



TPA EXECUTIVE COMMITTEE MEETING AGENDA

DATE: **Tuesday, May 3, 2022**
TIME: **3:00 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: 850-6733-8953 and Password: 057153
- Via web browser at PalmBeachTPA.org/03MAY2022
- Via phone at 1-646-558-8656 using the above Webinar ID and Password
- View a live simulcast at PalmBeachTPA.org/LIVE

Please call 561-725-0800 or e-mail info@PalmBeachTPA.org for assistance joining the virtual meeting.

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.2., the Executive Committee shall meet as necessary to review and recommend content related to other TPA initiatives (e.g. the 561 Mobility Plan, the Vision Zero Action Plan, transportation surtax funding strategies, and other plans and strategies) for consideration by the Governing Board.

- 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 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 April 12, 2022

2. ACTION ITEMS

- A. MOTION TO RECOMMEND APPROVAL of TPA Legislative and Policy Positions

TPA staff will present the attached 2022 Florida Metropolitan Planning Organization Advisory Council (MPOAC) adopted Legislative Priorities and Policy Positions and the attached draft TPA Legislative Priorities and Policy Positions. Staff is seeking direction on whether the TPA should annually adopt its own or endorse the MPOAC's legislative priorities and policy positions.

- B. MOTION TO RECOMMEND APPROVAL of an Amendment to the TPA Operating Procedures

The TPA's Fiscal Year 2022 Strategic Plan Action 6.B directed staff to modify the TPA Committees to support TPA Initiatives. TPA staff will present an overview of the structure and role of the agency's advisory committees to solicit feedback. TPA Operating Procedures Sections 3-5 with draft track changes are attached.

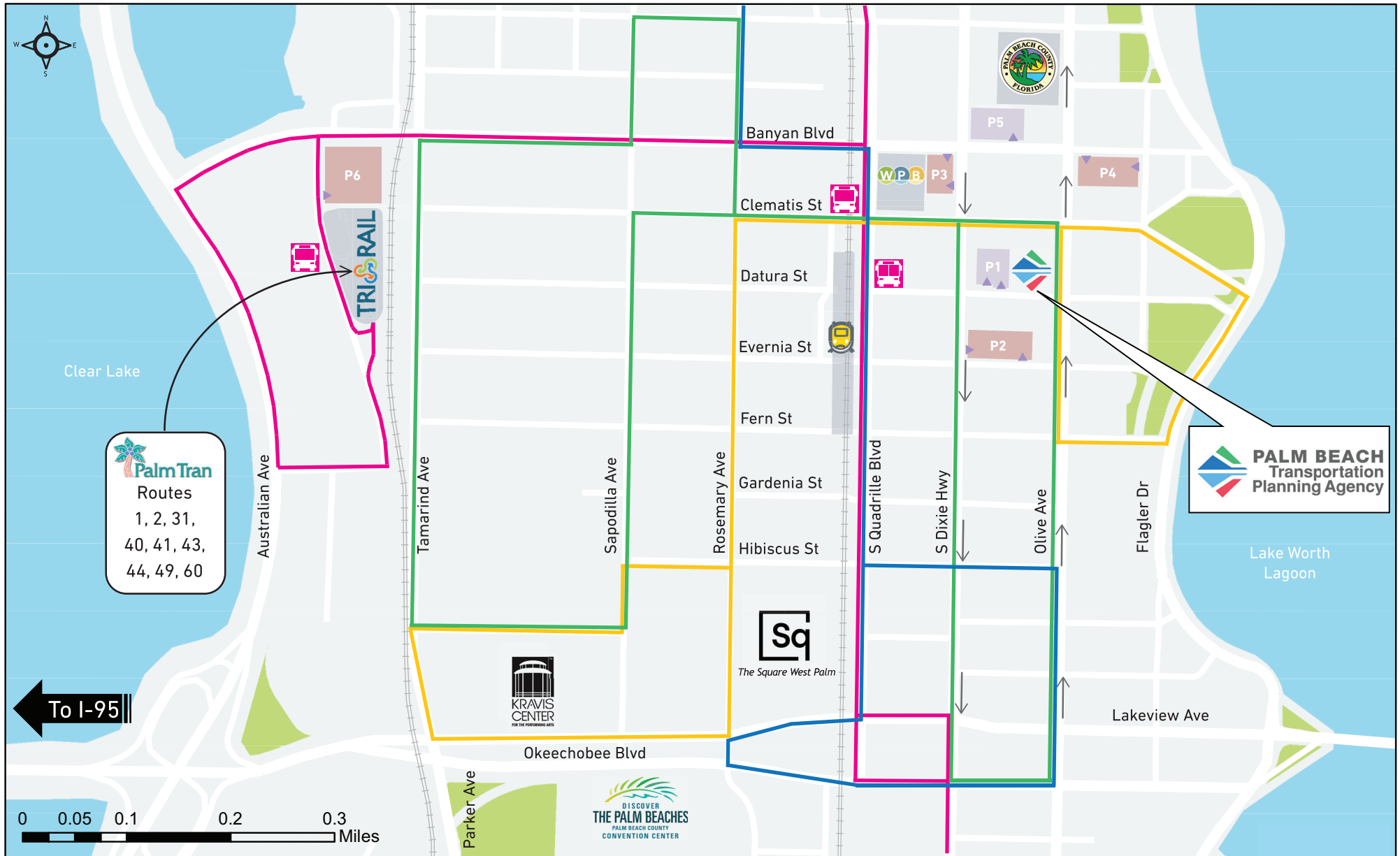
3. INFORMATION ITEMS

- A. Executive Director Recruitment Update

Slavin Management Consultants will provide an update on the status of the Executive Director job search. There is no backup for this item.

4. ADMINISTRATIVE ITEMS

- A. Next Meeting
- B. Adjournment



TPA Office Location	Palm Tran PalmTran.org	WEST PALM BEACH DowntownW.P.B.com	TRI&RAIL Tri-Rail.com	CIRCUIT Free on-demand rides around West Palm Beach & Palm Beach 7 days a week. Download the app to ride.
Public Parking Private Parking <small>*Metered on-street parking available citywide (free with Handicap placard up to 4 hours)</small>	Palm Tran Bus Stop Palm Tran Route 1	Yellow Trolley Green Trolley Blue Trolley	brightline 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, 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 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**

April 12, 2022

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 and video recordings are available for review at PalmBeachTPA.org/Executive-Committee

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR WEINROTH called the meeting to order at 2:05 p.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	A	Chelsea Reed	P
Maria Marino	P	Robert Weinroth	P
Michael Napoleone	P		

P = Present A = Absent

1.B. Modifications to the Agenda

The Recording Secretary stated Mayor Flores was requesting permission to join the meeting virtually as his flight was delayed and he was unable to join in-person.

There were no objections to his virtual attendance, and he was permitted to join the meeting.

1.C. Review the Committee’s Charge

CHAIR WEINROTH stated 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.

1.D. General Public Comments

There were no general public comments received.

1.E. Comments from the Chair and Member Comments

There were no comments received.

1.F. Interim Executive Director’s Report

VALERIE NEILSON, TPA Interim Executive Director, provided a PowerPoint presentation, which can be viewed at PalmBeachTPA.org/Executive-Committee.

There was no discussion on this item.

1.G. APPROVED Meeting Minutes from March 28, 2022

MOTION to Approve Meeting Minutes made by Commissioner Marino, seconded by Vice Chair Reed, and carried unanimously 5-0 as depicted in the table below.

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

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

2. ACTION ITEMS

2.A. APPROVED: Executive Director Job Profile

CHAIR WEINROTH noted the committee would be reviewing the provided draft documents and requested member feedback on any changes as he had a few concerns such as the salary and education requirements.

Member discussion ensued on the provided drafts not having additional updates provided to Bob Slavin, TPA Recruiting Consultant. It was also noted the Job Description was left unedited and would be adjusted to be consistent with the other documents as it is an internal TPA document and not something the consultant has oversight of.

The committee members reviewed the Job Announcement (attached hereto as Exhibit B) and the Job Profile (attached hereto as Exhibit C) and made line-item changes. They requested the consultant to provide updated versions via e-mail for a final review and approval before posting.

MAYOR FLORES expressed appreciation to the committee for taking the time to make line-item changes and expressed his disappointment in the quality of work product provided. He expressed the committee’s expectation to have a higher quality work product in the future.

The committee directed TPA staff to provide a compensation breakdown to Mr. Slavin consistent with the document previously provided during the former Executive Director’s performance review that showed compensation package comparisons.

CHAIR WEINROTH expressed the committee’s desire to have regular updates and noted he should be receiving weekly check-ins from Mr. Slavin.

MOTION to Approve the Executive Director Job Profile made by Commissioner Marino, seconded by Vice Chair Reed, and carried unanimously 5-0 as depicted in the table below.

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

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

2.B. APPROVED: Staff Accountant Job Description and authorization of the Interim Executive Director to fill the new position

MATTHEW KOMMA, TPA Chief Financial Officer, provided a PowerPoint presentation, which can be viewed at PalmBeachTPA.org/Executive-Committee. Matthew stated staff is requesting committee member feedback and approval of the provided job description for a new Staff Accountant position as proposed in the draft Fiscal Year (FY) 2023-2024 Unified Planning Work Program (UPWP). He stated upon Board adoption of the UPWP in May, the TPA is also seeking authorization for the Interim Executive Director to fill the position.

Committee member discussion ensued on the job description provided including additional details of tasks the employee would handle and if this job was more suited for a bookkeeper. Members expressed concerns with the requirement for the candidate to hold a CPA license based on the proposed salary range and noted the TPA may face difficulties filling this role as CPAs generally have a higher salary.

CHAIR WEINROTH requested staff to delete the word “ample” when describing the paid leave benefit.

MOTION to Approve the Executive Director Job Profile made by Commissioner Marino, seconded by Vice Chair Reed, and carried unanimously 5-0 as depicted in the table below.

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

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

3. INFORMATION ITEMS

3. DISCUSSED: Human Resources Scope of Services

MATTHEW KOMMA, TPA Chief Financial Officer, provided a PowerPoint presentation, which can be viewed at PalmBeachTPA.org/Executive-Committee. Matthew stated this item was in follow-up to the March 28 meeting when the committee requested for the TPA to hire a Human Resources consultant. He reviewed the draft scope and proposed timeline based on the TPA’s Procurement Policy to hire the consultant.

Member discussion ensued on the proposed scope, timeline to hiring a consultant, clarification on staff’s ongoing role needing to be finalized, and confirmation that these services would be eligible for grant reimbursement.

4. ADMINISTRATIVE ITEMS

4.A. DISCUSSED: Next Meeting

Committee member discussion ensued on the next meeting date and there was a consensus for May 3, 2022 at 3 p.m.

TPA staff noted another meeting survey would be distributed to members via e-mail to finalize the remainder of the 2022 schedule as there were conflicts with the dates previously proposed.

4.B. Adjournment

There being no further business, the Chair declared the meeting adjourned at 3:44 p.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 April 12, 2022, meeting of the Committee, dated this 3rd day of May 2022.

Chair Robert S. Weinroth
Palm Beach County Mayor

EXHIBIT A
 TPA Executive Committee
 Attendance Record

Representative Local Government	Dec '21	Mar '22	Apr '22
Robert Weinroth, Mayor – TPA CHAIR Palm Beach County	P	P	P
Chelsea Reed, Vice Mayor – TPA VICE CHAIR City of Palm Beach Gardens	P	P	P
Joel Flores, Mayor City of Greenacres	P	P	P
Maria Marino, Commissioner Palm Beach County	P	P	P
Michael Napoleone, Councilman Village of Wellington	P	P	P

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

OTHERS PRESENT

John Boehm
 Conor Campobasso
 Alaura Hart
 Matthew Komma
 Melissa Murray
 Valerie Neilson
 Margarita Pierce
 Amanda Williams
 Bob Slavin
 Paul Gougelman

REPRESENTING

City of Palm Beach Gardens
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA – Slavin Management Consultants
 Palm Beach TPA – Weiss Serota et al.

Exhibit B

Announcement

DRAFT

PALM BEACH TRANSPORTATION PLANNING AGENCY (PBTPA) Serving Palm Beach County, Florida

EXECUTIVE DIRECTOR

Palm Beach County is geographically among the largest of the sixty-seven counties in Florida. The County is bounded by Lake Okeechobee, the Everglades, and the Atlantic Ocean, all of which offer recreational opportunities in beautiful natural settings. Major industries include tourism, agriculture, and construction. There are approximately 1.5 million people living in the County's ~~twenty-one~~ ^{thirty-nine} municipalities and unincorporated areas.

The Palm Beach Transportation Planning Agency (TPA) is the federally designated Metropolitan Planning Organization for the County. As such it provides the forum that brings County Commissioners, ~~city~~ ^{Municipal} officials, the ~~Seaport~~ ^{Commissioners} ~~Commissioner~~, and other 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 the Palm Beach County regional vision. Grounded in the present, the TPA Board annually adopts a funding program that prioritizes over \$600 million in federal, state, and local transportation dollars to implement its programs. ~~PBTPA~~ currently employs 15 FTE's.

TPA's governance is provided by a ~~twenty-one~~ (21) member Governing Board. The Board is comprised of five (5) county commissioners, fifteen (15) elected officials from the County's thirteen largest municipalities and one (1) Port of Palm Beach commissioner. The Florida Department of Transportation (FDOT) District Secretary also serves as a non-voting advisory member. The TPA has three advisory committees - the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and ~~Bicycle Trailways Pedestrian Advisory Committee (BT-PAC)~~ ^{Vision Zero Advisory Committee (VZAC)}, 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. The Governing Board appoints the Executive Director to implement its policies and to manage the day-to-day operations of the Agency.

The TPA is committed to creating a transportation system for all users - one that offers multimodal solutions with safety ~~top of mind~~ ^{as a priority}. The TPA staff works with the Governing Board and committees, community partners, residents, and other stakeholders to ensure these goals are met.

The Executive Director serves as the face of the TPA and assists the Governing Board in creating and then implementing policy decisions, which affect the transportation community in Florida, through engaging partners, making presentations, and participating in a wide variety of public forums. He or she has direct oversight of the leadership team and the authority to hire, evaluate, promote, discipline, demote and/or terminate TPA employees. To view ~~PBTPA's~~ adopted Strategic Plan and Unified Planning Work Program (UPWP) please visit <https://www.palmbeachtpa.org>. ~~The position of Executive Director requires~~ ^{Requires} seven (7) or more years of progressively responsible supervisory experience in a transportation planning organization combined with 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. MPO experience, a master's degree and an AICP or P.E. are preferred but not required. Must have or obtain a valid Florida driver's license.

A detailed recruitment profile which includes leader attributes and characteristics desired by the Board is available on the Slavin Management Consultant website at www.slavinweb.net

Salary

~~\$135,000 – \$238,000 annually. Beginning is~~ **Competitive salary** negotiable depending on qualifications

Benefits

The TPA offers excellent benefits which include ~~ample~~ paid time off and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

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) 449-4656

Fax: (770) 416-0848

Email: 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

About Palm Beach County, Florida

Palm Beach County is geographically among the largest of the sixty-seven counties in Florida and is larger than the state of Rhode Island. The county is bounded by Lake Okeechobee, the Everglades, and the Atlantic Ocean, all of which offer recreational opportunities in beautiful natural settings. Major industries in Palm Beach County include tourism, agriculture, and construction. There are approximately 1.5 million people living in Palm Beach County. The lifestyles of residents range from urban to rural, with the more densely populated areas in the east. Many municipalities provide residents with services such as water and sewer, refuse collection, law enforcement and fire rescue. In some communities and unincorporated areas, these services may be provided by County government.

Palm Beach County has something for everyone. The average temperature is 78 degrees; its 47-mile ocean shoreline has numerous public beaches; and the landscape ranges from urban to agricultural to natural wetlands. In Palm Beach County there are approximately 160 public and private golf courses; hundreds of tennis courts; dozens of parks, waterparks, boating docks, snorkeling, and diving sites; cultural and historic attractions; regional libraries; adult education programs; hundreds of houses of worship; and dozens of schools, colleges and universities, hospitals, and shopping/entertainment centers.

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.

About The Palm Beach Transportation Planning Agency

Mission

Collaboratively plan, prioritize, and fund the transportation system

Vision

A safe, efficient, connected, and multimodal transportation system

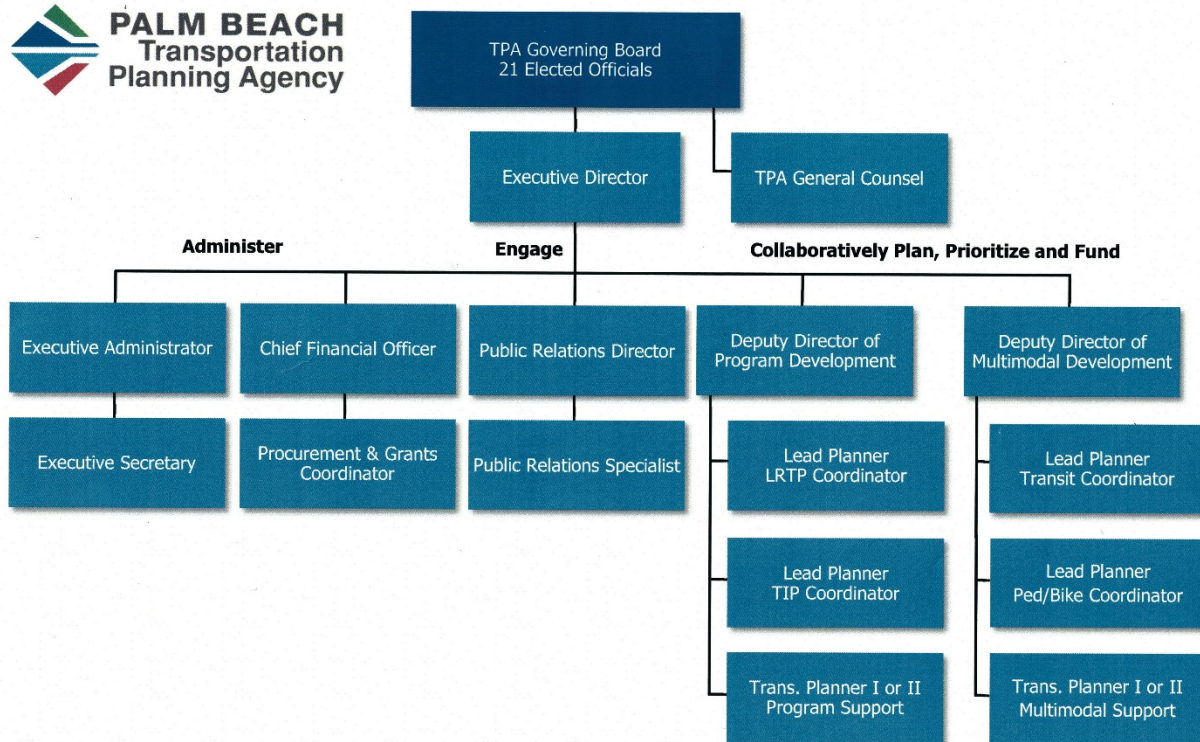
Goals

1. Engage the Public
2. Plan the System
3. Prioritize Funding
4. Implement Projects
5. Collaborate with Partners
6. Administer the 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 the Palm Beach County regional vision. Grounded in the present, the TPA Board annually adopts a funding program that prioritizes over \$600 million in federal, state, and local transportation dollars to implement its programs. ~~PBTPA~~ currently employs 15 FTYE's.

The TPA is committed to creating a transportation system for all users - one that offers multimodal solutions with safety ~~top of mind~~ ^{as a priority}. The TPA staff works with ~~our~~ ^{the Governing} Board and committees, community partners, residents, and other stakeholders 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. The Governing Board consists of twenty-one (21) locally elected officials: five (5) county commissioners, fifteen (15) elected officials from the County's thirteen largest municipalities and one (1) Port of Palm Beach commissioner. The Florida Department of Transportation (FDOT) District Secretary also serves as a non-voting advisory member. The Governing Board is committed to working collaboratively to plan and implement a regional cohesive transportation vision for all of Palm Beach County.

The TPA also has three advisory committees - the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and ~~Bicycle Trailways Pedestrian Advisory Committee (BTPAC)~~ ^{Vision Zero Advisory Committee (VZAC)}, 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.

~~Palm Beach~~ TPA Members:

- Palm Beach County (5 Governing Board Representatives from 7 Commissioners)
- City of Boca Raton (2 Governing Board Representatives)
- City of West Palm Beach (2 Governing Board Representatives)
- City of Belle Glade
- City of Boynton Beach
- City of Delray Beach
- City of Greenacres
- Town of Jupiter
- City of Lake Worth ~~Beach~~
- ~~City of Palm Beach Gardens~~
- ~~City of Palm Springs~~
- City of Riviera Beach
- Village of Royal Palm Beach
- Village of Wellington
- Port of Palm Beach
- Florida Department of Transportation (non-voting advisory member)

Note: Unless otherwise noted, each of the above TPA Board member agencies designate one Representative to serve on the Governing Board, plus a designated Alternate if desired.

~~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 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.

To view ~~PB~~TPA's adopted Strategic Plan and Unified Planning Work Program (UPWP) please visit <https://www.palmbeachtpa.org>.

Opportunities

- Current and anticipated rapid growth in Palm Beach County will continue to create significant challenges for the transportation system.
- ~~PB~~TPA is the lead agency responsible for achieving effective coordination and collaboration among multiple agencies including FDOT.
- ~~PB~~TPA will play a vital role in the anticipated upcoming election to renew the current transportation surtax ~~which is due to sunset in 2024 or sooner.~~ possible ballot initiative for a future transportation surtax
- TPA needs "shovel ready" projects which typically require three to five years to become ready.
- Recruitment and selection needed to fill currently vacant ~~PB~~TPA positions.

- ~~Potential collaboration with~~
- ~~The completion of Brightline - a privately run inter-city high speed rail line between Miami and West Palm Beach and soon to Orlando.~~
- ~~Lack of affordable (including workforce) housing and its impact on the County's transportation system as well as on PBTPA's ability to recruit and retain employees.~~
- Mobility vs transportation planning i.e., create innovative programs that entice people out of cars.
- ~~Current and anticipated rapid growth in Palm Beach County will continue to create significant challenges for the transportation system.~~

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 21-member Governing Board to coordinate 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 serves as the face of the TPA and assists the Governing Board in creating and then implementing policy decisions which affect the transportation community in Florida, through engaging partners, making presentations, and participating in a wide variety of public forums. He or she has direct oversight of the leadership team and the authority to hire, evaluate, promote, discipline, demote and/or terminate TPA employees. 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, including engaging the public, planning systems, prioritizing funding, implementing projects, collaborating with partners, and administering the agency.

This work is performed in a highly visible public arena, and it requires frequent evening and weekend work.

The Executive Director receives general oversight from the Governing Board. Self-direction and self-motivation are essential attributes for this position.

An Opportunity to Lead

Required leadership styles and attributes include:

- Ability to delegate tasks and set deadlines;
- A proven record of successfully managing a growing organization;
- Ability to create an inspiring team environment with an open communication culture;
- Ability to set clear team goals and empower staff to reach those goals;

- Skilled at recognizing high performance and rewarding accomplishments;
- excellent verbal and written communication skills;
- objectively providing and willingly accepting candid performance feedback.

Requirements include:

Seven (7) or more years of progressively responsible supervisory experience in a transportation planning organization combined with 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. MPO experience, a master’s degree and an AICP or P.E. are preferred ~~but not required~~. Must have or obtain a valid Florida driver's license.

Outstanding Candidates will possess the following Knowledge, Skills, and Abilities:

Knowledges

- ~~Federal transportation planning regulations.~~
- ~~Sales tax ballot tax initiatives~~
- State statutes related to transportation planning and programming.
- ~~Florida State or similar~~ ^{Governmental} budgeting and fiscal policy.
- Multimodal Transportation Systems
- ~~Local government comprehensive planning requirements relating to transportation.~~
- Knowledge and understanding of the ~~Florida State Legislature and Department of Transportation (or those of a comparable state)~~
- ~~Federal and state transportation planning process and programs.~~

Note: Combine bullets and move to top of list.

Skills

- Preparing and giving oral presentations.
- Must understand the political aspects of the job while remaining nonpolitical
- Public sector management including budgeting and finance, human resources ^{oversight of}

Abilities

- ~~To~~ build strong relationships with others in the transportation community, government, and interest groups.
- ~~To~~ anticipate needs of the membership and proactively initiate solutions while keeping the Governing Board informed.
- ~~To~~ manage, lead and supervise staff.
- ~~To~~ function as policy advisor on federal and statewide transportation planning activities.
- ~~To~~ responsibly manage multiple and diverse programs and planning activities with a variety of government and private agencies.
- ~~To~~ become ^{Awareness} ~~aware~~ of proposed legislation and rulemaking notices and understand their impacts on transportation. ^{and work with lobbyists towards the mission and vision of the TPA}
- ~~To~~ explain complex issues in “plain speak.”
- ~~To~~ lead, encourage and empower employees to achieve at their highest level.

Interpersonal Characteristics

- Strong, objective, consistent and fair leader who will stand firm when need be.
- Committed to providing the same quality and standard of service to all members.
- Works collaboratively with a wide diversity of stakeholders to facilitate issues, synthesize a viewpoint, propose practical solutions.
- Able to set goals, effectively lead others to accomplish goals and to create a positive and relevant public image for PBTPA
- Able to work as part of a team as a good listener, respecting varying points of view and opinions while building professional relationships with staff, colleagues, Board members, elected officials, community leaders, and citizens.
- Able to absorb information quickly and perform duties in a timely and accurate fashion.

Compensation

Salary

~~\$135,000 – \$238,000 Annually.~~ Competitive salary negotiable depending on qualifications.

Benefits

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

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

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

LEGISLATIVE PRIORITIES AND POLICY POSITIONS

The MPOAC supports State Legislation that:

- Supports an increase in transportation investment through dedicated and sustainable funding, including innovative financing options; encourages partnerships between public and private entities; and facilitates the expedited delivery of projects.
- Regulates distracted driving by prohibiting the handheld use of electronic wireless communication devices and other similar distracting devices while operating a motor vehicle on any roadway.
- Adds provisions to Florida's Sunshine Law to allow all government entities to hold virtual meetings during a declared emergency plus a period of 90 days past the declared emergency dates.
- Allows Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.
- Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).
- Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.
- Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.



605 Suwannee Street | MS 28B
Tallahassee, FL 32399-0450
(850) 414-4037
www.mpoac.org

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida's 27 MPOs, and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process. The organization is made up of a 27 member Governing Board consisting of local elected officials from each of the MPOs and a Staff Directors' Advisory Committee consisting of the staff directors from each of the MPOs. The MPOAC annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session. The MPOAC actively participates in the activities of the national Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington DC and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues.

THE MPOAC SUPPORTS STATE LEGISLATION THAT:

1. **Supports an increase in transportation investment through dedicated and sustainable funding, including innovative financing options; encourages partnerships between public and private entities; and facilitates the expedited delivery of projects.**

Key Recommendations:

- Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
- Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
- Identify potential revenue replacement sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.
- Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles, such as an electric vehicle registration fee.
- No reduction in local option transportation revenue sources.
- Use the existing MPO and local planning processes to select individual transportation projects rather than legislative appropriations (commonly referred to as earmarks). Ensure that all legislative appropriations that are passed come from non-transportation funding sources (i.e. general revenue funds).
- Fund the Transportation Regional Incentive Program (TRIP) at a predictable level of a minimum of \$250 Million per year.

2. **Regulates distracted driving by prohibiting the handheld use of electronic wireless communication devices and other similar distracting devices while operating a motor vehicle on any roadway.**

The 2018 Florida legislature enacted the "Wireless Communications While Driving" law that makes texting while driving a primary offense. One of the expressed concerns of opponents of this law is the potential for racial profiling during enforcement. This legislative proposal would increase roadway safety by prohibiting the handheld use of electronic wireless devices for any purpose, making enforcement easier and reducing the potential for racial profiling.

3. **Adds provisions to Florida's Sunshine Law to allow all government entities to hold virtual meetings during a declared emergency plus a period of 90 days past the declared emergency dates.**

The ability to hold virtual meetings during the COVID-19 pandemic, resulting from Executive Orders issued by the Governor, has been a significant benefit to government agencies and the people of Florida. This proposal would permit units of government to meet virtually, so long as there is an opportunity for the public to participate, upon the declaration of an emergency by the Governor of Florida or the federal government. Recognizing that some declared emergencies can take extended periods of time to recover, this legislative proposal would also include an additional 90 days for governments to repair damaged facilities used to hold meetings or to hold meetings that have already been advertised as being virtual.

4. **Allows Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.**

Current state law does not permit SIS funds to be spent on roads, transit, or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. Additionally, the newly created Federal Transportation Performance Measures (TPM) apply to a larger network than just the Strategic Intermodal System. Therefore, it is appropriate to direct SIS funding to transit and roadway projects that relieve the SIS.

5. **Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).**

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida's metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.

Additionally, state law should be changed to:

- Make FDOT and Transportation Disadvantaged Trust Fund (TDTF) grants more flexible:
 - Extend TDTF grants for each county to the next year,
 - Allow TDTF funds to be used for meal, grocery, and prescription deliveries, and
 - Allow other FDOT grants to be used on transit improvement and operating funds.

6. **Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.**

The United States Department of Transportation (USDOT) provides funding to Metropolitan Planning Organizations (MPOs) to carry out their federally required duties. Those federal funds are given to states who in turn distribute them to MPOs based upon a formula agreed upon by the Florida Department of Transportation (FDOT) and the Florida MPOs and then approved by the Federal Highway Administration (FHWA). The Florida Department of Financial Services (DFS) has determined that the expenditure of federal funds by MPOs shall be subject to all state requirements, laws and regulations even where such laws conflict with federal laws, regulations and requirements. This limits the ability of the Florida MPOs to use federal funds for their intended purpose and impinges on their ability to carry out their responsibilities as outlined in federal rule. This proposal would clarify that federal monies passed through the State of Florida to MPOs and the Florida MPO Advisory Council (MPOAC) shall not be regarded as state funds for purposes of expenditure.

7. **Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.**

Transportation technologies have undergone a revolutionary leap forward over the past several years. A variety of transportation technologies are under development including autonomous vehicles and the hyperloop. It is the responsibility of the Florida legislature to ensure that state laws and funding mechanisms support the development and implementation of these technological advances in the way people and freight will move in and between our metropolitan areas. At the same time, it is incumbent upon the Florida legislature to ensure that the health and welfare of Florida's citizens and visitors are protected from possible harm presented by these new technologies, including the malicious and intentional interference of the proper functioning of transportation vehicles and systems. This proposal supports legislative efforts to implement innovative mobility solutions and policies while protecting the health and welfare of Florida's citizens and visitors.

Florida Metropolitan Planning Organization Advisory Council

MPOAC

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Jeff Kramer, Interim MPOAC Executive Director

The Palm Beach TPA collaboratively plans, prioritizes, and funds the transportation system of Palm Beach County and supports the following actions consistent with its vision.

SAFE

1. Change state and/or federal law to:
 - a. Regulate distracted driving¹ and failure to obey crossing guards as primary offenses,
 - b. Allow automated speed enforcement/citations²,
 - c. Require helmets for all bicyclists³, scooters and motorcyclists⁴, and
 - d. Mandate adaptive cruise control, lane assistance, and collision avoidance systems on new vehicles⁵.
2. Enhance education to include:
 - a. Annual pedestrian and bicycle safety curriculum in Elementary and Middle Schools⁶,
 - b. Driver education⁷ curriculum in High School, and
 - c. Knowledge of pedestrian, bicycle, and motorcycle laws to obtain a driver's license⁸ and to renew it every 5 years, and
 - d. Roadway safety information distributed to rental car companies for customers.
3. Revise state and local roadway design standards based on context classification, including setting a target speed based on context instead of existing speeds⁹ and establishing context-based criteria for installation of vehicle or pedestrian crossing treatments at mid-block and unsignalized locations.

EFFICIENT

4. Provide funding to advance autonomous¹⁰, connected, and electric vehicles¹¹ and infrastructure.
5. Allow MPOs within large, urbanized areas to directly receive federal transportation funds or to swap federal and state funds to maximize efficient delivery of transportation projects on local facilities¹².

CONNECTED

6. Promote complementary land use patterns¹³ to improve transportation efficiency and access along existing and future high-capacity transit routes.
7. Use existing maintenance funding and pursue additional funding to reconstruct roadways with enhanced pedestrian, bicycle, and transit facilities, especially near high-capacity transit hubs¹⁴.

MULTIMODAL

8. Advance a regionally connected, high-capacity and efficient transit system to support anticipated growth and long-term mobility¹⁵.
9. Increase flexibility within existing state transportation programs to allow the funding of efficient and high-capacity transit investments and supporting infrastructure¹⁶.
10. Allow Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.
11. Seek additional funding sources at all levels to build, operate, and maintain efficient and high-capacity transit¹⁷.



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- ¹³ Southeast Florida Transportation Council 2045 Regional Transportation Policies. movefloridaforward.org.
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Section 3. Technical Advisory Committee (TAC)

3.1 Role and Function

Pursuant to Section 339.175(6)(d), F.S., the TAC provides technical review, comments and recommendations regarding items to be considered by the TPA Governing Board, including transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC addresses other matters and concerns when directed by the TPA Governing Board. It shall be the function of the TAC to provide technical review and make recommendations to the TPA Governing Board regarding:

- Long Range Transportation Plans (LRTP) goals, objectives, performance measures, targets and desired and cost feasible projects and programs;
- Priority Project Lists, Transportation Improvement Programs (TIP), and Unified Planning Work Programs (UPWP);
- Objective Scoring system used to rank project applications submitted for funding through the annual Local Initiatives (LI) Program and State Road Modifications Program (SRM);
- Other TPA-led transportation plans, studies and reports;
- Transportation plans, studies, reports, and project designs presented to the TPA by partner agencies (FDOT, PBC Engineering, Municipalities, SFRTA, Palm Tran, Seaport, Airport, etc.);
- Regional transportation plans, studies, reports, and projects; and
- Proposed TPA policy or position statements.

3.2 Membership

- A. Number of TAC Members - The number of TAC Members shall be as determined by the TPA Governing Board. An agency seeking membership on the TAC shall submit a written request to the TPA for consideration and approval by the TPA Governing Board. The TPA Governing Board has final approval of membership in accordance with Section 339.175(6)(d), F.S. If FDOT seeks membership on the TAC, their Representative and Alternate would serve as a non-voting adviser.
- B. TAC Representatives - Each TAC Member shall nominate a TAC Representative by submitting a written nomination and a description of the individual's credentials to the TPA for consideration and approval by the TPA Governing Board. No advisory committee Representative may serve on more than one advisory committee to the TPA Governing Board at any time. The membership of the technical advisory committee must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO or the superintendent's designee; and other appropriate representatives of affected local governments.
- C. TAC Alternates - Each TAC Member may nominate a TAC Alternate(s) by submitting a written nomination and a description of the individual's credentials to the TPA for consideration and

approval by the TPA Governing Board. The Alternate must meet the same qualifications as a TAC Representative. A TAC Alternate may serve as a TAC Representative for the TAC Member during any meeting, or portion of a meeting, where that TAC Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the TPA Governing Board at any time.

- D. Term Limits for TAC Representatives and Alternates - TAC Representatives and Alternates shall serve at the pleasure of the TPA Governing Board for a three (3) year term. TAC Representatives and TAC Alternates may be reappointed by the TPA Governing Board and are not required to submit an updated letter of request or credentials.

3.3 Officers

- A. Officers - The officers of the TAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Terms of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside TAC meetings and sign official documents for the TAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

3.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Wednesday of each month, except as noted on the meeting calendar published to the public on the TPA website. A quorum is required to vote on issues for recommendation to the TPA Board. If a quorum cannot be established, action items on the agenda will receive a consensus which will be forwarded to the TPA Board. The TPA Executive Director may cancel regular meetings should there be insufficient business on the TAC agenda or an anticipated lack of quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) days of notice given prior to the meeting. Whenever possible, at least seven (7) days of notice shall be given prior to the meeting.
- C. Attendance - Each TAC Representative shall be expected to attend each regular meeting. It shall be the obligation of a TAC Representative to provide reasonable notice to the TAC Alternate when the TAC Representative will not be attending a meeting, and to provide at least 24-hours advance notice to the TPA when neither a TAC Representative nor TAC Alternate will be attending a meeting. An absence without advance notice and without having a TAC Alternate in attendance will be considered unexcused.

TAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, TAC Members that do not have a TAC Representative or TAC Alternate for three (3) consecutive meetings will be presented to the TPA Board for consideration and removal from the committee.

- D. Agenda - The TPA staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a TAC meeting shall be published for the public on the TPA website at least seven (7) days prior to the meeting, or as early as practicable. When good cause is shown in the judgment of the TAC, at the request of a TAC Representative, TAC Alternate, or the TPA Executive Director, an additional item(s) may be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the TAC Representatives/Alternates voting at the meeting, provided that consideration of such item(s) is consistent with the TPA's Public Participation Plan noticing requirements.

TAC Representatives wishing to add an agenda item or organizations wishing to make a presentation to the TAC, must contact the TPA Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any TAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. At any given meeting, if a TAC Representative(s) is absent, the TAC Alternate(s), may vote in place of the absent Representative(s).

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each TAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a TAC Representative, or the TPA Executive Director. A tie vote shall be interpreted as a failure to approve the motion made.

Any TAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting, unless the action for which the vote was taken has been executed by the next regularly scheduled meeting and cannot be undone. A TAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The TPA Executive Director shall endeavor to provide notice of the request to the TAC Members prior to the meeting. Any TAC Representative who was not in attendance at the meeting at which the vote was taken shall be deemed to be on the prevailing side, unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by unanimous consent of those voting TAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

TAC Representatives/Alternates may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Section 112.3143, F.S. or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a TAC Representative/Alternate is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item.

The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the TPA secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All TAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the TPA Executive Director, or the Executive Director's designee, prior to the commencement of, or during, the meeting. Members of the public may speak on agenda items following presentation of the item to the TAC by providing a Speaker Card to the TPA Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes unless the Chair authorizes an extension of time.
- G. Florida's Open Meetings Law - Every TAC Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the TAC for action with other TAC Representatives outside of a noticed meeting.

Section 4. Citizen's Advisory Committee (CAC)

4.1 Role and Function

Pursuant to Section 339.175(6)(e), F.S., the CAC reviews and makes recommendations regarding items to be considered by the TPA Governing Board with respect to the concerns of the various segments of the community regarding their transportation needs. It shall be the function of the CAC to provide citizen's review and make recommendations to the TPA Governing Board regarding:

- Public Participation Plan (PPP) development, implementation and modification;
- Policies and/or Projects contained within the TPA's Long Range Transportation Plans (LRTP), Priority Project Lists, Transportation Improvement Programs (TIP), and Unified Planning Work Programs (UPWP);
- Other TPA-led transportation plans, studies and reports;
- Transportation plans, studies, reports, and project designs presented to the TPA by partner agencies (FDOT, PBC Engineering, Municipalities, SFRTA, Palm Tran, Seaport, Airport, etc.);
- Regional transportation plans, studies, reports, and projects; and
- Proposed TPA policy or position statements.

4.2 Membership

- A. Number of CAC Members - The CAC is comprised of up to twenty-one (21), and no less than eleven (11) CAC Members, representing a diverse segment of Palm Beach County's citizenry.

CAC Members - Each TPA Governing Board Member may nominate one CAC Member via submittal of a written request to the TPA along with a concise summary of the nominee's credentials for consideration and approval by the TPA Governing Board. When nominating CAC Members, TPA Governing Board members shall ensure adequate representation for minorities, the elderly and the handicapped in accordance with F.S. 339.175, Section (6)(e)1. Additionally, TPA Governing

Board member nominations shall promote representation for environmental issues, business interests, the construction and development industry, the freight and goods movements industry, and private transportation providers as well as the general public. All CAC Members shall be residents and electors of Palm Beach County. A CAC Member cannot be an elected official or directly employed by an elected official. No advisory committee member may serve on more than one advisory committee to the TPA Governing Board at any time. The TPA Governing Board shall have the authority to grant waivers to the CAC membership requirements.

- B. Term Limits for CAC Members - CAC Members shall serve at the pleasure of the TPA Governing Board for a three (3) year term. CAC Members may be reappointed by the TPA Governing Board.

4.3 Officers

- A. Officers - The officers of the CAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Terms of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside at CAC meetings and sign official documents for the CAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Members present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

4.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Wednesday of each month, except as noted on the meeting calendar published to the public on the TPA website. A quorum is required to vote on issues for recommendation to the TPA Board. If a quorum cannot be established, action items on the agenda will receive a consensus, which will be forwarded to the TPA Board. The TPA Executive Director may cancel regular meetings should there be insufficient business on the CAC agenda or a lack of anticipated quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.
- C. Attendance - Each CAC Member shall be expected to attend each regular meeting. It shall be the obligation of the CAC Member to provide at least 24-hours advance notice to the TPA when the Member will not be attending a meeting. An absence without advance notice will be considered unexcused.

CAC Members are expected to attend scheduled meetings on a regular basis. CAC Members shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings.

Additionally, when a CAC Member does not attend three (3) consecutive meetings for any reason, the TPA will send a letter to the CAC Member indicating the number of absences and requesting reaffirmation of the CAC Member's intent to serve on the committee.

- D. Agenda - The TPA staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a CAC meeting shall be published for the public on the TPA website at least seven (7) days prior to the meeting, or as early as practicable. When good cause is shown in the judgment of the CAC a CAC Member, or the TPA Executive Director, may propose an additional item(s) be added to the agenda prior to adoption of the agenda for a given meeting. Additional of an item to the agenda is, subject to approval by a majority of the Members voting at the meeting; provided that consideration of such item(s) is consistent with the TPA's Public Involvement Plan noticing requirements.

CAC Members wishing to add an agenda item or organizations wishing to make a presentation to the CAC must contact the TPA Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any CAC Member may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda.

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each Member. A Roll Call vote shall be held upon the request of the Chair, a CAC Member, or the TPA Executive Director. A tie vote shall be interpreted as a failure to pass.

Any CAC Member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A CAC Member desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The TPA Executive Director shall endeavor to provide notice of the request to the CAC Members prior to the meeting. Any CAC Member who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those voting Members present at the meeting. Proxy and absentee voting are not permitted.

CAC Members may not abstain from voting, unless the Member has a voting conflict of interest as defined by Section 112.3143, F.S., or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a CAC Member is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item. The member must then submit a completed Florida Commission on Ethics - Form 8B to the TPA secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All CAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the TPA Executive Director, or the Executive Director's designee, prior to the commencement of, or during, the meeting. Members of the public may

speaking on agenda items following presentation of the item to the CAC by providing a Speaker Card to the TPA Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes unless the Chair authorizes an extension of time.

- G. Florida's Open Meetings Law - Every CAC Member shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the CAC for action with other CAC Members outside of a noticed meeting.

Section 5. Vision Zero Advisory Committee (VZAC)

5.1 Role and Function

The VZAC serves in an advisory capacity to the TPA Governing Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety, and to address other matters and concerns when directed by the TPA. It shall be the function of the VZAC to review and make recommendations to the TPA Governing Board regarding the non-motorized elements of:

- Objective Scoring system used to rank project applications submitted for funding through the annual Transportation Alternatives Program and project rankings (including review, evaluation, and ranking);
- The TPA's Long Range Transportation Plans (LRTP), Priority Project Lists, Transportation Improvement Programs (TIP), and Unified Planning Work Programs (UPWP);
- Other TPA-led transportation plans, studies and reports;
- Transportation plans, studies, reports, and project designs presented to the TPA by partner agencies (FDOT, PBC Engineering, Municipalities, SFRTA, Palm Tran, Seaport, Airport, etc.);
- Regional transportation plans, studies, reports, and projects; and
- Other items of interest as determined by the TPA or the VZAC.

5.2 Membership

- A. Number of VZAC Members - The number VZAC Members for the TPA shall be as determined by the TPA Governing Board. An agency seeking membership on the VZAC shall submit a written request to the TPA for consideration and approval by the TPA Governing Board. The TPA Governing Board has final approval of membership. If FDOT seeks membership on the VZAC their Representative and Alternate would serve as a non-voting advisor. The membership of the VZAC shall include representatives of local governments, law enforcement and fire rescues services, school district, health department, active transportation advocacy groups, and other entities as deemed appropriate by the TPA Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety.
- B. VZAC Representatives - Each VZAC Member shall nominate a VZAC Representative by submitting a written nomination and a description of the individual's credentials to the TPA for consideration and approval by the TPA Governing Board. No advisory committee Representative may serve on more than one advisory committee to the TPA Governing Board at any time.

- C. VZAC Alternates - Each VZAC Member may nominate a VZAC Alternate(s) with a description of the individual's credentials and submit the nomination in writing to the TPA for consideration and approval by the TPA Governing Board. The VZAC Alternate must meet the same qualifications as a VZAC Representative. A VZAC Alternate may serve as a VZAC Representative for the VZAC Member during any meeting, or portion of a meeting, where that VZAC Member's Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the TPA Governing Board at any time.
- D. Term Limits for VZAC Representatives and Alternates - VZAC Representatives and VZAC Alternates shall serve at the pleasure of the TPA Governing Board for a three (3) year term. VZAC Representatives and Alternates may be reappointed by the TPA Governing Board and are not required to submit an updated letter of request or credentials.

5.3 Officers

- A. Officers - The officers of the VZAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Term of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside at VZAC meetings and sign official documents for the VZAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Members present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

5.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Thursday of each month, except as noted on the meeting calendar published to the public on the TPA website. A quorum is required to vote on issues for recommendation to the TPA Board. If a quorum cannot be established, action items on the agenda will receive a consensus, which will be forwarded to the TPA Board. The TPA Executive Director may cancel regular meetings should there be insufficient business on the VZAC agenda or a lack of anticipated quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.
- C. Attendance - Each VZAC Representative shall be expected to attend each regular meeting. It shall be the obligation of a VZAC Representative to provide reasonable notice to the VZAC Alternate when the VZAC Representative will not be attending a meeting, and to provide at least 24-hours advance notice to the TPA when neither a Representative nor Alternate will be attending a

meeting. An absence without advance notice and without having an Alternate in attendance will be considered unexcused.

VZAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, VZAC Members that do not have a VZAC Representative or VZAC Alternate for three (3) consecutive meetings will be presented to the TPA Board for consideration and removal from the committee.

- D. Agenda - The TPA staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a VZAC meeting shall be published for the public on the TPA website at least seven (7) days prior to the meeting or as early as practicable. When good cause is shown in the judgment of the VZAC, at the request of a VZAC Representative, Alternate, or the TPA Executive Director, an additional item(s) may be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the VZAC Representatives/Alternates voting at the meeting; provided, that consideration of such item(s) is consistent with the TPA's Public Participation Plan noticing requirements.

VZAC Representatives wishing to add an agenda item or organizations wishing to make a presentation to the VZAC must contact the TPA Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any VZAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. At any given meeting, if a VZAC Representative(s) is absent, the VZAC Alternate(s), may vote in place of the absent Representative(s).

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each VZAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a VZAC Representative, or the TPA Executive Director. A tie vote shall be interpreted as a failure to approve the motion made.

Any VZAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been executed by the next regularly scheduled meeting and cannot be undone. A VZAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The TPA Executive Director shall endeavor to provide notice of the request to the VZAC Members prior to the meeting. Any VZAC Representative who was not in attendance at the meeting at which the vote was taken shall be deemed to be on the prevailing side, unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by unanimous consent of those voting VZAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

VZAC Representatives/Alternates may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Section 112.3143, F.S., or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a VZAC Representative/Alternate is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item. The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the TPA secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All VZAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the TPA Executive Director, or the Director's designee, prior to the commencement of, or during the meeting. Members of the public may speak on agenda items following presentation of the item to the VZAC by providing a Speaker Card to the TPA Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes, unless the Chair authorizes an extension of time.
- G. Florida's Open Meetings Law - Every VZAC Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the VZAC for action with other VZAC Representatives outside of a noticed meeting.