



## TPA EXECUTIVE COMMITTEE MEETING AGENDA

DATE: **Monday, March 28, 2022**  
TIME: **2:00 p.m.**  
PLACE: **301 Datura Street | West Palm Beach, FL 33401**

Attendees may not enter the TPA workplace if in the previous 5 days, they have tested positive for COVID-19, exhibited symptoms of COVID-19, or been in close contact with someone with COVID-19 and are unvaccinated.

To promote awareness of multimodal options for in-person attendance, a map of transportation facilities and services around the TPA Office is provided on page 3.

Members of the public can also join the meeting virtually in the following ways:

- Via Zoom app using Webinar ID: 880-2649-6094 and Password: 470673
- Via web browser at [PalmBeachTPA.org/28MAR2022](https://PalmBeachTPA.org/28MAR2022)
- Via phone at 1-646-558-8656 using the above Webinar ID and Password
- View a live simulcast at [PalmBeachTPA.org/LIVE](https://PalmBeachTPA.org/LIVE)

Please call 561-725-0800 or e-mail [info@PalmBeachTPA.org](mailto:info@PalmBeachTPA.org) for assistance joining the virtual meeting.

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### 1. **REGULAR ITEMS**

- A. Call to Order and Roll Call
- B. Modifications to the Agenda
- C. Review the Committee's Charge

Pursuant to TPA Operating Procedures Section 2.2.F.3., the Executive Committee shall meet as necessary to facilitate the process of hiring a new Executive Director, including but not limited to refining the job profile, evaluating candidates, recommending a candidate, and negotiating an employment agreement for Board consideration.

- D. General Public Comments

Members of the public are invited to offer comments or questions as follows:

- A written comment may be submitted at [PalmBeachTPA.org/Exec-Comment](https://PalmBeachTPA.org/Exec-Comment) at any time prior to the commencement of the relevant agenda item.
- A verbal comment may be provided by a virtual attendee using the raise hand feature in the Zoom platform.
- A verbal comment may be provided by an in-person attendee submitting a comment card available at the welcome table.

Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

- E. Comments from the Chair and Member Comments

- F. Interim Executive Director's Report
- G. MOTION TO APPROVE Meeting Minutes from December 6, 2021

**2. ACTION ITEMS**

- A. MOTION TO APPROVE the Executive Director Job Profile

TPA staff and the recruiting consultant have compiled the documents listed below for the Executive Committee's review and approval. These items have gone through review for legal sufficiency.

- 1. Job Description
- 2. Job Profile Brochure

- B. MOTION TO APPROVE authorization of the Interim Executive Director to Fill Vacant Positions

The TPA Interim Executive Director is requesting authorization to hire the vacancies listed below. Attached is the TPA Organization Chart and corresponding job descriptions.

- 1. Lead Planner – Transit Coordinator
- 2. Lead Planner – Pedestrian & Bicycle Coordinator
- 3. Planner I – Multimodal Development

Additionally, the TPA Interim Executive Director is requesting authorization to hire a Transportation Planning Intern for the Multimodal Development team through the Florida Department of Transportation's (FDOT) Fellowship Program. The intern will be retained through Florida State University as part of the FDOT program from May through July 2022. The TPA will not incur any financial obligations for this hire.

**3. INFORMATION ITEMS**

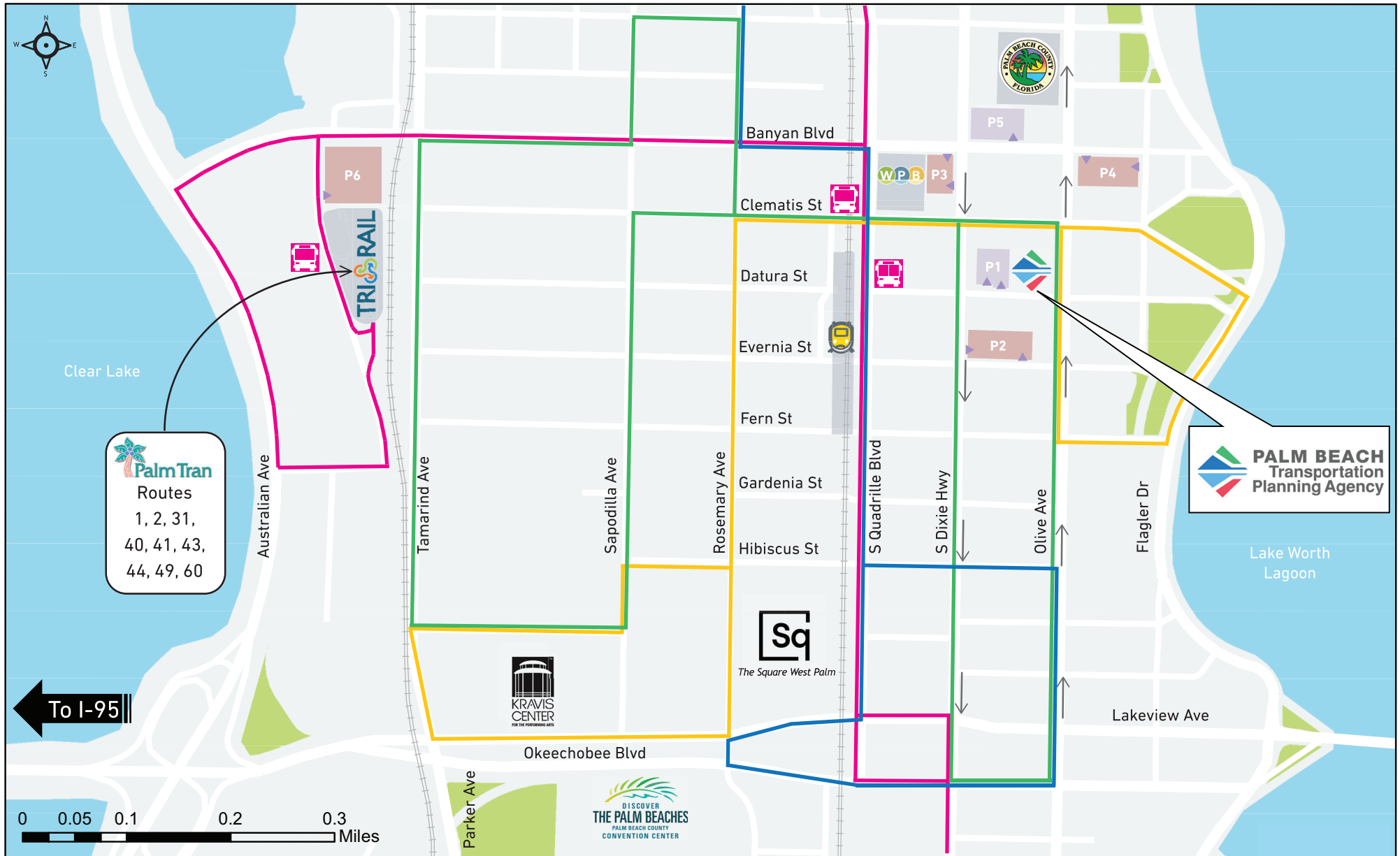
There are no information items on this agenda.

**4. ADMINISTRATIVE ITEMS**

- A. Next Meeting

The next meeting is tentatively scheduled for **April 12, 2022 at 1:00 p.m.** If this meeting is not needed, the next meeting will be May 6, 2022 at 9:00 a.m.

- B. Adjournment



**Palm Tran**  
Routes  
1, 2, 31,  
40, 41, 43,  
44, 49, 60

**PALM BEACH**  
Transportation  
Planning Agency

TPA Office Location	<b>Palm Tran</b> PalmTran.org	<b>W.P.B.</b> WEST PALM BEACH DowntownWPB.com	<b>TRI&amp;RAIL</b> Tri-Rail.com	<b>CIRCUIT</b>
Public Parking	Palm Tran Bus Stop	Yellow Trolley	<b>brightline</b>	Free on-demand rides around West Palm Beach & Palm Beach 7 days a week. Download the app to ride.
Private Parking  *Metered on-street parking available citywide (free with Handicap placard up to 4 hours)	Palm Tran Route 1	Green Trolley  Blue Trolley	GoBrightline.com Brightline Station	Download on the App Store  GET IT ON Google Play

**Robert S. Weinroth, Mayor**  
**TPA Chair**  
Palm Beach County

**Chelsea S. Reed, Vice Mayor**  
**TPA Vice Chair**  
City of Palm Beach Gardens

**Joel Flores, Mayor**  
**At Large Member**  
City of Greenacres

**Maria Marino, Commissioner**  
**At Large Member**  
Palm Beach County

**Michael J. Napoleone, Councilman**  
**At Large Member**  
Village of Wellington

**Paul Gougelman, Esq.**  
**TPA General Counsel**  
Non-Voting Advisory

**NOTICE**

This is a meeting of the Palm Beach MPO doing business as the Palm Beach Transportation Planning Agency.

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require a printed copy of the agenda package, require special accommodations under the Americans with Disabilities Act or require translation services for a meeting (free of charge) must call 561-725-0800 or send email to [Info@PalmBeachTPA.org](mailto:Info@PalmBeachTPA.org) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



**OFFICIAL MEETING MINUTES OF THE  
PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA)  
EXECUTIVE COMMITTEE**

**December 6, 2021**

301 Datura Street, West Palm Beach, FL 33401  
Meeting was also conducted virtually via Zoom.

*These minutes are a summary of the meeting events and may not reflect all discussion that occurred.  
PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at  
[www.PalmBeachTPA.org/Executive-Committee](http://www.PalmBeachTPA.org/Executive-Committee)*

**1. Call to Order and Roll Call**

CHAIR WEINROTH called the meeting to order at 10:00 a.m.

The recording secretary called the roll. A quorum was present in-person as depicted in the table below.

Member	Attendance	Member	Attendance
Joel Flores	P	Chelsea Reed	P
Maria Marino	P	Robert Weinroth	P
Michael Napoleone	P		

P = Present A = Absent

**2. ADOPTED: Modifications to the Agenda**

CHAIR WEINROTH requested Item 6 be heard first in respect of the potential candidate’s time.

**MOTION to Modify the Agenda as requested made by Mayor Flores, seconded by Commissioner Marino, and carried unanimously 5-0 as depicted in the table below.**

Member	Attendance	Member	Attendance
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

**3. Review the Committee’s Charge**

At its November 18, 2021 meeting, the TPA Governing Board directed the Executive Committee to:

- Evaluate the four (4) recruitment firms who have submitted a proposal to the TPA to administer the process of selecting a new executive director and recommend execution of a contract with one of the firms; and
- Evaluate potential interim director candidates and recommend an individual to serve as interim director during that period of time between the effective resignation of the current executive director and the appointment of a new executive director.

**4. General Public Comments**

There were no general public comments received.

**6. RECOMMENDED APPROVAL of a contract with Valerie Neilson to serve as interim director during that period of time between the effective resignation of the current executive director and the appointment of a new executive director**

CHAIR WEINROTH stated the TPA Governing Board directed the Executive Committee to evaluate potential interim director candidates and recommend an individual to serve as interim director during that period of time between the effective resignation of the current executive director and the appointment of a new executive director. The Chair welcomed the candidates up to provide a brief introduction before committee member questions.

PETER BUCHWALD provided an overview of his credentials and provided a letter (attached hereto as Exhibit B) to reflect the satisfactory work he has completed at the St. Lucie Transportation Planning Organization (TPO).

Board member questions ensued on Mr. Buchwald's experience with the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), his current place of residence, his reasoning for leaving his current position, the Board's desire to complete an executive search, an example of how Mr. Buchwald would address a Board member concern with a hypothetical problem, how he would address Board member relationship concerns, and his desired start date.

Mr. Buchwald emphasized his desire to serve as the permanent executive director and noted if selected, the Board could avoid completing an executive search.

VALERIE NEILSON provided an overview of her credentials.

Board member questions ensued on Ms. Neilson's desire for the permanent director position, her desire to serve as an interim knowing a national search would still occur, how she would address Board member relationship concerns, clarification of why Ms. Neilson originally separated from the TPA and her reasoning to come back, discussion on Ms. Neilson's quarterly reviews, her relationship with current staff members, concerns that were discussed at a previous Governing Board meeting regarding her return affecting the TPA's culture, and her desired start date.

ANDREW UHLIR, TPA Deputy Director of Program Development, provided an overview of his credentials and noted his desire to only serve as interim director until appointment of a permanent director is completed. He stated he has no desire to apply for the permanent director position.

Board member questions ensued on Mr. Uhlir's ability to carry the workload of the vacant Deputy Director of Multimodal Development and soon to be vacant Executive Director position, his opinion on the other candidates qualifications to serve in an interim capacity, how he handles collaborating with partners, his experience with required MPO documents, and discussion on Mr. Uhlir's quarterly reviews.

Discussion ensued on the Deputy Director of Multimodal Development vacancy, the need to move forward with an executive recruitment search firm, an evaluation of the potential interim director candidates, and the current director's contract details.

**5. RECOMMENDED APPROVAL of a contract with Slavin Management Consultants to administer the process of selecting a new executive director**

Paula Ryan provided a public comment on her experience with the current executive director, Nick Uhren, during her time as an elected official and as a member of the Citizen's Advisory Committee (CAC). She emphasized the need to follow Mr. Uhren's succession plan.

Discussion ensued on an evaluation of each consultant and the pros/cons with each, and the timeline with hiring a consultant and the current director's succession plan.

**MOTION to Recommend Approval of a contract with Slavin Management Consultants to administer the process of selecting a new executive director made by Mayor Flores, seconded by Commissioner Marino, and carried unanimously 5-0 as depicted in the table below.**

Member	Attendance	Member	Attendance
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

**MOTION to Recommend Approval of a contract with Andrew Uhlir to serve as interim director during that period of time between the effective resignation of the current executive director and the appointment of a new executive director made by Commissioner Marino. There being no second, the motion failed.**

**MOTION to Recommend Approval of a contract with Valerie Neilson to serve as interim director during that period of time between the effective resignation of the current executive director and the appointment of a new executive director made by Mayor Flores, seconded by Councilman Napoleone, and carried unanimously 5-0 as depicted in the table below.**

Member	Attendance	Member	Attendance
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

Commissioner Maria Marino left the meeting.

**7. Next Meeting – December 8, 2021 (if needed)**

There was a committee member consensus to cancel the December 8, 2021 meeting. TPA staff was directed to schedule another meeting when needed.

**8. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 11:18 a.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Executive Committee and that the information provided herein is the true and correct Minutes for the December 6, 2021, meeting of the Committee, dated this 28th day of March 2022.

Chair Robert S. Weinroth  
 Palm Beach County Mayor

**EXHIBIT A**  
TPA Executive Committee  
Attendance Record

<b>Representative Local Government</b>	<b>Dec '21</b>
Robert Weinroth, Mayor – TPA CHAIR Palm Beach County	P
Chelsea Reed, Vice Mayor – TPA VICE CHAIR City of Palm Beach Gardens	P
Joel Flores, Mayor City of Greenacres	P
Maria Marino, Commissioner Palm Beach County	P
Michael Napoleone, Councilman Village of Wellington	P

\*\*\* New Appointment      P - Representative Present      ALT- Alternate Present      E - Excused      A - Absent

**OTHERS PRESENT**

Paul Calvaresi  
Greg Stuart  
Jamie Brown  
Alex Hansen  
Xavier Falconi  
John Krane  
Marsha Taylor  
Myroslava Skoroden  
Maria Jaimes  
Victoria Williams  
Steve Dunne  
Laurie Pederson  
Cindy Stanfield  
David Bernhardt  
Cornelia Wantz  
Conor Campobasso  
Alyssa Frank  
Grég Gabriel  
Alaura Hart  
Matthew Komma  
Melissa Murray  
Kelsey Peterson  
Margarita Pierce  
James Rinehart  
Cassidy Sparks  
Andrew Uhlir

**REPRESENTING**

Broward MPO  
Broward MPO  
City of Lake Worth Beach  
City of West Palm Beach  
City of West Palm Beach  
FDOT  
FDOT  
FDOT  
FDOT  
Florida’s Turnpike Enterprise  
General Public  
GovHR  
Government Resource  
Palm beach County  
Palm Beach County Engineering  
Palm Beach TPA  
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Palm Beach TPA



**EXHIBIT A (cont'd)**

OTHERS PRESENT

Nick Uhren  
Amanda Williams  
Paul Gougelman  
Lou Ferri  
Peter Buchwald  
Valerie Neilson  
Paula Ryan  
Commissioner Katherine Waldron  
Councilman Jeff Hmara

REPRESENTING

Palm Beach TPA  
Palm Beach TPA  
Palm Beach TPA – Weiss Serota et al.  
Palm Tran  
Self  
Self  
Self  
Self  
Village of Royal Palm Beach

DRAFT

# Exhibit B



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

KEVIN J. THIBAUT, P.E.  
SECRETARY

November 22, 2021

Mr. Peter Buchwald  
Executive Director  
St. Lucie Transportation Planning Organization  
Coco Vista Center  
466 SW Port St. Lucie Blvd, Suite 111  
Port St. Lucie, Florida 34953

Dear Mr. Buchwald:

Re: FDOT's Draft Tentative Work Program for Fiscal Year 2022/23 – 2026/27

Thank you for St. Lucie Transportation Planning Organization (TPO) endorsement of the Florida Department of Transportation's Draft Tentative Work Program (DTWP) for Fiscal Year 2022/23 – 2026/27.

Please find below responses to the requested changes as outlined on your letter dated November 19, 2021:

1. The US-1 Resurfacing Project from Juanita Avenue to Kings Highway (FM# 448450-1) include a shared-use path on the east side of US-1.

Response: The scope of services was modified to include the shared used path within the limits of the resurfacing project.

2. The \$177,594 of Local Funding for the SR-68/Orange Avenue Resurfacing Project from North 32nd Street to US-1 (FM# 446169-1) be replaced with GFSU Funding from the St. Lucie TPO FY 2022/23 - FY 2023/24 Unified Planning Work Program (FM# 439326-4).

Response: Local funding for this project will be replaced with GFSU funds during the development of next year's DTWP.

If you need any further information, please feel free to contact Ms. Jessica Rubio, Program Management Administrator at (954) 777-4626 or via email at [jessica.rubio@dot.state.fl.us](mailto:jessica.rubio@dot.state.fl.us).

Sincerely,

DocuSigned by:

Gerry O'Reilly, P.E.

District Four Secretary

GO:jr

cc: Steven C. Braun, P.E., Director of Transportation Development - FDOT  
Jessica Rubio, Program Management Administrator - FDOT  
John Krane, P.E., District Planning and Environmental Management Administrator - FDOT  
Mark Madgar, District Work Program Administrator - FDOT  
Christine Fasiska, Transportation Planning Manager - FDOT

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## EXECUTIVE DIRECTOR

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<b>FLSA Classification</b>	Exempt (Administrative)
<b>Reports to</b>	Palm Beach TPA Governing Board
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	March 28, 2022
<b>Date Modified</b>	N/A

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### **General Statement of Position:**

The Executive Director is responsible to the multi-member Palm Beach TPA Governing Board (the "Governing Board"), which comprises 21 local elected officials from the 13 largest municipalities in Palm Beach County, by coordinating closely with partner agencies such as the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other statewide organizations on issues of importance to the transportation community. The Executive Director serves as the chief executive officer of the TPA and implements the mission of the TPA as detailed in its adopted Strategic Plan and Unified Planning Work Program (UPWP).

The Executive Director is the face of the TPA organization and assists in creating and directing policy decisions which affect the transportation community in Florida, as well as FDOT through engaging partners, making presentations and participating in a wide variety of public forums. The Executive Director has direct oversight of the leadership team and authority to hire, evaluate, promote, discipline, demote and/or terminate any TPA employee. The Executive Director is responsible for conducting the transportation planning process to enhance the transportation network of Palm Beach County over the short and long-term future, which includes engaging the public, planning the system, prioritizing funding, implementing projects, collaborating with partners and administering the agency. Additionally, the Executive Director performs such other duties customary to the position and as may be reasonably designated by the Governing Board and/or its Chair from time to time.

The Executive Director works with minimal supervision and must initiate projects and tasks independently, bringing them to conclusion and presenting the results to the various committees and Governing Board. Self-direction and self-motivation are key personal attributes of this position.

### **Position duties include:**

- Provide overall staffing and management of the TPA's leadership team and indirectly supervise and support all TPA staff.
- Organize meetings, prepare agendas and supporting materials.
- Provide technical and administrative support in response to decisions resulting from Governing Board meetings.
- Provide leadership through the Governing Board to refine and implement the TPA's transportation vision.
- Advance the TPA's Strategic Plan goals through specific actions and achievement of targeted outcomes.
- Maintain the TPA's Long Range Transportation Plan (LRTP), List of Priority Projects (LOPP) and Transportation Improvement Program (TIP).
- Educate and inform the Governing Board about transportation planning and funding issues and opportunities.
- Develop effective working relationships with local elected officials, MPO staffs, State legislative staffs and elected officials, FDOT, FHWA and FTA staff, Florida League of Cities, Florida Association of Counties, Florida Public Transportation Association, and other state agencies.
- Facilitate the continued evolution of the organization consistent with the vision of the Governing Board.

- Monitor and review proposed Federal and State legislation that may affect transportation, providing comments as needed in writing or verbally
- Act as a resource for the Florida Legislature regarding transportation planning.
- Provide recommendations and drafts legislation as necessary.
- Attends relevant workshops, meetings, and conferences to update the TPA on the latest developments on issues affecting transportation.
- Serves as the principal policy advisor to the TPA on Federal and State transportation planning activities.
- Reviews legislative and policy issues from the perspective of the transportation community.
- Collaborate with regional partners (FDOT, MPOs, transit agencies, county and municipal governments, etc.) to achieve common goals through consensus.
- Administer the day-to-day operations of the TPA pursuant to Governing Board policies and applicable laws and regulations.
- Leads staff conducting a wide range of activities including the development and implementation of various plans, transportation planning research, transportation safety practices and transportation performance measures.
- Monitor legislation and follow transportation related issues, report to the membership and partners on the status of legislation and actively work to support or oppose bills as needed.
- Lobby the state legislature related to transportation issues.
- Counsel board members equally and thoroughly to support informed decisions.
- Serve as a contract manager and oversees the administrative and technical details associated with the oversight of contracts. Coordinate with staff and consultants and contractors to ensure the delivery of quality products, the timely execution of tasks and the appropriate use of funds.
- Coordinate and provide presentations on a wide range of transportation policy and planning issues.
- Serve as a technical resource for FDOT, FHWA, FTA, and MPOs.

### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

Ten (10) or more years of experience directing an organization or business unit with transportation planning experience and a bachelor's degree in transportation planning or engineering, urban or regional planning, public or business administration, or an equivalent combination of education and experience. A master's degree and AICP or P.E. certification are preferred.

### **Certificates, Licenses, Registrations**

Valid Florida Driver's License and maintenance of clean driving record.

### **Special Qualifications:**

The Executive Director must be a registered lobbyist with the State of Florida.

### **Knowledge**

- Federal planning regulations.
- Florida Statutes related to transportation planning and programming.
- Attributes of Florida State budgeting and fiscal policy.
- Local government comprehensive planning requirements relating to transportation.
- Organization of FDOT and the Florida Legislature.
- Florida's transportation planning process and programs.

## **Skills**

- Preparing and giving oral presentations.
- Preparing and editing documents.
- General public administration including budgeting, personnel policies, and file management.
- Speak English fluently and is clearly understandable.

## **Abilities**

- To communicate clearly both orally and in writing in English.
- To use computer applications including the Microsoft suite of software.
- To build strong relationships with others in the transportation community, government, and interest groups.
- To supervise staff.
- To recognize the needs of the membership and initiate solutions without express direction from the Governing Board.
- To act as policy advisor on federal and statewide transportation planning activities.
- To coordinate implementation of multiple program and planning activities with a variety of government and private agencies.
- To read proposed legislation and rulemaking notices and recognize the potential impacts it may have on the transportation community.
- To serve effectively in group activities such as teams, task forces, and committees.
- To mediate, moderate and resolve conflicts.
- To understand complex issues and explain them in "plain speak."
- To facilitate complicated discussions as a competent mediator able to promote change.
- To demonstrate finesse through skilled written and charismatic oral communication.
- To manage and prioritize multiple and complex tasks with time and budget constraints.
- To work with minimal supervision and direction and to initiate projects, and activities without direction.
- To work under pressure/stress with an extreme level of accuracy.
- To lead and empower staff to achieve at a high level.
- To anticipate issues and pursue win-win outcomes whenever possible.
- To understand and care for the diverse members of Palm Beach County's communities.
- To be technically knowledgeable of multimodal transportation systems.

## **Benefits**

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

## **Working Conditions**

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
  - The work is generally performed within an office environment.
  - Lighting and temperatures are typically adequate, and there are little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
  - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
  - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
  - The ability to lift and carry 20 pounds as occasionally required.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.
- Work Authorization/Security Clearance
  - The employee must successfully pass a criminal and credit background.
  - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
  - The TPA is a drug-free workplace as provided in Section 440.101 *et seq.*, Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

**Other Duties**

*The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities and activities may change at any time with or without notice.*

**ACKNOWLEDGEMENT:**

By signing below, employee acknowledges receipt of this position description.

\_\_\_\_\_  
**PRINTED NAME OF EMPLOYEE**

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**

\_\_\_\_\_  
**(Date)**

**2.A.2**



**PALM BEACH**  
Transportation  
Planning Agency

# Executive Director

job opening

Join our team!



# About the Palm Beach Transportation Planning Agency

The Palm Beach Transportation Planning Agency (TPA) is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected and multimodal transportation system.

With an eye on the future, the TPA maintains a long range forecast of population, employment, and transportation projects and services that advance our regional vision. Grounded in the present, the TPA Board annually adopts a funding program that prioritizes over \$600 million of federal, state and local transportation dollars per year to implement those projects.

The TPA is committed to creating a transportation system for all users - one that offers multimodal solutions with safety top of mind. The TPA staff works with our Board and committees, community partners, residents and more to ensure these goals are met.

## TPA Governing Board and Committees

The Palm Beach TPA Board oversees the transportation planning process in Palm Beach County. With 21 members, the Board consists of 21 locally-elected officials: 5 county commissioners, 15 elected officials from our 13 largest municipalities and 1 Port of Palm Beach Commissioner. The Florida Department of Transportation (FDOT) District Secretary also serves as a non-voting advisory member.

The TPA also has three advisory committees - the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Bicycle-Trailways-Pedestrian Advisory Committee (BTPAC), as well as the Transportation Disadvantaged Local Coordinating Board (TD LCB). Each one offers unique and important insight into recommendations for the Board and TPA staff.

### Vision

A safe, efficient and connected multimodal transportation system.

### Mission

To collaboratively plan, prioritize and fund the transportation system.



# An Opportunity to Lead

## **An engaged Governing Board.**

The 21-member TPA Governing Board (5 county commissioners, 15 municipal elected officials, and 1 seaport commissioner) is committed to working collaboratively to implement a regional transportation vision for all of Palm Beach County.

## **An exceptional staff.**

The TPA is staffed by highly motivated, well-qualified employees who are committed to plan, prioritize and fund projects that advance the vision and mission of the agency.

## **A prosperous and growing region.**

Home to over 1.5 million people and expected to add another 300,000 over the next 25 years, the transportation investments planned today will ensure the continued and enhanced

prosperity of Palm Beach County.



## **A passion for safety.**

The TPA has endorsed Vision Zero and focuses on the protection of its most vulnerable transportation users through the elimination of traffic-related fatalities and serious injuries. The TPA is also committed to equity and prioritizes transportation investments that benefit traditionally underserved communities.

## **A financially stable organization.**

The TPA operates under a robust budget of federal transportation grants and unrestricted local funds, with

demonstrable ownership of the planning process through the financial commitments of its local members.



# About the Executive Director Position

The Palm Beach TPA is seeking an outstanding planning professional to lead the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

## **The Position**

The Executive Director is responsible to the multi-member Palm Beach TPA Governing Board (the “Governing Board”), which is comprised of 21 locally-elected officials from the 13 largest municipalities in Palm Beach County, by coordinating closely with partner agencies such as the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other statewide organizations on issues of importance to the transportation community. The Executive Director serves as the chief executive officer of the TPA and implements the mission of the TPA as detailed in its adopted Strategic Plan and Unified Planning Work Program (UPWP).

The Executive Director is the face of the TPA organization and assists in creating and directing policy decisions which affect the transportation community in Florida, as well as FDOT through engaging partners, making presentations and participating in a wide variety of public forums. The Executive Director has direct oversight of the leadership team and authority to hire, evaluate, promote, discipline, demote and/or terminate any TPA employee. The Executive Director is responsible for conducting the transportation planning process to enhance the transportation network of Palm Beach County over the short and long-term future, which includes engaging the public, planning the system, prioritizing funding, implementing projects, collaborating with partners and administering the agency.



The Executive Director works with minimal supervision and must initiate projects and tasks independently, bringing them to conclusion and presenting the results to the various committees and Governing Board. Self-direction and self-motivation are key personal attributes of this position.

## **Education and Experience**

Successful candidates will have ten (10) or more years of experience directing an organization or business unit with transportation planning experience and a bachelor’s degree in transportation planning or engineering, urban or regional planning, public or business administration, or an equivalent combination of education and experience. A master’s degree and AICP or P.E. certification are preferred.

## **Special Qualifications**

The Executive Director must be a registered lobbyist with the State of Florida.

# Essential Functions of the Executive Director

## Duties include:

- Provide overall staffing and management of the TPA's leadership team and indirectly supervise and support all TPA staff.
- Organize meetings, prepare agendas and supporting materials.
- Provide technical and administrative support in response to decisions resulting from Governing Board meetings.
- Provide leadership through the Governing Board to refine and implement the TPA's transportation vision.
- Advance the TPA's Strategic Plan goals through specific actions and achievement of targeted outcomes.
- Maintain the TPA's Long Range Transportation Plan (LRTP), List of Priority Projects (LOPP) and Transportation Improvement Program (TIP).
- Educate and inform the Governing Board about transportation planning and funding issues and opportunities.
- Facilitate the continued evolution of the organization consistent with the vision of the Governing Board.
- Monitor and review proposed Federal and State legislation that may affect transportation, providing comments as needed in writing or verbally
- Provide recommendations and drafts legislation as necessary.
- Serves as the principal policy advisor to the TPA on Federal and State transportation planning activities.
- Reviews legislative and policy issues from the perspective of the transportation community.
- Collaborate with regional partners (FDOT, MPOs, transit agencies, county and municipal governments, etc.) to achieve common goals through consensus.
- Administer the day-to-day operations of the TPA pursuant to Governing Board policies and applicable laws and regulations.
- Leads staff conducting a wide range of activities including the development and implementation of various plans, transportation planning research, transportation safety practices and transportation performance measures.
- Monitor legislation and follow transportation related issues, report to the membership and partners on the status of legislation and actively work to support or oppose bills as needed.
- Serve as a contract manager and oversees the administrative and technical details associated with the oversight of contracts. Coordinate with staff and consultants and contractors to ensure the delivery of quality products, the timely execution of tasks and the appropriate use of funds.
- Serve as a technical resource for FDOT, FHWA, FTA, and MPOs.



# Qualifications of the Executive Director

## Knowledge

- Federal planning regulations.
- Florida Statutes related to transportation planning and programming.
- Attributes of Florida State budgeting and fiscal policy.
- Local government comprehensive planning requirements relating to transportation.
- Organization of FDOT and the Florida Legislature.
- Florida's transportation planning process and programs.

## Skills

- Preparing and giving oral presentations.
- General public administration including budgeting, personnel policies, and file management.

## Abilities

- To build strong relationships with others in the transportation community, government, and interest groups.
- To supervise staff.
- To recognize needs of the membership and initiate solutions without direction from the Governing Board.
- To act as policy advisor on federal and statewide transportation planning activities.
- To coordinate implementation of multiple program and planning activities with a variety of government and private agencies.
- To read proposed legislation and rulemaking notices and recognize impacts it may have on transportation.
- To serve effectively in group activities such as teams, task forces, and committees.
- To understand complex issues and explain them in "plain speak."
- To work with minimal supervision and direction and to initiate projects, and activities without direction.
- To lead and empower staff to achieve at a high level.
- To anticipate issues and pursue win-win outcomes whenever possible.
- To understand and care for the diverse members of Palm Beach County's communities.
- To be technically knowledgeable of multimodal transportation systems.

## Benefits

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

## Salary

\$135,000 - \$238,000 Annually.

## Other Duties

*The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities and activities may change at any time with or without notice. **Full job description is available upon request.***

# How to Apply

This recruitment will remain open until the position is filled. If you are qualified and interested in being considered, please email your cover letter, resume and salary expectations without delay to:

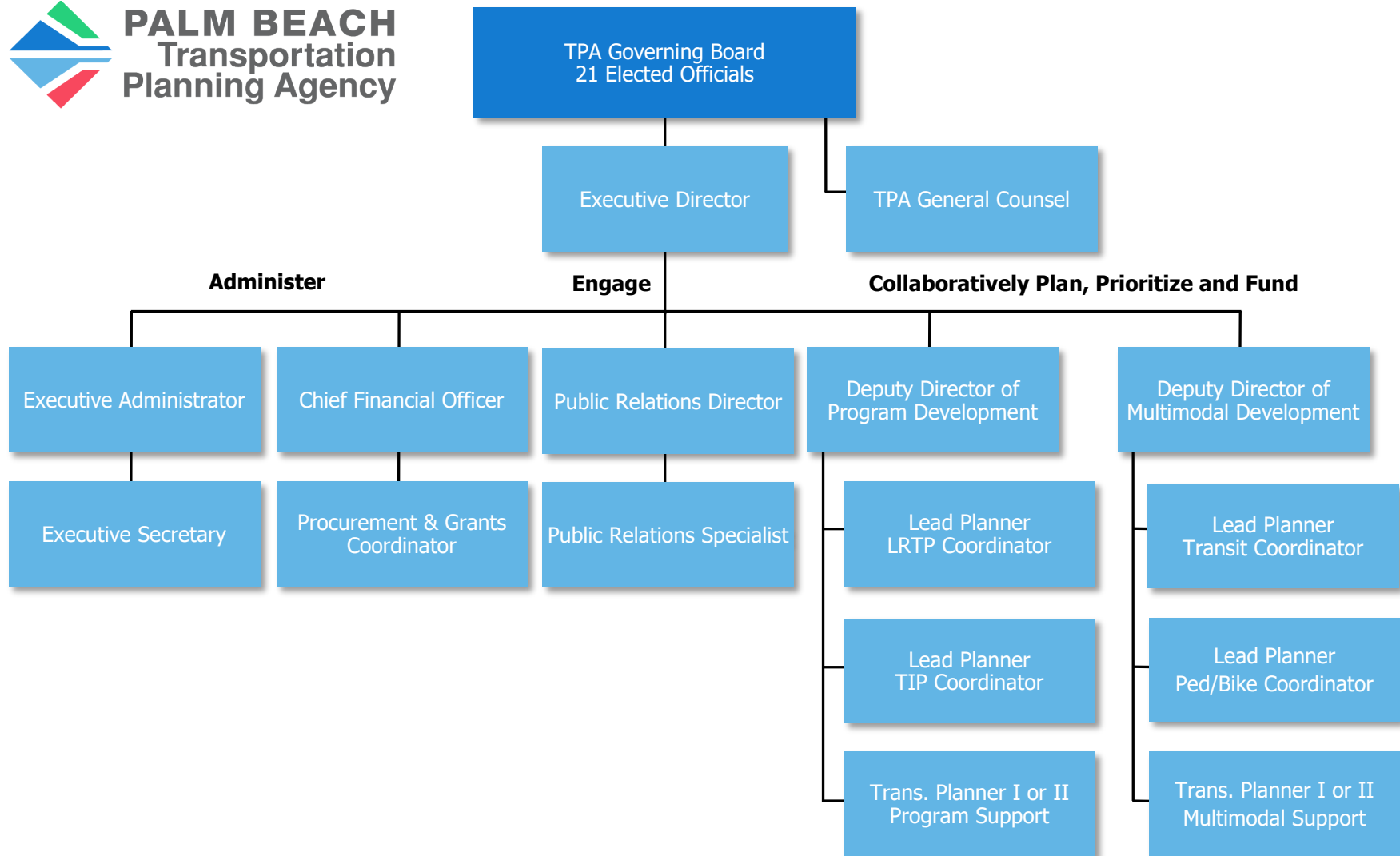
Robert E. Slavin, President  
**SLAVIN MANAGEMENT CONSULTANTS**  
3040 Holcomb Bridge Road #A1  
Norcross, Georgia 30071  
Phone: (770) 449-4956  
Fax: (770) 416-0848  
Email: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

**Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.**

**The Palm Beach TPA is an Equal Opportunity/Equal Access Employer**



# 2.B.1





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## LEAD PLANNER - TRANSIT COORDINATOR

\$74,201 - \$113,484 ANNUALLY  
PLUS EXCELLENT BENEFITS

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The Palm Beach TPA is seeking a dynamic planning professional to join the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

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### The Position

The Lead Planner and Transit Coordinator works collaboratively with regional transit partners to lead the Palm Beach TPA's transit planning efforts by assessing the transit system, evaluating transportation alternatives, identifying transit service improvements, and prioritizing transit projects for funding.

Primary responsibilities include developing and advancing the transit components of the TPA's Long Range Transportation Plan (LRTP); conducting multimodal corridor, passenger rail, and mobility studies; performing transit supportive land use analysis; developing health impact assessments; overseeing the implementation of TPA-funded transit projects; improving transit service, access and regional connectivity; managing transit GIS data and updating Transit Development Plans; administering the Transportation Disadvantaged Local Coordinating Board (TD LCB), the Commission for Transportation Disadvantaged (CTD) planning grant and all associated tasks; evaluating the TD paratransit system and updating the Transportation Disadvantaged Service Plan (TDSP); and performing other tasks as detailed on page 2.

Work is performed with a high degree of independence under the general or limited supervision of the Deputy Director of Multimodal Development.

### Candidates

Successful candidates will have four (4) or more years of professional planning experience and a Bachelor's Degree in urban/regional planning, transportation engineering, or a related field or an equivalent combination of education and experience.

Ideal candidates will:

- Have experience planning and implementing premium transit systems;
- Have knowledge of Federal and Florida transit funding programs and regulations;
- Be familiar with Complete Streets, Vision Zero, and Florida design standards;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Be skillful using computer systems including ArcGIS and other databases, transit demand modeling platforms, Remix, Adobe Creative Suite and Microsoft Office Suite;
- Possess a related graduate degree and/or AICP certification;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

### Benefits

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

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### About the TPA

The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. *Come join our team!*

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### To Apply

Applicants must submit a cover letter, resume, examples of completed work, and completed application (available at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs)) to [humanresources@PalmBeachTPA.org](mailto:humanresources@PalmBeachTPA.org).

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## Detailed Duties & Responsibilities

- Develop and advance the transit components of the LRTP and Regional Transportation Plan.
    - Lead TPA participation in updates to local Transit Development Plans.
    - Gather input from civic leaders, government officials, businesses, and residential groups to identify desires and concerns regarding transit.
    - Organize and participate in events to promote transit.
    - Integrate transit-related performance measures and targets into TPA plans.
  - Conduct multimodal corridor, passenger rail, and mobility studies; perform transit-supportive land use analysis; and develop health impact assessments.
    - Conduct field reviews and identify transit access and safety improvements.
    - Propose modifications to routes, stops, and schedules.
    - Develop cost estimates for transit capital, operations, and maintenance improvements, including increased frequency and passenger rail service.
    - Evaluate enhanced transit alternatives using transit demand modeling software.
    - Establish locally preferred alternatives for selected corridors and create implementation plans for Federal and State grant funding.
  - Oversee the implementation of TPA-funded transit projects.
    - Coordinate with stakeholders to advance implementation of TPA-funded transit projects.
    - Coordinate with local government agencies to implement Quiet Zones.
  - Improve transit service, access, and regional connectivity.
    - Promote increased regional transit connectivity.
    - Support enhanced fare collection system with regional interoperability.
    - Promote integration of public and/or private regional transit services.
  - Administer the TD LCB, the CTD planning grant and all associated tasks.
    - Serve as the staff liaison and create agenda and backup materials for quarterly meetings and special subcommittee meetings.
    - Evaluate the Community Transportation Coordinator (CTC) annually.
    - Complete all deliverables and submit quarterly reports and invoices.
  - Evaluate the TD paratransit system and update the TDSP.
    - Continuously monitor and evaluate the TD paratransit system.
    - Perform minor updates to the TDSP annually and major updates periodically.
    - Review applications for FTA Section 5310 funding.
  - Manage transit GIS data.
    - Maintain a GIS of local transit services, facilities, and activity levels.
    - Monitor and evaluate transit performance measures using a GIS.
    - Create data visualizations and maps using GIS.
  - Perform related work as required, including but not limited to:
    - Create attractive documents and graphics using Adobe Create Suite.
    - Prepare and present information at TPA meetings and to outside agencies and the public.
    - Manage consultant work orders to implement assigned roles and responsibilities.
    - Participate in and/or lead multimodal initiatives, including Complete Streets, Vision Zero, TOD, Shared Mobility, and first-last mile connections.
    - Participate in partner agency committees.
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## LEAD PLANNER – PEDESTRIAN & BICYCLE COORDINATOR

\$74,201 - \$113,484 ANNUALLY  
PLUS EXCELLENT BENEFITS

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The Palm Beach TPA is seeking a dynamic planning professional to join the team responsible for collaboratively planning, prioritizing, and funding the transportation system of Palm Beach County, FL.

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**The Position:** The Lead Planner and Pedestrian and Bicycle Coordinator manages the planning, funding and implementation of pedestrian and bicycle facilities and safety initiatives for the Palm Beach Transportation Planning Agency (TPA).

Primary responsibilities include developing and advancing a non-motorized transportation system; administering the TPA's Vision Zero Advisory Committee (VZAC) and Transportation Alternatives (TA) Program; administering the TPA's pedestrian and bicycle count activities; supporting the implementation of non-motorized projects; advancing walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools; maintaining and analyzing non-motorized facility and activity GIS data; and performing other tasks as detailed at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs).

Work is performed with a high degree of independence under the general or limited supervision of the Deputy Director of Multimodal Development.

**Candidates:** Successful candidates will have four (4) or more years of professional planning experience and a Bachelor's Degree in urban/regional planning, transportation engineering, or a related field or an equivalent combination of education and experience.

Ideal candidates will:

- Have experience designing and implementing pedestrian and bicycle facilities consistent with Florida Design Standards;
- Be familiar with Complete Streets, Vision Zero, & Safe Routes to School initiatives;
- Have knowledge of Federal and State funding programs and regulations;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Be skillful using ArcGIS, Adobe Creative Suite and Microsoft Office Suite;
- Possess a related graduate degree and/or AICP certification;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

**Benefits** The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

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**About the TPA** The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. *Come join our team!*

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**To Apply** Applicants must submit a cover letter, resume, examples of completed work, and completed application (available at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs)) to [humanresources@PalmBeachTPA.org](mailto:humanresources@PalmBeachTPA.org).

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**Detailed Duties & Responsibilities:**

- Develop and advance a non-motorized transportation system.
  - Maintain a priority network of pedestrian gaps and bicycle corridors in the LRTP.
- Administer the TPA's Vision Zero Advisory Committee (VZAC) and Transportation Alternatives (TA) Program.
  - Oversee development of agenda and backup content for BTPAC meetings.
  - Annually update TA scoring system to ensure projects advance the TPA's Vision, Goals and Objectives.
  - Annually review and score applications.
- Administer the TPA's pedestrian and bicycle count activities.
  - Select count locations and oversee deployment and retrieval.
  - Collect and analyze pedestrian and bicycle activity data.
- Support the implementation of non-motorized projects.
  - Review projects for consistency with TPA vision and submitted applications.
  - Identify potential safety projects at high crash intersections.
  - Evaluate upcoming resurfacing projects and for inclusion of non-motorized infrastructure, safety and lighting modifications.
  - Engage stakeholders in FDOT, County and City project reviews to promote the TPA's vision and priorities and consider local preferences.
- Advance walk & bicycle initiatives, Complete Streets, Vision Zero, and Safe Routes to Schools.
  - Conduct field reviews for pedestrian and bicycle safety improvements.
  - Create Complete Streets project opportunity plans and performance templates.
  - Participate in and/or lead multimodal planning initiatives.
  - Collaborate with stakeholders to identify transportation issues, goals, and objectives for meeting physical, social and economic needs.
  - Organize and support events to promote safety and active transportation.
  - Collaborate with the School District to implement pedestrian, bicycle, and driver safety education as well as walk/bicycle and Safe Routes to School initiatives.
- Maintain and analyze non-motorized facility and activity GIS data;
  - Maintain a GIS database of non-motorized facilities and counts,
  - Analyze, publish, and share non-motorized system performance measures via data visualizations and/or the TPA website.
- Perform other related work as required, including but not limited to:
  - Create and design attractive graphics and documents using Adobe Create Suite.
  - Prepare and provide presentations to the TPA Board, advisory committees, outside agencies and the public.
  - Collaborate with outside consultants and oversee work orders as assigned.
  - Provide technical and advisory support to partner agencies and the public.
  - Participate in partner agency committees.



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## PLANNER I – MULTIMODAL DEVELOPMENT

\$54,559 - \$87,295 ANNUALLY  
PLUS EXCELLENT BENEFITS

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The Palm Beach TPA is seeking a dynamic planning professional to join the team responsible for collaboratively planning, prioritizing, and funding the transportation system of Palm Beach County, FL.

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### The Position

The Transportation Planner I works collaboratively with and supports the Palm Beach Transportation Planning Agency (TPA)'s Multimodal Development Team.

Primary responsibilities include supporting the development and implementation of the TPA's pedestrian, bicycle, and transit plans, programs, and projects as well as the Commission for Transportation Disadvantaged (CTD) planning grant activities, in addition to performing other tasks as detailed on page 2.

Work is performed with considerable independence and initiative under direction of the Deputy Director of Multimodal Development.

### Candidates

Successful candidates will have a Bachelor's Degree in urban/regional planning, transportation engineering, or a related field.

Ideal candidates will:

- Be familiar with the types of transit systems, bicycle facilities, and pedestrian facilities constructed and operated in large urban areas;
- Be familiar with Complete Streets, Vision Zero, and similar planning initiatives;
- Possess excellent oral and written communication skills, including the ability to present complex information in readily understandable plans and reports;
- Possess or be working toward a graduate degree in a related field;
- Be skillful using computer systems including ArcGIS and other databases, Adobe Creative Suite, and Microsoft Office Suite;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

### Benefits

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### To Apply

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### **Detailed Duties & Responsibilities**

- Support the development and implementation of the TPA's pedestrian, bicycle, and transit plans, programs, and projects.
    - Support updates to the TPA's Long Range Transportation Plan (LRTP).
    - Support the review, selection and implementation of pedestrian, bicycle, and transit projects for funding through the TPA's List of Priority Projects and Transportation Improvement Program (TIP).
    - Support multimodal corridor studies, transit-supportive land use analysis, and health impact assessments to evaluate enhanced transit alternatives.
    - Conduct field reviews for pedestrian, bicycle, and transit improvements.
    - Evaluate roadway projects for Complete Streets and safety opportunities.
    - Participate in and support TPA events and initiatives including Complete Streets, Vision Zero, Safe Routes to School, transit workshops and analysis of first-last mile connections.
    - Perform other multimodal transportation and land use planning tasks to support TPA objectives and meet state and federal requirements.
    - Review fatal crash locations and associated crash reports to summarize crash factors and report on the findings and safety recommendations.
  - Support the development and implementation of the CTD planning grant activities, including updates to the Transportation Disadvantaged Service Plan (TDSP), Community Transportation Coordinator (CTC) annual evaluations, Transportation Disadvantaged Local Coordinating Board (TD LCB) meetings, and other tasks associated with planning the TD paratransit system.
  - Perform related work as required, including but not limited to:
    - Maintain and analyze transportation data using the ESRI Suite.
    - Create and design maps, data visualizations, graphics and documents using the ESRI Suite, MS Office Suite, and/or Adobe Create Suite.
    - Prepare and present information to the TPA Board, advisory committees, outside agencies and the public.
    - Oversee consultant work orders as assigned.
    - Collaborate with TPA staff, consultants, local governments, partner agencies, key stakeholders, and the public in transportation planning.
    - Provide technical and advisory assistance to local governments and agencies in matters related to pedestrian, bicycle, and transit planning.
    - Perform updates to the TPA website.
    - Participate in partner agency committees.
    - Participate in public outreach and educational activities to share information and gather public input.
-

# 2.B.5

**From:** Jeff Brown <jrbrown3@fsu.edu>

**Subject:** Florida Department of Transportation: Summer Transit Fellow Placement?

I'm reaching out to you at the suggestion of Gabe Matthews from FDOT.

Our department has a partnership with FDOT called the Transit Fellow program that places FDOT-paid interns in agencies doing work that is either related to or supportive of public transit. Fellows are placed in Tallahassee during their studies but frequently go elsewhere during summer. One of our Transit Fellows, Matthew Masa, is very interested in being placed in Palm Beach County (or nearby) for his summer 2022 placement. He has been working with StarMetro, our public transit agency, last fall and this spring. He is interested in working in a larger urban area and has ties to Palm Beach County. Gabe mentioned the TPA as a place we might contact to find a summer placement for Mr. Masa and specifically suggested we contact you. As noted, FDOT would pay him through a stipend while he works. He would be paid for 336 hours of summer work.

Do you think there might be interest in your agency in hosting him? I can certainly arrange a conversation with Matthew. I'd also be happy to answer any questions you might have.

Thank you for your time.

Jeff

Jeffrey Brown  
Associate Dean for Strategic Initiatives  
College of Social Sciences and Public Policy &  
Professor and Department Chairperson  
Department of Urban and Regional Planning  
Florida State University  
850-644-8519

Please note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.