district and a key hub for international trade

PortofPalmBeach.com



Regional Collaboration

The Palm Beach MPO collaborates with a network of local, regional, state, and federal partners to plan, prioritize, and fund an integrated transportation system. These partnerships are essential to ensuring that both local transportation needs and regional travel demands are met through coordinated planning and investment.



Southeast Florida Transportation Council (SEFTC)

A regional partnership between the Palm Beach MPO, Miami-Dade TPO, and Broward MPO, SEFTC ensures coordinated planning for the Miami Urbanized Area. [SEFTC.org](https://seftc.org)

Florida Department of Transportation

FDOT collaborates with MPOs to plan, fund, and implement transportation projects across the state and ensures local plans align with state and federal requirements. [FDOT.gov](https://fdot.gov)

U.S. Department of Transportation (USDOT)

USDOT oversees national transportation safety, mobility, and infrastructure investment. [Transportation.gov](https://transportation.gov)

Federal Highway Administration (FHWA)

FHWA supports state and local agencies in developing the national highway system through funding, research, and technical assistance. [Highways.DOT.gov](https://highways.dot.gov)

Federal Transit Administration (FTA)

FTA funds and oversees the public transit systems across the U.S., including local bus and rail networks. [Transit.DOT.gov](https://transit.dot.gov)

Get Involved!



VISIT THE WEBSITE

Find ways to get involved and share feedback at PalmBeachMPO.org/Resources.



FOLLOW THE MPO ON SOCIAL MEDIA

Facebook, Instagram, and YouTube: @PalmBeachMPO

LinkedIn: LinkedIn.com/company/PalmBeachMPO



EMAIL

General Inquiries: Info@PalmBeachMPO.org

Public Involvement, Title VI, Limited English Proficiency:

Carly Diglio, CDiglio@PalmBeachMPO.org



CALL

561-725-0800 - Office Hours: 8 a.m. - 5 p.m. | Monday - Friday



VISIT THE OFFICE

301 Datura Street, West Palm Beach, FL 33401



ATTEND AN EVENT

The MPO hosts and participates in events throughout the year, from bicycle rides to public workshops and more, attending these events is a great way to get involved.

Learn more at PalmBeachMPO.org.



SIGN UP FOR THE MPO NEWSLETTER

Visit PalmBeachMPO.org/subscribe to sign up for the biweekly Transportation Tuesday newsletter and read past newsletters.



LIST OF ACRONYMS USED IN TRANSPORTATION PLANNING

ADA.....	Americans with Disabilities Act
AMPO.....	Association of Metropolitan Planning Organizations
BRT	Bus Rapid Transit
CAC	Citizens Advisory Committee
CST	Construction Phase
CSX	Chessie Seaboard Consolidated Transportation Railroad
CTD	Florida Commission for the Transportation Disadvantaged
DOPA	Designated Official Planning Agency
DOT	Department of Transportation
DTWP	Draft Tentative Work Program
ENV	Environmental Phase
FDOT.....	Florida Department of Transportation
FECR.....	Florida East Coast Railway
FHWA	Federal Highway Administration
FTA.....	Federal Transit Administration
LEP	Limited English Proficiency
LOPP.....	List of Priority Projects
LRTP.....	Long Range Transportation Plan
LRT	Light Rail Transit
MNT	Maintenance Phase
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
O&M	Operations and Maintenance
PD&E	Project Development and Environment
PE.....	Preliminary Engineering Phase
PED	Pedestrian
PLN.....	Planning Phase
PM.....	Performance Measures
ROW	Right-of-Way Phase
RRR.....	Resurfacing, Restoration and Rehabilitation project
RTP	Regional Transportation Plan
SEFTC.....	Southeast Florida Transportation Council
SFRTA.....	South Florida Regional Transportation Authority
SIS	Strategic Intermodal System
SRTS.....	Safe Routes to Schools
STBG.....	Surface Transportation Block Grant
STTF	State Transportation Trust Fund
SU	Surface Transportation Program – Urban Area
TA.....	Transportation Alternatives
TAC.....	Technical Advisory Committee
TD LCB	Transportation Disadvantaged Local Coordinating Board
TDM	Transportation Demand Management
TIP.....	Transportation Improvement Program
TOD	Transit Oriented Development
TPK	Florida's Turnpike Authority
UPWP	Unified Planning Work Program
VZAC.....	Vision Zero Advisory Committee

