



## TPA GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, May 19, 2022**  
TIME: **9:00 a.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 4.

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

- Via Zoom app using Webinar ID: 822-0892-0019 and Password: 059108
- Via web browser at [PalmBeachTPA.org/19MAY2022](https://PalmBeachTPA.org/19MAY2022)
- 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. Invocation and Pledge of Allegiance
- C. Modifications to the Agenda
- D. General Public Comments

Members of the public are invited to offer general comments unrelated to agenda items at this time. Public comments related to agenda items will be heard following staff presentation of the item. Comments may be submitted in the following ways:

- A written comment may be submitted at [PalmBeachTPA.org/comment](https://PalmBeachTPA.org/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 and/or written 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 Consent Agenda Items

1. Meeting Minutes for April 21, 2022
2. Receive and file TPA Executive Committee Meeting Minutes for April 12, 2022
3. Creation of a new Technical Advisory Committee (TAC) Member for the City of Westlake. The request letter is attached.
4. Appointments to TPA Advisory Committees through May 2025
  - a. John O'Connor as Representative and Greg Langowski as Alternate for the City of Westlake on the TAC. A summary of qualifications is attached.
  - b. Caryn Gardner-Young as Alternate for the City of Greenacres on the TAC. A summary of qualifications is attached.
  - c. Sammie Brown as a Citizen's Advisory Committee (CAC) Member as nominated by Riviera Beach Councilwoman Lanier. A summary of qualifications is attached.
  - d. Varisa Dass as a CAC Member as nominated by Port of Palm Beach Commissioner Waldron. A summary of qualifications is attached.
  - e. Christian Santa-Gonzalez as Representative and Kyle Burg as Alternate for the Village of Wellington on the Vision Zero Advisory Committee (VZAC). A summary of qualifications is attached.
5. Approval of TPA Agreement 2022-01 for a two-year extension of Legal Services with Weiss, Serota, Helfman, Cole & Bierman, P.L. The attached agreement will terminate June 30, 2024.
6. Adoption of the attached resolution to approve the TPA to reimburse travel expenses for up to ten (10) participants to attend a peer exchange on September 29-30 in Austin, TX to learn about their enhanced transit plans. The draft agenda is attached.
7. Adoption of the attached resolution amending the TPA Operating Procedures with minor modifications to each committee's charge and the process for which committee recommendations are brought before the Board. These changes were unanimously approved by the Executive Committee.
8. Approval of TPA Interim Executive Director Timesheets for the period of March 12 to May 6, 2022.

**2. ACTION ITEMS**

A. MOTION TO ADOPT a Resolution Approving the Fiscal Year (FY) 2023-2024 Unified Planning Work Program (UPWP)

TPA staff will present the attached final draft FY 2023-2024 UPWP, the 2-year business plan and budget for the agency covering a period of July 1, 2022 to June 30, 2024. The UPWP serves as the TPA's application for federal planning funds and includes a description of the planning work, deliverables, timeframes, and source and amount of funding requested. The draft resolution is attached.

TAC/CAC/VZAC: Recommended approval unanimously

B. MOTION TO ADOPT a Resolution Endorsing the 2022 Florida Metropolitan Planning Organization Advisory Council (MPOAC) Legislative Priorities and Policy Positions

TPA staff will present the attached 2022 Florida MPOAC adopted Legislative Priorities and Policy Positions and the draft TPA Legislative Priorities and Policy Positions. The Executive Committee unanimously recommended participating in the MPOAC process rather than

adopting its own positions until there are specific issues unique to the TPA to advance at the state and federal levels. The draft resolution is attached.

C. MOTION TO APPROVE TPA Staff to draft a Resolution

During the TAC meeting on May 4, 2022, the committee made a motion requesting the TPA Board make a resolution to the Palm Beach County Board of County Commissioners to authorize a countywide referendum to create a dedicated source of operating funding to support the 561 Plan with specific emphasis on the northern extension of Tri-Rail (FM# 4170317).

The motion passed 18-4 with the representatives from Palm Beach County Planning and Engineering, the City of Riviera Beach, the City of Boca Raton – Traffic dissenting.

This is a TPA priority project in the Transportation Improvement Program (TIP) with funding for Project Development and Environment (PD&E) Study for Tri-Rail to extend commuter rail service from West Palm Beach to Jupiter onto the Florida East Coast Railway (FEC) corridor via the Northwood Crossover and construct 5 new stations – 45th St, 13th St, Park Ave, PGA Blvd, and Toney Penna Dr). The PDE for this project continues to be delayed until 1) funding is secured to construct, operate, and maintain the service and 2) an access fee and easement are granted by the FEC to construct and operate the proposed project within their private right-of-way.

TPA staff is requesting Board member feedback on this request and will provide a resolution based on direction for adoption during the June meeting. There is no backup for this item.

**3. INFORMATION ITEMS**

A. Draft FY 23-27 TIP

The TIP is the five-year funding program for transportation projects in Palm Beach County. This program was developed in collaboration with the Florida Department of Transportation (FDOT) and various local agencies and includes transportation projects funded by federal, state, and local sources for all modes of transportation. The program reflects revenue expectations for the next five fiscal years and shows phases and funding sources by year for each project. The full TIP document and appendices can be viewed at [PalmBeachTPA.org/TIP](http://PalmBeachTPA.org/TIP). The draft FY 23-27 TIP Executive Summary is attached.

B. Palm Beach County Traffic Signalization Technology

Palm Beach County Engineering staff will present on the traffic signal technology currently being utilized, and the technology soon to be implemented and explored to improve transportation efficiency and safety. There is no backup for this item.

C. Partner Agency Updates

Agency staff from Palm Tran, SFRTA/Tri-Rail, FDOT and/or Palm Beach County Engineering may provide brief updates on items relevant to the TPA.

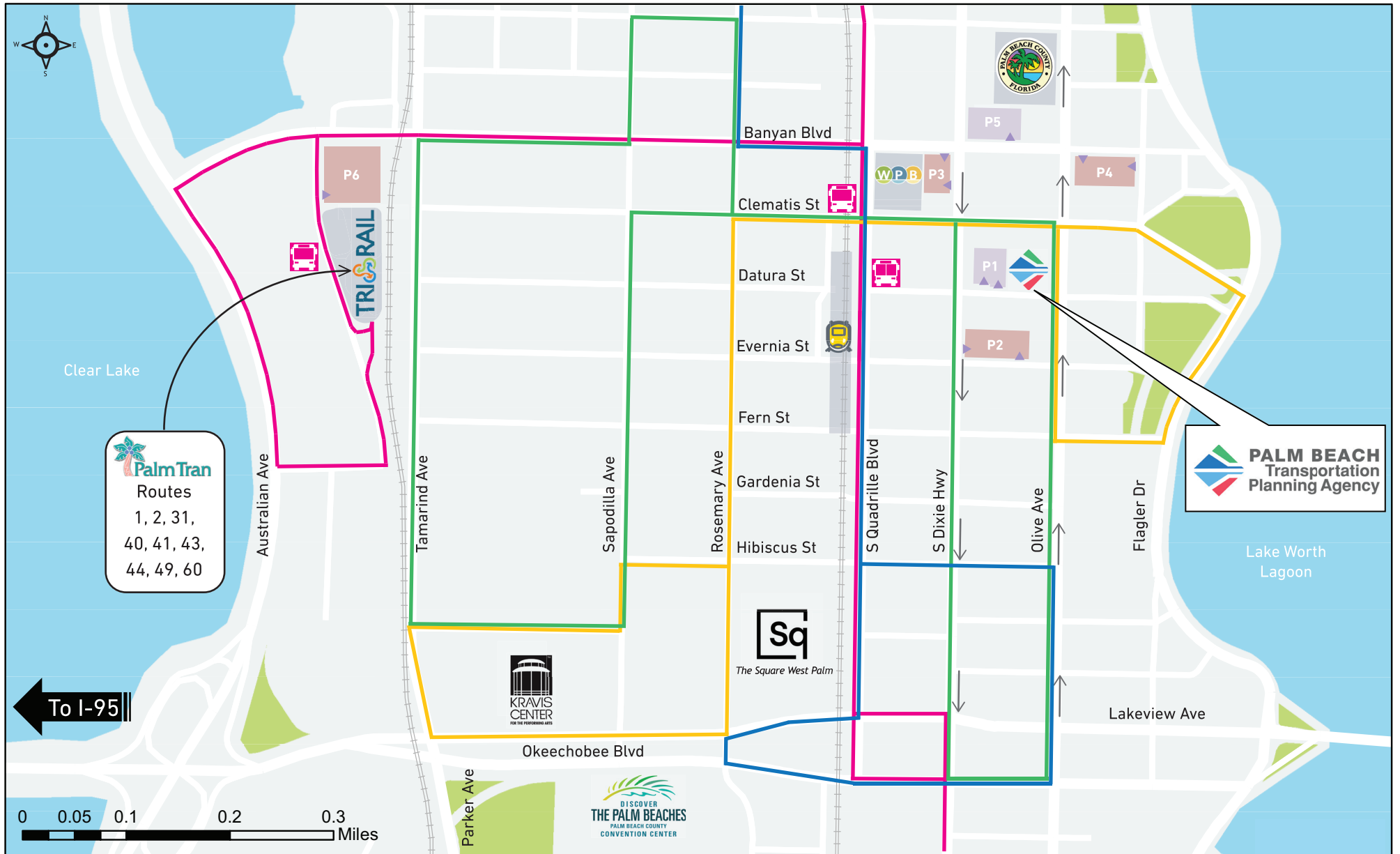
**4. ADMINISTRATIVE ITEMS**

A. Routine TPA Reports

1. Public Involvement Activity Reports – April 2022
2. FDOT Scheduling Report – May 2022

B. Next Meeting – **June 16, 2022**

C. Adjournment



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

**PALM BEACH**  
Transportation  
Planning Agency

**To I-95**

0 0.05 0.1 0.2 0.3 Miles

TPA Office Location

Public Parking

Private Parking

\*Metered on-street parking available citywide (free with Handicap placard up to 4 hours)

**Palm Tran**  
PalmTran.org

Palm Tran Bus Stop

Palm Tran Route 1

**W.P.B.**  
WEST PALM BEACH  
DowntownWPB.com

Yellow Trolley

Green Trolley

Blue Trolley

**TRI&RAIL**  
Tri-Rail.com

**brightline**

GoBrightline.com  
Brightline Station

**CIRCUIT**

Free on-demand rides around  
West Palm Beach & Palm Beach  
7 days a week. Download the  
app to ride.

Download on the  
App Store

GET IT ON  
Google Play



**CHAIR**

**Robert S. Weinroth, Mayor**  
Palm Beach County – District 4

**Steve B. Wilson, Mayor**  
City of Belle Glade  
*Alternate:* Michael C. Martin, Commissioner

**Yvette Drucker, Council Member**  
City of Boca Raton

**Andy Thomson, Council Member**  
City of Boca Raton

*Boca Raton Alternates:*  
Scott Singer, Mayor  
Andrea Levine O'Rourke, Deputy Mayor  
Monica Mayotte, Council Member

**Angela Cruz, Vice Mayor**  
City of Boynton Beach  
*Alternate:* Woodrow L. Hay, Commissioner

**Shelly Petrolia, Mayor**  
City of Delray Beach  
*Alternate:* Juli Casale, Deputy Vice-Mayor

**Joel Flores, Mayor**  
City of Greenacres  
*Alternate:* Paula Bousquet, Councilwoman

**Jim Kuretski, Mayor**  
Town of Jupiter  
*Alternate:* Cameron May, Vice Mayor

**Reinaldo Diaz, Commissioner**  
City of Lake Worth Beach  
*Alternate:* Christopher McVoy, Vice Mayor

**Joni Brinkman, Mayor Pro Tem**  
Village of Palm Springs  
*Alternate:* Doug Gunther, Vice Mayor

**Katherine Waldron, Commissioner**  
Port of Palm Beach

**VICE CHAIR**

**Chelsea S. Reed, Mayor**  
City of Palm Beach Gardens  
*Alternate:* Marcie Tinsley, Councilmember

**Melissa McKinlay, Commissioner**  
Palm Beach County – District 6

**Maria Marino, Commissioner**  
Palm Beach County – District 1

**Maria Sachs, Commissioner**  
Palm Beach County – District 5

**Gregg K. Weiss, Vice Mayor**  
Palm Beach County – District 2

*Palm Beach County Alternates:*  
Mack Bernard, Commissioner  
Dave Kerner, Commissioner

**Shirley Lanier, Councilwoman**  
City of Riviera Beach  
*Alternate:* Tradrick McCoy, Councilman

**Fred Pinto, Mayor**  
Village of Royal Palm Beach  
*Alternate:* Jeff Hmara, Councilman

**Michael J. Napoleone, Councilman**  
Village of Wellington  
*Alternate:* John T. McGovern, Vice Mayor

**Christy Fox, Commissioner**  
City of West Palm Beach

**Joseph A. Peduzzi, Commissioner**  
City of West Palm Beach

*West Palm Beach Alternates:*  
Christina Lambert, Commissioner  
Shalonda Warren, Commissioner

**Gerry O'Reilly, District 4 Secretary**  
Florida Department of Transportation  
Non-Voting Advisory Member

**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)  
GOVERNING BOARD**

**April 21, 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 recordings are available for review at  
[www.PalmBeachTPA.org/Board](http://www.PalmBeachTPA.org/Board)*

**1. REGULAR ITEMS**

**1.A. Call to Order, Invocation, and Pledge of Allegiance**

CHAIR WEINROTH called the meeting to order at 9:02 a.m. and Mayor Wilson led the invocation.

**1.B. Roll Call**

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

Member	Attendance	Member	Attendance	Member	Attendance
Wilson	P	Diaz	P	Lanier	A
Mayotte (Alt for Drucker)	P	Brinkman	P	Pinto	P
O'Rourke (Alt for Thomson)	P	Waldron	P	Napoleone	P
Cruz	A	McKinlay	P	Lambert	P
Petrolia	P	Marino	P	Peduzzi	P
Flores	P	Sachs	P	Reed	P
Kuretski	P	Weiss	P	Weinroth	P

P = Present A = Absent

**1.C. Modifications to the Agenda**

The Recording Secretary stated Councilwoman Lanier is under the weather and requested permission to participate remotely. There were no objections to the virtual participation and the Councilwoman was permitted to join the meeting.

**MOTION to Approve Modifications to the Agenda made by Vice Mayor Weiss, seconded by Mayor Pinto, and carried unanimously 19-0 as depicted in the table below.**

Member	Vote	Member	Vote	Member	Vote
Wilson	Y	Diaz	Y	Lanier	A
Mayotte (Alt for Drucker)	Y	Brinkman	Y	Pinto	Y
O'Rourke (Alt for Thomson)	Y	Waldron	Y	Napoleone	Y
Cruz	A	McKinlay	Y	Lambert	Y
Petrolia	Y	Marino	Y	Peduzzi	Y
Flores	Y	Sachs	Y	Reed	Y
Kuretski	Y	Weiss	Y	Weinroth	Y

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

**1.D. General Public Comments**

There were no general public comments received.

**1.E. Comments from the Chair and Member Comments**

CHAIR WEINROTH welcomed the newest members to the meeting and highlighted his conversation with Steve Ross and West Palm Beach Mayor James regarding the potential of a tunnel along Okeechobee Boulevard from the CSX tracks to the FEC tracks. He noted he requested the TPA Interim Executive Director to investigate funding opportunities related to this initiative.

**1.F. Interim Executive Director's Report**

VALERIE NEILSON, TPA Interim Executive Director, reviewed the Report that can be viewed at [PalmBeachTPA.org/Board](http://PalmBeachTPA.org/Board).

There were no public comments on this item.

MAYOR KURETSKI expressed his appreciation being back on the Board and the collaboration with Vision Zero initiatives and the State Road (SR) 80 lighting project that is moving forward.

VICE MAYOR WEISS inquired on the meeting time for the Okeechobee Boulevard & SR 7 Multimodal Corridor Study Workshop and what public involvement opportunities have been provided for this effort to allow for the public that lives/works along the corridor to participate. He also requested an update on a previous request for an update on traffic signalization technologies.

COMMISSIONER DIAZ inquired if the SR 80 project had any dark sky designation or qualifications being considered.

JOHN KRANE, Florida Department of Transportation (FDOT) District 4 Planning Environmental Administrator, stated the SR 80 project was being permitted through Florida Fish and Wildlife and the environmental unit would be coordinating the terms of the project to ensure it is environmentally sensitive to local wildlife.

MAYOR WILSON expressed appreciation on behalf of the Glades community for the SR 80 lighting project moving forward.

COMMISSIONER MCKINLAY expressed her appreciation to FDOT in their coordination of the SR 80 lighting project and other initiatives in the Glades region to improve the quality of the roadway network.

**1.G. APPROVED: Consent Agenda Items**

1. Meeting Minutes for March 17, 2022
2. Receive and file TPA Executive Committee Meeting Minutes for December 6, 2021
3. Receive and file TPA Executive Committee Meeting Minutes for March 28, 2022
4. Creation of a new Technical Advisory Committee (TAC) Member for the Town of Lake Park.
5. Creation of a new Vision Zero Advisory Committee (VZAC) Member for the Lake Worth Beach Community Redevelopment Agency (CRA).
6. Appointments to TPA Advisory Committees through April 2025
  - a. Roberto Travieso as Representative for the Town of Lake Park on the TAC.
  - b. Joan Oliva as the Representative and Chris Dabros as the Alternate for the Lake Worth Beach CRA on the VZAC.
  - c. Bruce Guyton as Alternate for Palm Tran on the VZAC.

7. Approval of a resolution recommending to the Florida Commission for the Transportation Disadvantaged (CTD) that the Palm Beach County Board of County Commissioners (BCC) continue as the designated Community Transportation Coordinator (CTC) for Palm Beach County.

There were no public comments or Board member discussion on this item.

**MOTION to Approve the Consent Agenda made by Mayor Flores, seconded by Commissioner Marino, and carried unanimously 20-0 as depicted in the table below.**

Member	Vote	Member	Vote	Member	Vote
Wilson	Y	Diaz	Y	Lanier	Y
Mayotte (Alt for Drucker)	Y	Brinkman	Y	Pinto	Y
O'Rourke (Alt for Thomson)	Y	Waldron	Y	Napoleone	Y
Cruz	A	McKinlay	Y	Lambert	Y
Petrolia	Y	Marino	Y	Peduzzi	Y
Flores	Y	Sachs	Y	Reed	Y
Kuretski	Y	Weiss	Y	Weinroth	Y

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

**2. ACTION ITEMS**

There were no action items on this agenda.

**3. INFORMATION ITEMS**

**3.A. DISCUSSED: Brightline Update**

ALI SOULE, Brightline VP of Community Relations, provided a PowerPoint presentation that can be viewed at [PalmBeachTPA.org/Board](http://PalmBeachTPA.org/Board). Ali reviewed Brightline’s major milestones, station details, Brightline+, Phase 2 updates, upcoming work in Palm Beach County, as well as safety and outreach initiatives.

There were no public comments on this item.

Board member discussion ensued on educating the public regarding safety protocols, recent incidents, sealing the corridor and fencing updates, coordination with Tri-Rail, an update on the Boca Raton station, Phase 2 updates, potential for a park and ride partnership opportunities with the western communities, partnerships for Quiet Zone initiatives, details on double tracking, an update on the Coastal Link connection, and a request for more information on how to address rail safety crossing issues.

Commissioner Katherine Waldron left the meeting.

**3.C. Partner Agency Updates**

TODD BONLARRON, Assistant County Administrator, provided an update on behalf of Palm Tran on their initiatives and ridership data.

COMMISSIONER MARINO provided an update on behalf of Tri-Rail regarding their Executive Director recruitment firm search, coordination with Brightline regarding the Miami Central station, and an update on the Coastal Link project.

**4. ADMINISTRATIVE ITEMS**

**4.A.1. Routine TPA Reports – Public Involvement Activity Report – March 2022**

There were no public comments or Board member discussion on this item.

**4.A.2. Routine TPA Reports – FDOT Scheduling Report – April 2022**

There were no public comments or Board member discussion on this item.

**4.B. Next Meeting – May 19, 2022**

**4.C. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 10:31 a.m.

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This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Governing Board and that the information provided herein is the true and correct Minutes for the April 21, 2022, meeting of the Board, dated this 19th day of May 2022.

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Chair Robert S. Weinroth  
Palm Beach County Mayor

DRAFT

### EXHIBIT A Transportation Planning Agency Governing Board Attendance Record

Representative Alternate(s) Local Government	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22		
Robert Weinroth, Mayor – CHAIR Palm Beach County	P	P	P	NO MEETING HELD – SCHEDULED BREAK	MEETING CANCELLED	P	P	P	NO MEETING HELD – SCHEDULED BREAK	P	P	P		
Chelsea Reed, Mayor – VICE CHAIR Marcie Tinsley, Councilmember City of Palm Beach Gardens	P	ALT	P			P	P	P		P	P	P	P	P
Steve B. Wilson, Mayor City of Belle Glade	P	P	P			E	P	E		P	E	P	E	P
Yvette Drucker, Councilmember Scott Singer, Mayor Monica Mayotte, Councilmember City of Boca Raton	P	ALT	E			P	P	A		P	A	P	ALT	ALT
Andy Thomson, Council Member Andrea O'Rourke, Councilmember City of Boca Raton	P	P	P			P	P	P		P	P	P	P	ALT
Angela Cruz, Vice Mayor City of Boynton Beach	P	P	P			P	P	A		P	A	P	P	E
Shelly Petrolia, Mayor City of Delray Beach	P	ALT	P			P	P	A		P	A	P	E	P
Joel Flores, Mayor City of Greenacres	P	P	A			P	P	P		P	P	P	E	P
Jim Kuretski, Mayor Cameron May, Vice Mayor Town of Jupiter	P	P	P			E	P	E		P	E	E	ALT	**P
Reinaldo Diaz, Commissioner City of Lake Worth Beach	P	P	P			P	P	A		P	A	P	P	**P
Joni Brinkman, Mayor Pro Tem Doug Gunther, Vice Mayor Village of Palm Springs	P	P	P			P	P	P		P	P	P	P	P
Katherine Waldron, Commissioner Port of Palm Beach	A	P	P			E	P	P		P	P	P	P	P
Melissa McKinlay, Commissioner Mack Bernard, Commissioner Dave Kerner, Commissioner Palm Beach County	P	P	E			P	ALT	P		P	P	P	P	P
Maria Marino, Commissioner Palm Beach County	P	P	P			P	P	P		P	P	P	P	P
Maria Sachs, Commissioner Mack Bernard, Commissioner Dave Kerner, Commissioner Palm Beach County	P	P	P			ALT	P	P		P	P	ALT	P	P
Gregg Weiss, Vice Mayor Mack Bernard, Commissioner Palm Beach County	P	P	ALT			P	P	P		P	P	P	P	P

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



**EXHIBIT A (cont'd)**

<b>Representative Alternate(s) Local Government</b>	<b>May '21</b>	<b>Jun '21</b>	<b>Jul '21</b>	<b>Aug '21</b>	<b>Sep '21</b>	<b>Oct '21</b>	<b>Nov '21</b>	<b>Dec '21</b>	<b>Jan '22</b>	<b>Feb '22</b>	<b>Mar '22</b>	<b>Apr '22</b>
Shirley Lanier, Councilwoman City of Riviera Beach	A	E	P	NO MEETING HELD – SCHEDULED BREAK	MEETING CANCELLED	A	P	A	NO MEETING HELD – SCHEDULED BREAK	P	A	P
Fred Pinto, Mayor Village of Royal Palm Beach	P	P	P			P	P	P		E	P	P
Michael Napoleone, Councilman Village of Wellington	P	P	P			P	P	P		P	P	P
Christy Fox, Commissioner City of West Palm Beach	***P	ALT	P			P	P	P		P	P	**P
Joseph Peduzzi, Commissioner City of West Palm Beach	A	A	P			A	P	A		P	P	P

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

**OTHERS PRESENT**

Ali Soule  
 Natalie Crowley  
 Michael Morrow  
 Thuha Nguyen  
 John Krane  
 Armando Fana  
 Rebecca DeLaRosa  
 John Boehm  
 Tammy Campbell  
 Todd Bonlarron  
 Motasem Al-Turk  
 Richard Radcliffe  
 Khurshid Mohyuddin  
 Valerie Neilson  
 Margarita Pierce  
 Cassidy Sparks  
 Andrew Uhlir  
 Amanda Williams  
 Paul Gougelman  
 DeBorah Posey Blocker  
 Louis Ferri  
 Levi McCullom  
 Vicki Gatanis  
 Tom Lanahan

**REPRESENTING**

Brightline  
 City of Palm Beach Gardens  
 City of Palm Beach Gardens  
 City of Westlake  
 FDOT  
 General Public  
 General Public  
 General Public  
 General Public  
 Palm Beach County Administration  
 Palm Beach County Engineering  
 Palm Beach County League of Cities  
 Palm Beach County Planning  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA – Weiss Serota et al.  
 Palm Tran  
 Palm Tran  
 Palm Tran  
 SFRTA  
 TCRPC



**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](http://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.

<b>Member</b>	<b>Attendance</b>	<b>Member</b>	<b>Attendance</b>
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](http://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](http://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](http://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

<b>Representative Local Government</b>	<b>Dec '21</b>	<b>Mar '22</b>	<b>Apr '22</b>
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  
 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~~ <sup>thirty-nine</sup> 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~~ <sup>Municipal</sup> officials, the ~~Seaport~~ <sup>Commissioners</sup> ~~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 (BTAC)~~ <sup>Vision Zero Advisory Committee (VZAC)</sup>, 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~~ <sup>as a priority</sup>. 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](http://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](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**

## 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

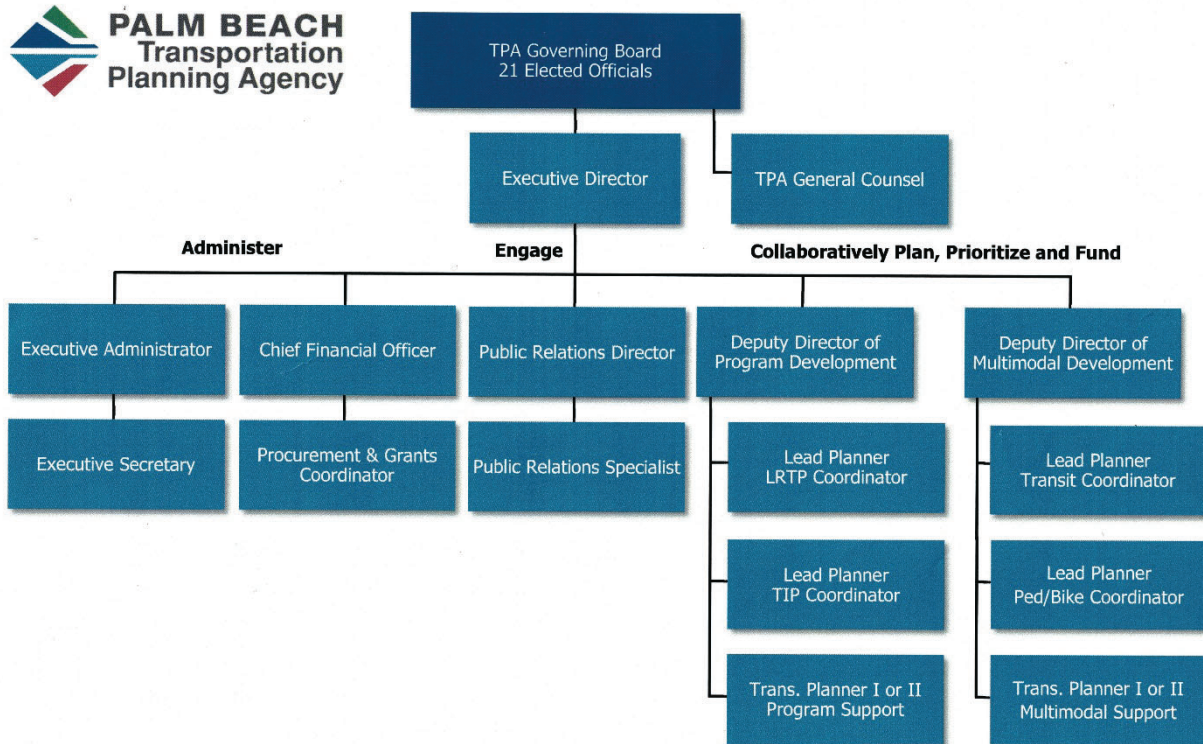
### Goals

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~~ <sup>as a priority</sup>. The TPA staff works with ~~our~~ <sup>the Governing</sup> 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)~~ <sup>Vision Zero Advisory Committee (VZAC)</sup>, 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 <sup>to</sup> 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~~ <sup>Governmental</sup> 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 <sup>oversight of</sup>

### *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 <sup>Awareness</sup> ~~aware~~ of proposed legislation and rulemaking notices and understand their impacts on transportation. <sup>and work with lobbyists towards the mission and vision of the TPA</sup>
- ~~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 <sup>benefits</sup> ~~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

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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**

# CITY OF WESTLAKE

FLORIDA



# 1.G.3

## CITY COUNCIL

JohnPaul O'Connor  
Mayor

—  
Greg Langowski – Seat 4  
Vice Mayor

—  
Pilar Valle Ron – Seat 1  
Julian Martinez – Seat 2  
Charlotte Leonard – Seat 3

## ADMINISTRATION

Kenneth Cassel  
City Manager

## CITY ATTORNEY

Donald J. Doody, Esq.  
City Attorney

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May 11, 2022

Ms. Margarita Pierce, Executive Administrator  
Palm Beach Transportation Planning Agency  
301 Datura Street  
West Palm Beach, FL 33401

Re: Technical Advisory Committee

Dear Ms. Pierce,

Please accept this letter as a formal request to obtain a seat on the Technical Advisory Committee. In April, the City of Westlake City Council voted and approved Mayor JohnPaul O'Connor to serve, as well as Vice Mayor Greg Langowski to serve as an alternate. I have enclosed the bio/summary of both the Mayor and Vice Mayor, as well as the approved Resolution. Please do not hesitate to contact me should you need anything further.

Respectfully,

/s/ Zoie Burgess

Zoie P. Burgess, CMC  
City Clerk  
City of Westlake

Enclosures (3)

**CITY OF WESTLAKE**

**RESOLUTION NO. 2022-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) MEMBER AND ONE (1) ALTERNATE TO SERVE ON THE PALM BEACH COUNTY TRANSPORTATION PLANNING AGENCY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council deems it to be in the best interests of the City of Westlake to appoint one (1) member and one (1) alternate to serve on the Palm Beach County Transportation Planning Agency Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA:**

**SECTION 1. RECITALS.** The foregoing "WHEREAS" clause is hereby ratified and confirmed by the City Council and incorporated herein by this reference.

**SECTION 2.** The City Council of the City of Westlake, Florida, hereby appoints the following one (1) member and one (1) alternate to serve on the Palm Beach County Transportation Planning Agency Board:

Board Members

1. Mayor JohnPaul O'Conner
2. Vice Mayor Greg Langowski (alternate)

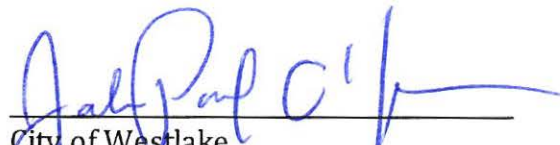
**SECTION 3. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

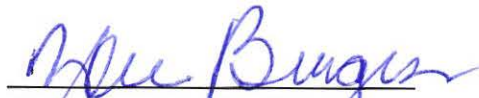
**SECTION 4. SEVERABILITY.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in

part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 11 day of April, 2022.

  
\_\_\_\_\_  
City of Westlake  
John Paul O'Connor, Mayor

  
\_\_\_\_\_  
Zoie Burgess, City Clerk



# JOHNPAUL O'CONNOR

MAYOR, CITY OF WESTLAKE

## OBJECTIVE

To secure a seat on the Palm Beach County TPA Technical Advisory Committee

## PROFILE

Mayor O'Connor is a Palm Beach County Native. O'Connor, an entrepreneur, is a Systems Engineer specializing in the Audio Video space. JohnPaul has decades of proven leadership experience.

## CONTACT

PHONE:  
561-273-5883

WEBSITE:  
WWW.WESTLAKEGOV.COM

EMAIL:  
JOCONNOR@WESTLAKEGOV.COM

## EDUCATION

---

### 40+ Technical Certifications

**Florida Atlantic University**  
Business Administration program

**Palm Beach Community College**  
Business Associates in Science Program

## RECENT BOARD EXPERIENCE

---

**Palm Beach County League of Cities Governing Board**  
April 2022 – Present

**City of Westlake, Mayor**  
March 2022-Present

**City of Westlake, Vice Mayor**  
March 2021 -April 2022

**City Of Westlake, Councilman**  
August 2020-March 2021

## SKILLS

---

Advanced Systems Management and design

Fluent Spanish speaker

Critical problem solving

Leadership

Team Building

Greg Langowski holds a Master's of Science Degree in Organizational Leadership and a Bachelor of Arts Degree in Political Science/Business Administration from Palm Beach Atlantic University, West Palm Beach, Florida.

Today, Greg serves as the Regional Director for United States Senator Marco Rubio. Prior work experience includes Northwood University, Jupiter Medical Center and the City of West Palm Beach.

In addition, Greg served as Chair/Board Member on the Children's Services Council of Palm Beach County and Prevention Partnerships for Children Inc. for nine years, Board Member on the Children's Movement of Florida, and former Commissioner for the Century Commission for a Sustainable Florida.





# City of Greenacres

5800 Melaleuca Lane • Greenacres • Florida • 33463-3515  
Ph: 561-642-2017 • Fax: 561-642-2004 • Email: cm@greenacresfl.gov

# 1.G.4b

Joel Flores  
Mayor

Andrea McCue  
City Manager

May 2, 2022

Valerie Neilson, AICP, Interim Executive Director  
Palm Beach Transportation Planning Agency  
301 Datura Street  
West Palm Beach, FL 33401

Re: Appointment to the Technical Advisory Committee

Dear Mrs. Neilson:

The City of Greenacres would like to appoint Caryn Gardner-Young, Zoning Administrator, to the TPA's Technical Advisory Committee as an alternate for the City of Greenacres. As detailed on the enclosed resume, Mrs. Gardner-Young has over twenty (20) years of experience in Planning in the public sector, including almost ten (10) years as a City Manager for Parkland, and has served as the City's Zoning Administrator since August of 2021.

Please feel free to contact me if you have any questions or if there is anything else that needs to be done to complete this appointment.

Sincerely yours,

Joel Flores  
Mayor

encl.: resume for Caryn Gardner-Young

cc: Andrea McCue, City Manager  
Kara Irwin-Ferris, Director  
Intergovernmental / TPA File

## **CARYN GARDNER-YOUNG, ICMA-CM, AICP, JD**

### **QUALIFICATION SUMMARY**

A seasoned manager with more than fifteen (15) years of innovative leadership expertise in public administration. Achievement-oriented, outcome focused and accountability driven, with proven communications, organizational and analytical skills. Demonstrated proficiency in successfully managing staff and professionals of all levels. Profound knowledge of government policies pertaining to budgeting, city planning and development, transparency, forecasting and municipal elections. Additional expertise in the following areas:

- Leadership and Organizational Management
- Customer Service
- Strategic Planning and Performance Measures
- Personnel Selection and Team Building
- Planning and Zoning
- Researching complex topics
- Fiscal Analysis and Budgeting
- Community Relations

### **RELEVANT PROFESSIONAL EXPERIENCE:**

#### **Zoning Administrator, City of Greenacres, Greenacres, Florida August 2021 to Present**

City of Greenacres is a municipality located in central Palm Beach County with a population of approximately 41,000 residents. It covers approximately six (6) square miles which borders Unincorporated Palm Beach County to the west, south and north and Palm Springs to the east. It is a full-service municipal organization comprised of 190 full time employees with police and waste management contracted out. The Adopted Fiscal Year 2020-2021 Budget was over \$38 million including a \$32 million General Fund and \$6 million Capital Improvements Fund. My duties and responsibilities include oversight for the Planning Department consisting of 4 employees. As a working Supervisor, I process, review and approve Special Events Permits, zoning review for Building Permits, answer resident questions, process and present Planning petitions including annexations, special exceptions, variances, site plan and site plan amendments, master plan and master plan amendments, and conditional uses and drafting, processing and presentations of zoning text amendments and Comprehensive Plan Amendments.

#### **Planning Supervisor, FDOT District 4, Ft Lauderdale, Florida March 2020 to August 2021**

Florida Department of Transportation is a state agency responsible for coordinating the planning and development of a safe, viable, and balanced state transportation system serving all regions of the state, and to assure the compatibility of all components, including multimodal facilities. District 4 covers the counties of Broward, Palm Beach, Martin, Indian River and St. Lucie which is approximately 5,000 square miles, with 3,615,400 residents and includes vehicles which travel more than 52.4 million miles daily. I manage a team of three Planners and my responsibilities

include mentoring staff, intergovernmental coordination, assist with amendments to the Florida Transportation Plan and SIS Plan, review of Comprehensive Plans for compliance with FDOT goals and objectives, develop and coordinate planning studies such as but not limited to corridor, connectivity, access management, and resiliency studies and review and improve processes and procedures.

### **ACCOMPLISHMENTS**

- Successfully created and implementing three Interdepartmental Working Groups – Resiliency, Transit Oriented Developments and ACEs.
- Implemented new Comprehensive Plan Amendment review process which reduced the number of hours spent on such reviews by at least three hours a week.
- Completed two Planning Studies with one resulting in a new method to evaluate mid-block crossings

**Assistant City Manager, City of Delray Beach, Florida**

**March 2017 to Sept. 2019**

City of Delray Beach is a municipality located in the southern end of Palm Beach County with a population of over 65,000 residents. It covers approximately sixteen and a half (16.5) square miles which borders are Unincorporated Palm Beach County to the west, the Atlantic Ocean to the east, City of Boynton Beach to the north and the City of Boca Raton to the south. Full service municipal organization comprised of 847 employees with three (3) collective bargaining units. The Adopted Fiscal Year 2018-2019 Budget was over \$293 million including a \$133 million General Fund, \$79 million Capital Improvements Fund and \$56 million in Enterprise Funds including Water and Sewer, Stormwater Utility, Sanitation, City Marina located on the Intercoastal Waterway, and two (2) Municipal Golf Courses (Executive and 18 hole). During my time with the City, my duties and responsibilities included oversight for almost all the City's Departments including internal support Departments of Finance, Purchasing, and Human Resources Departments, Clerk's Office and Information Technology Department, community engagement Departments of Parks and Recreation and Neighborhood Services as well as Livability and Placemaking Departments of Economic Development, Development Services (Planning and Building Departments, Utilities and Public Works Departments).

### **ACCOMPLISHMENTS**

- Successfully worked with the City's Lobbyist and obtained \$300,000 grant from the State of Florida for construction of a pavilion along the City's beach front
- Assisted with the reduction of the operating millage rate .1000 each year in order to achieve an overall millage rate reduction of one mill over ten years
- Coordinated the City's funding agreements with not-for profit organizations to ensure all performance measures were being met and created a better working relationship with the not-for profit organizations
- Developed and implemented new lien form and procedures to include electronic filing of liens and retrieval of lien information

- Reduced the time for completion of solicitations by amending the City’s Purchasing Manual to address gray areas and inconsistencies and creating and standardizing solicitation templates
- Proactively represented the City on the Board of the Delray Beach Marketing Cooperative by watching expenses resulting in the organization dissolving to avoid duplicate services
- Assisted City Manager in implementation of a Strategic Planning process including hiring Strategic Planner, coordination of day and a half session with City Commission and drafting of final report
- Substantially reduced the fees imposed in the City’s ICMA plans to provide savings to the City’s employees
- Citywide data was successfully replicated from Delray Beach server room to offsite Disaster Recovery Data Center in Tallahassee to allow continued service in time of emergency
- Assisted in updating of City’s Investment Policy to maximize investment returns
- Developed and implemented a City Warehouse Policy to create effective controls and efficient operations
- Successfully implemented a downtown parking program

**CITY AWARDS RECEIVED**

- The City was awarded the All American City Award
- The City was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada

**City Manager, City of Parkland, Florida**  
**Interim City Manager**

**June 2007 to Nov. 2016**  
**Feb. 2007 to June 2007**

City of Parkland is the most northwestern municipality in Broward County with a population of over 28,000 residents. It covers approximately twenty-one (21) square miles which borders are the Everglades to the west, State Road 7 to the east, Palm Beach County line to the north and the Sawgrass Expressway to the south. My duties and responsibilities included operating as the City’s Chief Executive Officer with 139 part-time and full-time employees and a \$46 million budget. Oversight responsibility for the following functions: law enforcement, fire/EMS services, parks and recreation, planning and zoning, finance, public works, library, engineering, building, and human resources.

**ACCOMPLISHMENTS**

- Maintained or decreased the City’s millage rate every year as City Manager without impacting resident level of service
- Improved the Fire/Rescue services within Parkland to a level that supported an enhanced ISO insurance rating of Class 3 from a 4/9 rating

- Participated in Annexation effort (successful) to increase the physical size of City by over 1000 acres and lead successful transfer of 1900 acres from Palm Beach County to Broward County
- Represented the City in a successful collaborative effort of four entities (Broward County, MPO, City and FDOT) to form a joint effort in reconstruction of Lox Road
- Received no audit comments for four years in a row from the City's independent auditors (2 different firms) evaluating the City's financial records
- First Broward County municipality to initiate and deploy 65 gallon residential roll-out carts throughout the City for single stream recycling and the first Broward County municipality to have clean burning "CGN" (compressed natural gas) solid waste Collection trucks deployed in their community with Waste Management
- Completed re-write of City of Parkland's Rules and Regulations in-house
- Finalized real estate transactions for purchase of Beaty and 12 acre sites
- Negotiated five (5) year contracts with both Broward County Sheriff's Office and Coral Springs Fire Department to provide law enforcement and fire/EMS services
- Achieved the completion of two Fire Stations (over \$2 million each), the completion of the City's regional park including 2 synthetic fields, 2 playgrounds, a baseball diamond, 4 multi-use fields and 2 bathrooms (over \$7 million), and the completion of a new clay court Tennis Center (over \$4 million)
- Created an employee wellness program including participation in lunch and learns, physical activity and healthy snacks/lunches
- Improved Parkland's web page ([www.cityofparkland.org](http://www.cityofparkland.org)) by a complete makeover four years ago and in the process of completing another one
- Launched a biannual resident survey to measure the effectiveness of city services and integrated this survey into the budget and the performance monitoring process
- Implemented quarterly operational and financial reporting that is tied to the City Commission's strategic objectives
- Implemented for the first time an investment policy for the City's monies
- Guided a complete revamp of organizational performance measures to those that are outcome focused and results oriented
- Instituted control measures during the recession including but not limited to hiring freeze, layoffs, budget reductions to ensure that City financial condition and outlook was good.
- Directed the development of the City's first long term capital replacement fund, infrastructure replacement fund, insurance deductible reserve and 10 year financial forecast to better predict future impacts on revenue streams so there is no need for a huge hike in the millage rate
- Established a comprehensive employee development, training and recognition program Focused on Department heads providing consistent and in-year performance recognition culminating in annual employee recognition awards
- Competitively contracted city services – median maintenance, tree trimming, right of way mowing, planning services, and fleet maintenance permitting the cost-efficient reallocation of employees to more productive assignments
- Completed in three months the transfer of the City's Community Center operations and programming from a private provider
- Implemented an across the board communications program that focused on internal and external resources. Utilized low cost high volume communication measures to inform citizens of city activities and issues. These included effective utilization of the City's Pipeline, E-mail Blasts, E-Newsletters, Facebook, message boards and banners

- Directed implementation of the City’s Geographic Information System roll-out including resident access to City maps

**CITY AWARDS RECEIVED**

- Since 2007, the City was awarded Playful City USA designation by KaBoom!
- Since 2007, the City was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada
- Since 2009, the City has received the lowest or second lowest crime rate in Broward County pursuant to the Florida Department of Law Enforcement
- 2010 – Awarded 5 Stars from Grey House Publishing for America’s Top Rated Small Towns and Cities.
- 2012 – One of a limited number of local government organizations to receive Special Performance Measures Recognition from the G.F.O.A. in a budget document
- 2014 – the City was awarded the Florida League of Cities Municipal Achievement Award (City Spirit) for the City’s Passport to Parkland event
- 2014 – the City was awarded the Healthy Weight Champion Award from the Florida Department of Health
- 2015 – the City was awarded the one of the top 10 places to Live in Florida from Telegraph Today
- 2015 – the City was awarded the 14<sup>th</sup> Best City for Young Families in Florida from NerdWallet
- 2015 – the City was awarded a Platinum Permitting City from the Greater Fort Lauderdale Alliance
- 2015 – the City was awarded the 5<sup>th</sup> Best Small City in the Nation for Families from NerdWallet
- 2016 – the City was awarded the 4<sup>th</sup> Most Successful City in Florida from Zippia

**Assistant City Manager, Parkland Florida**

**Jan. 2006 to Feb. 2007**

Partnered with the City Manager in administering the day to day operations of the City, in establishing and implementing long range planning, development of goals and objectives, preparation of the proposed budget document, project management, needs analysis, mentoring and development of subordinates. Departmental areas of responsibility included all city departments at various times with continued oversight in Development Services (Building, Engineering and Planning and Zoning) throughout my tenure.

**ACCOMPLISHMENTS**

- Implemented Code Red system which is an emergency notification system to residents.
- Created a city wide Communities for a Lifetime program which encourages communities to inventory the needs and current services available to its older population and identify needed improvements in the community. Participating communities use existing resources and state technical assistance to make crucial civic improvements in such areas as housing, health care, transportation, accessibility, business partnerships, community education, and efficient use of natural resources, volunteer opportunities, and recreation.

- Implemented an online resident request, report and complaint system that could be used by residents 24/7
- Coordinated with Broward County and all municipalities the implementation of a countywide school concurrency program

**Development Services Director, Parkland Florida**

**Aug. 2005 to Jan. 2006**

Supervised a thirteen (13) employee Department including Building, Planning and Zoning and Engineering Divisions for a municipality that was experiencing accelerated growth. According to Broward County, the City of Parkland, based upon the percentage of average annual growth (17.1%), was ranked number 1 as the fastest growing municipality from 2000 to 2010. My duties and responsibilities included: providing staff support to the Planning and Zoning Board, responding to and resolved difficult and sensitive citizen inquiries and complaints, preparation of agenda items for the City Commission and other committees, commissions and boards involved in planning and zoning, building safety, code compliance and housing and grants activities, directing the evaluation, selection and administration of outside consulting contracts for planning and development related services; representing the City on numerous regional organizations and boards, ensuring the City's interests were represented in a regional context on issues including transportation and emergency management and preparing and presenting the Development Services Department's budget to the City Commission.

**ACCOMPLISHMENTS**

- Implemented a new Community Bus Services in cooperation with Broward County

**Planning and Zoning Director, Parkland Florida**

**Feb. 2005 to Aug. 2005**

Supervised a two person Planning and Zoning Department for a municipality that had a population of 9,000 in 1990 to a population of 22,000 in 2005. In 2005 calendar year, there were over four hundred dwelling units constructed with an average cost of \$395,900. My duties and responsibilities included: planning, directing, supervising, and coordinating current and advanced land use planning for the City, supervising and participating in the preparation, revision and implementation of the City's Comprehensive Plan, preparing draft ordinances and resolutions relating to zoning, subdivisions, annexations, environmental review and related planning and zoning matters, including the preparation and presentation of reports and recommendations, conferring with architects, engineers, developers, and the general public on planning and zoning matters, making authoritative interpretations of applicable laws, regulations and policies, supervising and participating in the more complex and technical planning studies, attending meetings to represent the City and make presentations and coordinating planning activities with other City offices and departments and with outside agencies.

**ACCOMPLISHMENTS**

- Implemented a new Community Bus Services in cooperation with Broward County
- Implemented a new Development Petition Review process to streamline development issues and create a one-stop process for landowners and developers for proposed projects
- Implemented a new Special Events Permit Review process

### **Additional previous experience**

- Nov. 2004 to Feb. 2005 Planner Kilday & Assoc West Palm Beach, FL
- Aug. 2002 to Nov. 2004 Planning & Zoning Director Village of Wellington, FL
- Jan. 2001 to Aug. 2002 Planning & Zoning Manager Village of Wellington, FL
- Aug. 2000 to Jan. 2001 Principal Planner Village of Wellington, FL
- April 1999 to Aug. 2000 Zoning Administrator City of Greenacres, FL
- April 1998 to April 1999 Senior Planner, City of Greenacres, FL
- Aug. 1992 to Aug. 1998 Attorney/Bickley, Hart and Gardner

### **EDUCATION:**

Master of Public Administration Degree,  
**Florida Atlantic University**, Boca Raton, Florida 2002

Juris Doctorate  
**DePaul University**, Chicago, Illinois 1985

Bachelor of Arts Degree in Environmental Studies and Geography  
**SUNY @ Binghamton**, Binghamton, New York 1982.

### **PROFESSIONAL CERTIFICATIONS**

- International City Management Association (ICMA) Credentialed Manager
- American Planning Association (APA) Certified Planner (AICP)

### **PROFESSIONAL AFFILIATIONS**

- International City Management Association (ICMA) - member
- Florida City/County Management Association (FCCMA) - member
- Broward City/County Managers Association (BCCMA) - President served two terms; Secretary /Treasurer served one term and two terms as Vice President (2011-2016)
- Palm Beach City/County Managers Association (PBCCMA) - member
- American Planning Association (APA) - member
- American Planning Association Florida Chapter (FAPA) - member
- Florida Recreation and Parks Association (FRPA) – member
- Florida Government Finance Officers Association (FGFOA) - member

### **COMMUNITY AFFILLATIONS:**

- Board of Trustees, Northwest Medical Center since 2015

REFERENCES AVAILABLE UPON REQUEST






# SAMMIE "SAM" T. BROWN

# 1.G.4c

## GOVERNMENT PROFESSIONAL

### CONTACT INFORMATION



 <https://www.linkedin.com/in/sam-t-brown-iba-180969169/>

### AWARDS AND MEMBERSHIP ORGANIZATIONS

-  Leadership Palm Beach County Class of 2022
-  ICMA Government Affairs Committee-starting 21'
-  Florida League of Cities Municipal Administration Legislative Policy Committee
-  Certified International Business Associate (IBA) 2014
-  Florida Redevelopment Association FRA-RP (Redevelopment Professional) Credential Candidate
-  National League of Cities Advisory FAIR (Finance, Administration and Intergovernmental Relations Committee Member 2022-23
-  Forum Club of the Palm Beaches Member since 2020
-  North Palm Beach Chamber of Commerce Ambassador
-  North Palm Beach Chamber of Commerce Young Professionals Council Member - 2022 Young Professional of the Year Nominee
-  ICMA - Emerging Leaders Development Program 2021-2023
-  International Economic Development Council - EDP (Economic Development Professional) Credentialing Candidate

### PERSONAL PROFILE

I am an appointed Municipal Official with holistic knowledge of implementing and directing policy. I also have great experience coordinating with stakeholders, business owners, community leaders, elected officials, etc. I also have general experience in Redevelopment and Economic Development working in collaboration with public and private entities.

### WORK EXPERIENCE

#### Legislative Aide

City of Riviera Beach | Mar 2019 - present

Facilitates information flow and follow-up between the City Council office, City Manager's office, community and business organizations, and citizens, and implement directions from the Commissioner on their behalf. I'm responsible for a variety of administrative and analytical support to meet the goals and initiatives for the Commissioner. Promotes innovation, critical thinking, and creativity in developing approaches and solutions to City needs. Make recommendations on subjects under discussion while keeping abreast of current and projected developments in local, regional, state, and federal programs affecting local government. Communicates Commissioner initiatives and programs to all levels within the organization and participates in budget creation activities, including financial research and program recommendations. Research, analyze, and brief the Commissioner on issues and compile information for the use of meetings.

#### Director of Workforce Development

Riviera Beach Workforce Development Taskforce | Apr 2021 - Present

- Facilitates relationships with both public and private sector businesses and organizations and engages industry sector leaders throughout sub-committees of the Riviera Beach Workforce Development Board.
- Instituted, managed, and oversaw the College Cohort programs offering college credit certificates available to residents in the City of Riviera Beach and immediate surrounding municipalities formulated throughout the partnership with the RB Workforce Development Board and educational institutions.
- Operates Career Exploration Programs, soft skills, and workplace readiness training activities and programs for retiring citizens, unemployed citizens, and citizens seeking employment enhancement opportunities.

### EDUCATIONAL HISTORY

University of Tampa - Bachelors 2020 - Current  
Major. International Business Minor. Economics

University of Cambridge - 2018-2020 -  
Global Studies Course Work

Florida Redevelopment Academy - FRA-RP (Redevelopment Professional) Credential Candidate 2019 - current

International Economic Development Council - EDP (Economic Development Professional) Credentialing Candidate 2021 - current



**Board of Commissioners**

Joseph D. Anderson  
Blair J. Ciklin  
Jean L. Enright  
Wayne M. Richards  
Katherine M. Waldron

**Executive Director**

Manuel Almira, PPM®

April 21, 2022

Palm Beach TPA Governing Board  
301 Datura St.  
West Palm Beach, FL. 33401

Dear TPA Governing Board Members,


I am writing to nominate Varisa Dass as the Port of Palm Beach's representative on the Citizen's Advisory Board.

Dass is a West Palm Beach resident and first party property attorney at Kelley Kronenberg. She is a graduate of Stetson University College of Law, the University of Florida, and the University of South Florida. Dass previously worked as an Assistant State Attorney, Assistant Public Defender, and a General Assignment News Reporter. Dass is actively involved in several community organizations. She is on the board of the Downtown Development Authority, a member of Leadership West Palm Beach class of 2022, Beyond the Fair Leadership Class of 2022, and the Downtown Neighborhood Association. In her free time, she enjoys volunteering with the Police Athletic League and participating in neighborhood cleanups.

My fellow board members and I believe Dass' skills and experience will make a positive impact on the TPA's Citizen's Advisory Board.

Feel free to contact me if you need further information.

Sincerely,



Katherine Waldron  
*Port Commissioner*  
*Port of Palm Beach District*



**RECEIVED**

APR 25 2022

Palm Beach Transportation  
Planning Agency

**Varisa Lall Dass, Esq.**

**PROFESSIONAL:**

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**4/21-Current Associate Attorney-Kelley Kronenberg, P.A.**

Experience Includes: Litigate and investigate first party property insurance fraud claims in order to keep Florida homeowner premiums low, litigate cases from inception until trial, draft and argue various Motions, depose witnesses, examine coverage defenses to execute applicable litigation strategies, draft legal memoranda and responsive pleadings, negotiate settlement with opposing counsel when applicable

**7/19-4/21 Associate Attorney-Conroy Simberg P.A.**

Experience Includes: Attend first party property hearings, argue various Motions in favor of Defense, settle cases per adjuster authority, draft responsive pleadings and memoranda of law, conduct Examinations Under Oath, handle first party property cases from inception until close

**10/18-6/19 Attorney-Hire Counsel/Special Counsel**

Experience Included: Review hundreds of documents daily to search for conflicts of interest, attorney-client privilege, and coding errors

**2/16-9/18 General Assignment News Reporter (WJAX and WTVA)**

Experience Included: "Turn" two packages on two separate stories daily, conduct 8-9 live shots per morning on two separate stories every half hour, interview witnesses between live shots and incorporate new material into updated story ("push story forward"), live tweet 20 times daily, draft and edit nightside "vosot" on packages for day/night crew, write story for website on each story, prepare for and pitch 3 stories daily, set up interviews in advance, request and obtain public records for potential story ideas, attend promotional events for station

**2/15-2/16 Office of the State Attorney, Fourteenth Judicial Circuit-Assistant State Attorney**

Experience Included: Strongly focused on rehabilitative and diversion programs for youth and first time offenders when appropriate, first chaired two misdemeanor cases (outcome: 1 guilty, 1 not guilty), second chaired sexual battery (outcome: guilty, registered as a sex offender), prosecute adult and juvenile criminal cases from inception until close, handle 1,000 case docket during Spring Break period, conduct numerous depositions, cross examined witnesses, attended hearings

**2/14-2/15 Thirteenth Judicial Circuit-Judicial Law Clerk**

Experience Included: Draft memoranda regarding novel legal issues and potential rulings, draft judicial orders for Judicial signature, research novel legislative and legal issues, make recommendations for rulings

**5/13-2/14 Office of the Public Defender, Thirteenth Judicial Circuit–Assistant Public Defender**

Experience Included: Defend indigent clients pursuant to *Gideon v. Wainwright*, draft and argue Motions to Suppress and Motions for Bond Reduction, attend hearings daily in preliminary presentation court, make probable cause objections, handle caseload of 100 cases at a time, interview clients at jail, research arrest histories for enhanceable offenses and advise clients of potential outcomes

**EDUCATION:**

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**08/07-12/10 Stetson University College of Law, J.D.**

**08/04-12/06 University of South Florida, B.A.**

**08/02-08/04 University of Florida, A.A.**

**08/98-08/02 King High School, I.B. Diploma recipient, Bright Futures Florida Academic Scholar (awarded 100% tuition)**

**CITY BOARD APPOINTMENTS:**

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- West Palm Beach Downtown Development Authority (2021-current)
  - Facilitate responsible economic growth in our Downtown Community
  - Handle an \$8,000.000.00 budget dedicated to improving the quality of life for residents

**PROFESSIONAL ORGANIZATIONS:**

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- Volunteer at Police Athletic League (2022)
- Leadership West Palm Beach (c/o 2022)
- Beyond the Fair Leadership (c/o 2022)
- West Palm Beach Downtown Neighborhood Association member (2020-current)
- Chamber of Commerce of the Palm Beaches member
- Precinct captain 7132 and interim precinct captain for 7130 (voter outreach for vote by mail, returning citizens, and the local party) (2020-current)
- Past National Organization for Women (2021), Palm Beach County chapter (moderate zoom meetings and discuss topics)
- Florida Association of Women Lawyers, Palm Beach County Chapter
- Past Membership Co-Committee Chair (2020-2021), current member

**Council**

Anne Gerwig, Mayor  
John T. McGovern, Vice Mayor  
Michael Drahos, Councilman  
Michael J. Napoleone, Councilman  
Tanya Siskind, Councilwoman

**Manager**

Jim Barnes

April 6, 2022

Valerie Neilson, AICP  
Interim Executive Director  
301 Datura Street  
West Palm Beach, FL 33401

Dear Ms. Neilson:

I would like to formally request to designate Christian Santa-Gonzalez as our representative on the Palm Beach County MPO Vision Zero Committee. Christian will be replacing Ryan Harding in this position.

Christian is a resident of Palm Beach County. He is currently an Associate Planner working with the Strategic Planning department in Wellington. Christian has experience in community planning and visioning, and economic development in the Village of Wellington, and is well qualified to serve as the alternative for Ryan on the MPO Vision Zero.

I would also like to formally request to designate Kyle Burg as the alternate to Christian Santa-Gonzalez. Kyle Burg is currently an Engineer with the Village of Wellington.

Best Regards,



Tim Stillings, AICP  
Planning, Zoning and Building Director

## Christian Santa-Gonzalez

### EDUCATION

#### Florida Atlantic University

Boca Raton, Florida: Bachelors in Urban and Regional Planning

Cumulative GPA: 3.34 *Cum Laude Honors*

### PROFESSIONAL EXPERIENCE

Planner, Village of Wellington, FL

**April 2021- Present**

Strategic Planning Division

- Assist in the development of short and long range planning projects and plans, community outreach, initial project budget costs, permitting, and construction under supervision.
- Manage the initial design and development of multi-modal transportation corridors and critical connections for motor and alternative transportation modes within the jurisdiction.
- Associated duties include grant application, community development data gathering and analysis, outer-agency and non-profit organizations coordination, reporting and presenting to various Committees and elected officials.

Federal and State Grant Assistant Administrator

- Manage and coordinate the daily tasks and operations of the Community Development Block Grant (CDBG) program and the Florida State Housing Initiatives Partnership (SHIP) program. Report budget, plans, and accomplishments quarterly to HUD.

Code Enforcement Officer, Village of Wellington, FL

**July 2019- March 2021**

- Enforced the Village's Code of Ordinances and Land Development Regulations.

Assistant Property Manager, Tiara Condominiums, Singer Island, FL

**March 2009- June 2019**

- Manage office administrable responsibilities closely with the association, Board of Directors, and contractors to proficiently operate and maintain the condominium.
- Coordinate Sales and Lease packages and research construction permits projects.
- Record and monitor monthly BOG meetings and elections according to Roberts Rules.

### SKILLS, QUALIFICATIONS, AND LICENSES

- Fluent in spoken and written Spanish
- Proficient in Microsoft software products, Sketch-Up Pro and Sketch-Up Layout
- Real Estate Sales License, Community Association Manager (CAM), CPTED Certified (Crime Prevention Through Environmental Planning)

# Kyle D. Burg, P.E.

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## Profile

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Professional Engineer with a good work ethic dedicated to increasing my professional knowledge in the field. Most of my professional career has been in the private sector and I am looking to broaden my experience by seeking a position within the public sector. I am hard-working, dependable, outgoing, assertive, and work well in both a team and individual setting.

## Computer Skills

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Microsoft Office (Word, Excel, Power Point, etc...), AutoCAD Civil 3D, Mathcad, Excellent Internet skills

## Education

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**Bachelor of Science, Florida Atlantic University, May 2012**

**Major:** Civil Engineering

**Certifications:** ACI Grade 1, 101-Nuclear Density/Moisture Gauge safety

Florida Licensed Professional Engineer No. 84170 (2018)

American Concrete Institute Field Testing Technician - Grade I

State of Florida Certified Building Contractor No. CBC1259758

## Experience

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**Village of Wellington, January 2022-present**

*Senior Engineer*

- Review of Land Development, Engineering, and Private Utility Permits
- Management of Capital Improvement Projects and contracts.
- Preparation of Conceptual Designs and Engineering Cost Estimates
- Preparation of Construction Drawings for Municipal Projects

**Isiminger & Stubbs Engineering, Inc., January 2013-January 2022**

*Professional Engineer*, specializing in coastal, environmental, and marine design and permitting, including:

- State and Federal Environmental Permit Applications and Processing
  - Review of Plans from other Design Professionals to confirm compliance with state and federal regulations (Surveys, Site Plans, Lighting Plans, etc.)
- Sovereignty Submerged Land Consulting
- Design, Contract Document Preparation and Contract Administration for:
  - Piers and other Boat Facilities
  - Coastal Structures and Shoreline Protection
  - Dredging and Navigation Channels

## **Kyle D. Burg, P.E.**

- Hydrographic Analyses
- Bathymetry (Soundings)
- Environmental Impacts Analysis
  - Submerged Aquatic Resource Surveys
  - State and Federal Jurisdiction Line Determinations

### **Island Construction and Design Inc., June 2011 – February 2012, October 2012-January 2013**

#### *Carpenter/Cabinet maker*

Work in exterior and interior framing, as well as advanced wood and cabinet work. Work with structural and aesthetic renovations both concrete and wood.

### **ECS Florida, LLC, May 2012-September 2012**

#### *Lead Field Technician*

Conduct materials testing of concrete and soils. Manage Field Technicians at the Solid Waste Authority Refusal Energy Plant.

### **Burg & Company, Inc. May 2008 - June 2011**

#### *Carpenter/Superintendent*

Built numerous structures, poured concrete, worked with Department of Transportation for approval of various roadside structures. Worked with irrigation, drainage, and storm-water management. Worked as a superintendent during major projects and project manager for smaller ones.

References available upon request.



## PALM BEACH TPA AGREEMENT NO. 2022-01

**BETWEEN**  
**PALM BEACH MPO dba THE PALM BEACH TRANSPORTATION PLANNING AGENCY**  
**AND WEISS SEROTA HELFMAN COLE & BIERMAN, P.L. (CONTRACTOR) FOR LEGAL**  
**CONSULTING SERVICES**

This Agreement is made as of this 19th day of May, 2022, by and between the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency, an entity created pursuant to the provisions of Chapters 163 and 339, Florida Statutes, (hereinafter referred to as the (“TPA”), located at 301 Datura Street, West Palm Beach, FL 33401 and Weiss Serota Helfman Cole & Bierman, P.L., a Florida Limited Liability Company authorized to do business in the State of Florida and whose principal place of business is located at 1200 North Federal Highway - Suite 312, Boca Raton, FL 33432 (hereinafter referred to as the “CONTRACTOR” or “CONSULTANT”).

### WITNESSETH

**WHEREAS**, the TPA defined the Scope of Services as set forth in Exhibit “A” attached hereto and incorporated herein (“Services” or “Work”); and

**WHEREAS**, the TPA elected to continue receiving Services from Contractor by means of contractual agreement; and

**WHEREAS**, the Contractor agrees to provide the Services and the TPA agrees to pay the Contractor for the services upon completion.

**NOW, THEREFORE**, in consideration of the mutual terms, conditions, promises, covenants, and obligations set forth herein, the parties agree as follows:

#### Section 1. Incorporation of Facts; Definitions

- A. The facts of statements set forth above, in the preamble and recitals (“WHEREAS” clause) to this Agreement, are true and correct and incorporated into and made part of the Agreement by reference.
- B. The following terms as used in this Agreement as defined as follows, unless the context affirmative indicates to the contrary:
  1. “Agreement” means this instrument, as amended from time to time, and all Exhibits.
  2. “Deliverable” means a product or a completed task of the Services to be provided pursuant to this Agreement.
  3. “FDOT” means the Florida Department of Transportation.
  4. “FHWA” means the U.S. Federal Highway Administration.
  5. “FTA” means the U.S. Federal Transit Administration.
  6. “U.S. DOT” means the U.S. Department of Transportation, or any of its agencies such as FHWA or FTA, among others.
  7. “PTG Agreement” means Public Transportation Grant Agreement.
  8. “MPO Agreement” means Metropolitan Planning Organization Agreement.
  9. TPA Fiscal year is July 1 through June 30.

## 10. JPA is Joint Participation Agreement

Section 2. **Representatives.** TPA's representative during the performance of this Agreement is the Executive Director of the TPA, and CONTRACTOR's representative during the performance of this Agreement is Paul R. Gougelman, who shall serve as the primary contact. Either party to this Agreement may unilaterally change its representative during the term of this Agreement by giving notice to the other party. A change in the designation of CONTRACTOR's representative shall not affect CONTRACTOR's responsibility for the provision of the Services under this Agreement.

Section 3. **Term.** This Agreement shall take effect on July 1, 2022 and shall remain in full force and effect for a period of two years (24 months), expiring June 30, 2024. *Two (2) additional twelve (12) month renewal options(s) may be exercised at the TPA's sole discretion. If the TPA elects to exercise the option(s), the TPA will notify the Contractor in writing of its election at least fifteen (15) days prior to the expiration of the then current term of the Agreement at the address set forth in Section 36 of this Agreement.*

### Section 4. **Services.**

- A. The TPA hereby engages the CONTRACTOR to render the Services set forth in Exhibit "A", attached hereto and incorporated herein. The Services are governed by this Agreement and may only be changed by written instrument signed by both parties.
- B. The CONTRACTOR shall comply with all applicable Federal, State, and local laws, Executive Orders, ordinances, and regulations relevant to the Services identified under this Agreement. If any provision of this Agreement requires the CONTRACTOR to violate any Federal, State, or local law, Executive Order, ordinance, or regulation, CONTRACTOR will immediately notify the TPA in writing of the appropriate changes and modifications that are necessary to proceed with the Services in compliance with the law.
- C. This Section 4. shall survive the termination of this Agreement.

### Section 5. **Payments.**

- A. The TPA agrees to pay CONTRACTOR a maximum amount under this agreement of \$245,000.00 dollars in United States currency for the Services, including all out-of-pocket or reimbursable expenses. *If the TPA exercises the option(s) to extend the agreement, the maximum amount increases by \$100,000.00 dollars for each year extended. The TPA anticipates that funds will be allocated and distributed for each year of the Agreement as follows:*

TPA FY 2023	\$125,000.00
TPA FY 2024	\$120,000.00
TPA FY 2025*	\$100,000.00
TPA FY 2026*	\$100,000.00

*\* If TPA elects to extend the agreement.*

*Based upon work requested by the TPA to be performed and the billing rate provided by this Agreement, the foregoing amounts may be increased if necessary.*

- B. The CONSULTANT will bill the TPA on a monthly basis for deliverables that have been completed and approved by the TPA. The CONSULTANT'S charges for all work provided under any Work Order issued by the TPA shall not exceed the hourly rates set forth in the Hourly Rate Schedule attached as Exhibit "B" (containing the final loaded rate for billing purposes for the CONSULTANT staff classifications that will perform services under this Agreement), which Exhibit "B" of hereby incorporated into this Agreement and made a part hereof. The parties agree that annual increases to said hourly unloaded rates shall not exceed 5% (five percent), unless increased for good cause established by the CONSULTANT and accepted by the TPA's Executive Director. Increases in the contract rate shall generally occur on the first day of each calendar year. The parties agree that any modification to the indirect cost percentage used to derive the final loaded rates shall be for good cause established by the CONSULTANT and accepted by the TPA's Executive Director. Loaded hourly rates for services to be performed by personnel not directly employed by the CONSULTANT shall be established within the Work Order for an individual task. Each billing shall not exceed the amount established by the parties for the work or task(s) performed. The total cost of the performance of all of the tasks described in the Scope, as further refined in the Work Orders issued, inclusive of all out-of-pocket or reimbursable expenses, shall be equal to or less than the not to exceed contract amount set forth above.
- C. Invoices received from the CONSULTANT will be reviewed and approved by the TPA's representative, indicating that services have been rendered in conformity with this Agreement and then will be sent to the TPA Chief Financial Officer ("CFO") for payment. Each invoice shall be accompanied by the corresponding deliverables previously approved by the TPA's representative so that the TPA and any other governmental agency with oversight over expenditures made pursuant to this Agreement may perform proper pre and post-audits of the bills and determine that services have been rendered towards the completion of the Work in conformity with the requirements of this Agreement, the UPWP, 23 CFR 450.314 and Section 339.175, Florida Statutes ("F.S.") Invoices shall cite the contract number and shall contain an original signature of an authorized CONSULTANT official. Invoices will normally be paid within thirty (30) days following the TPA's representative approval. Payments will be remitted to the CONSULTANT at the address set forth in Section 36 of this Agreement or such other address as is designated in writing by the CONSULTANT to the TPA.
- D. In order for each party to close its books and records, the CONSULTANT will clearly state "final invoice" on its last and final billing. This certifies that all deliverables have been properly completed, provided to, and approved by the TPA and all charges and costs have been invoiced to the TPA. Since this account will thereupon be closed, any and all other future charges, if not properly included on this final invoice, are waived by the CONSULTANT. All invoices must be submitted within sixty (60) calendar days of the expiration date of this Agreement. Invoices submitted thereafter will not be eligible for payment, unless this requirement is waived, in writing, by the TPA Executive Director and the TPA can receive payment under its Joint Participation Agreement (JPA) with the FDOT.

**Section 6. Availability of Funds.** The TPA's performance and obligation to pay under this Agreement is contingent upon its receipt of funds, as a grantee or funding recipient of FDOT or the U.S. DOT or an agency thereof, which funds are to be used for the purposes of this Agreement. In addition, the TPA shall not be obligated to perform or pay for any services provided or to be provided under this Agreement, including reimbursement of costs and expenses if:

- A. FDOT has not approved this Agreement;

- B. FDOT determines that any of the services provided or to be provided, including reimbursement of costs or expenses are not “eligible project costs” for which the TPA may be reimbursed;
- C. FDOT shall not approve any requisition or invoice submitted by the TPA to FDOT for reimbursement; or
- D. FDOT shall terminate or cancel its JPA (“Joint Planning Agreement”) with the TPA or fail to fully fund its obligations thereunder. The TPA’s failure to receive funds or the revocation of funding shall constitute a basis for the TPA’s termination of this Agreement for convenience.
- E. Prompt Payment; Retainage.
  - 1. This Agreement is subject to the Florida Prompt Payment Act, s. 218.70, F.S. as amended by this Agreement.
  - 2. In compliance with 49 CFR Section 26.29, the CONSULTANT as a prime contractor agrees to pay its sub-contractors no later than 30 days from receipt of each payment made by the TPA pursuant to this Agreement to the CONSULTANT. Within not more than thirty (30) days after the subcontractor’s work is satisfactorily completed, the CONSULTANT shall make full and prompt payment to its sub-contractors of any retainage held by the CONSULTANT for proper completion of the subcontractor’s work. A subcontractor’s work is “satisfactorily completed” when all the tasks called for in the subcontract have been accomplished and documented as required by the TPA. When the TPA has made an incremental acceptance of a portion of this Agreement involving the full and complete work of the subcontractor, the work of the subcontractor covered by that acceptance is deemed to be satisfactorily completed. Any delay or postponement of payment among the parties may take place only for good cause, with the TPA’s prior written approval.

**Section 7. Reports and Ownership of Documents.** All written information associated with this Agreement shall be considered a Public Record open to public inspection subject to the provisions of Chapter 119, F.S., unless otherwise made confidential or exempt under Florida law. All documents, papers, letters, drawings, maps, books, tapes, photographs, films, characteristics, sketches, programs, data-base reports, data processing software, material, websites/web pages, and other data developed under or arising from this Agreement, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, whether public or private but acting on behalf of the CONSULTANT or the TPA (“Public Record” or “Public Records”), shall be the shared property of the TPA, CONSULTANT, and any agencies that have provided funding but may be reused by the TPA and the CONSULTANT.

- A. The CONSULTANT or an applicable Subconsultant, is required by this Agreement and Section 119.0701, F.S. to:
  - 1. Keep and maintain the Public Records that ordinarily and necessarily would be required by the TPO in order to perform the service;
  - 2. Upon request from the TPA’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement, if the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) does not transfer the records to the TPA; and
4. Upon completion of this Agreement, transfer, at no cost, to the public agency all public records in possession of the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) or keep and maintain public records required by the TPA to perform the service. If the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) transfers all public records to the TPA upon completion of the Agreement, the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) keeps and maintains public records upon completion of the Agreement, the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TPA, upon request from the TPA's custodian of public records, in a format that is compatible with the information technology systems of the TPA.

In addition, the CONSULTANT (and all SUB-CONSULTANTS and SUB-SUBCONSULTANTS) shall provide the public with access to Public Records on the same terms and conditions that the TPO would provide the records and at a cost that does not exceed the cost provided by law; and

- B. The CONSULTANT shall deliver to the TPA's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the TPA under this Agreement.
- C. To the extent allowed by Chapter 119, F.S., all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the TPA or at its expense will be kept confidential by CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the TPA's prior written consent unless required by a lawful court order.
- D. All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.
- E. The CONSULTANT acknowledges that it is subject to Florida's Public Records Law and agrees that it shall comply with the requirements of said law. The CONSULTANT further agrees that the TPA may unilaterally terminate this Agreement (and such termination will be for cause) if the CONSULTANT refuses to produce or to allow public access to any Public Records or does not produce or allow access within a reasonable period of time after a request for Public Records has been received. The CONSULTANT agrees that it shall not initiate or take any action against the TPA, if the TPA terminates this Agreement because of the CONSULTANT's failure to comply with Florida's Public Records Law. Notwithstanding the foregoing, refusal of the CONSULTANT to allow public access to such Public Records shall not constitute ground(s) for unilateral cancellation of this Agreement by the TPA, if pursuant to direction of the TPA, the CONSULTANT withholds access to said Public Record, because

it is confidential or exempt from disclosure status pursuant to federal or Florida law. Further, if a request for a Public Record is made to the CONSULTANT, upon the furnishing of that Public Record to the requestor, the TPA shall be promptly notified and furnished, at no cost, with a similar copy of the Public Record.

- F. To the extent required by law, documents prepared pursuant to this Agreement are subject to Florida's Public Record Law. The CONSULTANT agrees to keep and maintain Public Records in the CONSULTANT's possession or control in connection with their performance under this Agreement. The CONSULTANT additionally agrees to comply specifically with the provisions of Section 119.0701, F.S. The CONSULTANT shall ensure that Public Records that are confidential or exempt, as provided by Florida or federal law, from Public Records disclosure requirements are not disclosed, except as authorized by law and as approved by the TPA, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the TPA.
- G. All Public Records held by the CONSULTANT must be retained for a period of five (5) years or such later date as may be provided by Florida's governmental Public Records retention schedules, whichever date shall be later in time.
- H. Upon completion of this Agreement or in the event of termination by either party, at the request of the TPA, copies of any and all Public Records relating to the Agreement in the possession of the CONSULTANT related to this Agreement shall be delivered by the CONSULTANT to the TPA, at no cost to the TPA, within forty-five (45) days (unless the TPA advises the CONSULTANT that it already has copies of those Public Records). Unless the TPA advises the CONSULTANT that it already has copies of those Public Records, copies of all such records stored electronically by the CONSULTANT shall be delivered to the TPA in a format that is compatible with the TPA's information technology systems. Once the Public Records have been delivered upon completion or termination of this Agreement, the CONSULTANT may destroy any and all duplicate Public Records that are exempt or confidential and exempt, as defined by Florida or Federal law, from Public Records disclosure requirements, pursuant to law.

**IF THE CONTRACTOR OR THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Executive Director  
561.725.0800  
PublicRecords@PalmBeachTPA.org  
Palm Beach TPA, 301 Datura Street, West Palm Beach, Florida 33401**

The name and address of the custodian of Public Records may be unilaterally changed from time to time by the TPA by affording to the CONSULTANT notice as provided in Section 36 of this Agreement.

- I. This Section 8. shall survive the termination of this Agreement.

**Section 8. Access and Audits.**

- A. The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the Work for at least five (5) years after

completion or termination of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, the CONSULTANT shall maintain such records until notified by the TPA that the litigation or claims have been concluded and resolved. The CONSULTANT shall maintain all records in Palm Beach County or such other location in the State of Florida approved by the TPA's Contract Representative.

- B. The CONSULTANT shall comply and cooperate with any audit, monitoring procedures, accounting process, or other processes deemed appropriate by the TPA or FDOT, including but not limited to site visits and limited scope audits. FDOT, the State of Florida Chief Financial Officer, Comptroller, or Auditor General, the USDOT, Federal Transit Administration ("FTA") or their authorized employees and representatives, and any agency thereof, shall have access to and the CONSULTANT shall make available its books, records, and documents related to the performance of this Agreement, for the purpose of inspection, audit or reproduction during normal business hours at the TPA's or the CONSULTANT's place of business.

**Section 9. Preparation of Documents, Certifications and Reports.** Should the TPA be required by FDOT or an agency of the Federal or State government, including but not limited to the USDOT, or any agency thereof, to provide any certifications, documents, or reports related to or produce as a result of this Agreement, the CONSULTANT will cooperate and assist the TPA with the preparation of such at no cost to the TPA or any agency of the Federal or State government.

**Section 10. No Agency Relationship.** Nothing contained in this Agreement or in any contract of the CONSULTANT's shall create an agency relationship between the TPA and the CONSULTANT. Neither party shall be deemed to have assumed any liability for the negligent or wrongful acts or omissions of the other party, or of its officers, employees, servants, or agents. In addition, nothing contained herein shall be construed as a waiver of sovereign immunity by either party or a waiver of the liability limits set forth in Section 768.28, F.S.

**Section 11. FDOT Funded Project.**

- A. This Agreement is funded in whole or in part with funds received from FDOT by the TPA. The expenditure of such funds is subject to the terms and conditions of any agreement between the TPA and the FDOT providing funding for this Agreement. The CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with TPA requests which would cause the TPA to be in violation of any term or condition of its JPA with FDOT or cause FDOT to refuse to approve a requisition or invoice for payment or reimbursement submitted by the TPA. The CONSULTANT will immediately remedy any deficiency or violation found by the TPA upon notice of such from the TPA, or alternatively, and in addition to any other right to terminate this Agreement, the CONSULTANT may terminate this Agreement by providing written notice to the TPA. In the event of termination, the CONSULTANT will be paid by the TPA for services satisfactorily rendered through the effective date of termination; provided, that, no circumstance(s) exists which would limit or restrict the TPA's obligation to pay, as set forth in this Agreement, including but not limited to those described in Section 7. The TPA's obligation to pay the CONSULTANT is contingent upon the TPA's receipt of funds from the FDOT for the purposes of this Agreement.
- B. If any provision of this Agreement requires the CONSULTANT to violate any federal, state or local law or regulation, the CONSULTANT will at once notify the TPA in writing of the appropriate changes and modifications that are necessary to enable it to go forward with the Work in compliance with law.

Section 12. **Termination.** This Agreement may be terminated by the CONSULTANT for cause upon thirty (30) days written notice to the TPA's representative. It may also be terminated by the TPA, in whole or in part, for cause, immediately upon written notice to the CONSULTANT, and without cause and for the convenience of the TPA upon five (5) days written notice to the CONSULTANT. Notwithstanding the forgoing or anything in this Agreement to the contrary, termination by the TPA shall not become effective until written notice of termination has actually been received by the CONSULTANT at it's address set forth in this Agreement or other address designated in writing by the CONSULTANT in a notice to the TPA. The CONSULTANT shall not be entitled to any anticipated lost profits on uncompleted Work or other damages because of the TPA's termination of this Agreement for convenience. The CONSULTANT shall be paid for services rendered to the TPA's satisfaction through the date of termination except, if the CONSULTANT is in default, the TPA shall have a right of set off against the amount that would otherwise be payable to the CONSULTANT to compensate the TPA for any actual damages suffered because of the CONSULTANT default(s). After receipt of a Termination Notice from the TPA, except as otherwise directed by the TPA, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Incur no further costs or place orders for materials, services, or facilities, except as may be necessary to complete that portion of the Work not terminated; provided, that the CONSULTANT has obtained the TPA's agreement that such must be completed.
- C. Terminate and settle all orders and subcontracts relating to the performance of the terminated Work.
- D. Transfer all Work in process, completed Work, and other materials related to the terminated Work to the TPA.
- E. Continue and complete all parts of the Work that have not been terminated and prepare all necessary reports and documents required under the terms of this Agreement, up to the date of termination, as requested by the TPA's Contract Representative.

Section 13. **Indemnification.** The CONSULTANT shall save, protect, reimburse, indemnify and hold the TPA, and their respective agents, employees, volunteers and elected officers harmless from and against claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of or related in any manner to the extent of the CONSULTANT's negligent performance of the terms of this Agreement or due to the negligent acts, errors or omissions, of any kind or character, of the CONSULTANT or any of its officers, agents, employees or volunteers.

Section 14. **Claims/Damages.** The TPA and the CONSULTANT each acknowledge the waiver of sovereign immunity for liability in tort contained in Section 768.28, F.S., the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or property damage caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. The TPA and the CONSULTANT agree to be responsible for all such claims, and damages, in tort, to the extent and limits provided in Section 768.28, F.S., arising from the actions of their respective employees. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense that the parties may have under such statute, nor as consent to be sued by third parties. The CONSULTANT



agrees that neither the TPA nor FDOT shall be subject to any obligations or liabilities to any third-party contractor, subcontractor or any other entity pertaining to any matter resulting from this Agreement. Notwithstanding the foregoing and to the extent permitted by law, CONSULTANT agrees to indemnify, defend and hold the TPA harmless from any claim, damage, loss, cost, charge or expense arising out of any act, error, omission or negligent act of the CONSULTANT, its officers, employees, and agents, in the performance of this Agreement, except that the CONSULTANT shall not be responsible to the extent of any act, error, omission or negligent act of the TPA or its officers or employees during the performance of this Agreement.

Section 15. **Insurance.** It shall be the responsibility of the CONSULTANT to provide evidence of the following minimum amounts of insurance coverage or legal liability protection:

- A. Required Insurance Coverages. Without waiving the right to Sovereign Immunity as provided by Section 768.28, F.S., and as a minimum, the CONSULTANT and the TPA agree that the limits of insurance coverage which the CONSULTANT is to procure and maintain through the term of this Agreement, on behalf of itself, will procure and maintain (or cause to be procured and maintained by any CONSULTANT sub-contractor) the following coverages:
1. Commercial General Liability. During the term of this Agreement, the CONSULTANT, on its behalf, shall maintain Commercial General Liability Insurance. Coverage shall include, as a minimum: (i) Premises Operations, (ii) Personal Injury Liability, (iii) Property Damage, (iv) Expanded Definition of Property Damage, (v) Products and Completed Operations, and (vi) Incidental Contractual Liability in both the primary and any umbrella policy coverage. The minimum limits acceptable shall be not less than \$5,000,000 Combined Single Limit for bodily injury or death of one or more persons, or property damage in aggregate, and naming the TPA as an "additional insured". The use of an excess/umbrella liability policy to achieve the limits required by this paragraph will be acceptable as long as the terms and conditions of the excess/umbrella policy are no less restrictive than the underlying Commercial General Liability policy. No primary policy shall have a deductible of not more than \$10,000 without the written approval of the TPA, and the excess/umbrella policy shall provide insurance for any loss or damage over the maximum limits of the primary policy.
  2. Workers' Compensation and Employers Liability. The CONSULTANT shall maintain Workers' Compensation Insurance, employer's liability insurance and any other insurance as required by Florida Statutes. In addition, the CONSULTANT must obtain Employers' Liability Insurance with limits of not less than: (i) \$500,000 Bodily Injury by Accident, and (ii) \$500,000 Bodily Injury by Disease, each employee adjusted periodically as may be required by law from time to time. The Workers' Compensation insurance shall extend to all employees of the CONSULTANT and, if required by law, shall also extend to volunteers of the CONSULTANT.
  3. Business Automobile Liability. During the term of this Agreement, the CONSULTANT shall maintain Business Automobile Liability Insurance with coverage extending to all Owned, Non-Owned and Hired autos used by the CONSULTANT in connection with its operations under this Agreement. The minimum limits acceptable shall be \$1,000,000 Combined Single Limit ("CSL"). The use of an excess/umbrella liability policy to achieve the limits required by this paragraph will be acceptable as long as the terms and conditions of the excess/umbrella policy are no less restrictive than the underlying Business Automobile Liability policy.
  4. Professional Liability. The CONSULTANT shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Each Claim. When a self-insured retention (SIR) or deductible exceeds \$10,000, the TPA reserves the right, but

not the obligation, to review and request a copy of CONSULTANT's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, CONSULTANT shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, CONSULTANT shall purchase a SERP with a minimum reporting period not less than 3 years. The CONSULTANT shall provide this coverage on a primary basis.

- B. Evidence of Insurance. Prior to the CONSULTANT receiving its Notice to Proceed from the TPA, satisfactory evidence of the required insurance shall be provided to the TPA. Satisfactory evidence shall be either: (i) a copy of the declaration page certified by the insurer to the TPA designating the TPA as an "additional insured" as appropriate; or (ii) an insurance company certified copy of the actual insurance policy. The TPA, at its sole option, may from time to time request a certified (by the insurer) copy of any or all insurance policies required by this Agreement. The CONSULTANT, in the manner provided in this Agreement for giving notice, shall forward to the TPA any of the instruments required hereunder within thirty (30) days of request by the TPA or, on not less than a yearly basis, not later than the effective date of any policy or policy renewal. If the CONSULTANT does not furnish proof of insurance as set forth in this section within thirty (30) days of the receipt of a request therefore from the TPA or on not less than a yearly basis, or if the CONSULTANT fails to at all or any times to maintain adequate insurance as required herein, the TPA may, but shall not be obligated to obtain insurance to satisfy this Section 16. The declaration page or policy shall list the "Palm Beach Metropolitan Planning Organization, d/b/a the Palm Beach TPA", as the named "additional insured." The CONSULTANT's failure to provide evidence of coverage prior to the time the CONSULTANT is to commence performance shall be grounds for the TPA's cancellation or termination of this Agreement. If the CONSULTANT elects to self-insure during the term of this Agreement, it shall provide evidence thereof in a form deemed satisfactory to TPA and have received TPA's approval in writing thereof prior to terminating the CONSULTANT's insurance coverage.
- C. When obtaining new insurance, the CONSULTANT shall obtain evidence of insurance as set forth in Section 15.B. containing a statement that unequivocally provides that not less than thirty (30) days written notice to TPA will be given prior to cancellation or non-renewal of coverage thereunder. In the event the CONSULTANT is unable to provide the proper evidence of insurance as provided in Section 16.B. above that satisfy the notice requirements of this paragraph, the TPA Executive Director may, on a case by case basis and for good cause shown (e.g., the CONSULTANT is unable to furnish proper evidence of insurance that complies in all respects with the notice requirements after diligently attempting to obtain such evidence), waive or vary these notice requirements, but the TPA Executive Director shall not be obligated to waive or vary these requirements.
- D. All insurance must be acceptable to and approved by TPA as to form, types of coverage, and acceptability of the insurers providing coverage.
- E. General Insurance Provisions.
  - 1. Prior to issuance of a Notice to Proceed by the TPA and prior to any construction or other Work as part of this Agreement, and at all times during the term of this Agreement, the CONSULTANT at its sole cost and expense, shall procure and at all times maintain the

insurance specified in this Section 15. In addition, the CONSULTANT shall ensure that their subcontractors, and any other contractors in privity with the CONSULTANT shall maintain the insurance coverages set forth below. Any attorneys' or paralegals' fees shall be in addition to the coverage or limits set forth herein.

2. All insurance to be obtained will name the TPA, as its respective interests may appear, and will require the insurer to give written notice of any cancellation or change to be sent to the CONSULTANT and the TPA at least forty-five (45) days prior to cancellation, termination, or material change.
  3. Unless otherwise approved by the TPA, in its sole discretion, all insurance shall be Occurrence Form, to the extent that such form of insurance is available on commercially reasonable terms, policies of insurance, shall not have a deductible of more than \$10,000 unless approved in writing by the TPA Contract Representative, shall be with an insurance company licensed by the State of Florida Insurance Commissioner, or said Commissioner's successor, to issue the policy presented, issued by a company having an A.M. Best's Rating Guide financial strength rating of A or better and a financial size category of VII or better. In the event that A.M. Best's Rating Guide is discontinued, the TPA and the CONSULTANT shall amend this Agreement to provide a successor rating service and ratings, which in the TPA's reasonable judgment are similar to what is required by this Agreement. "Claims made" insurance shall not be acceptable insurance under this Agreement.
  4. The CONSULTANT, and its general contractor, any other contractors in privity with either the CONSULTANT shall be solely responsible for all deductibles and retentions contained in their respective policies.
  5. The TPA will be included as an "Additional Insured" on the Commercial General Liability, any Umbrella Liability, and Builders' Risk policies. The CONSULTANT's insurance policies will be primary over any and all insurance available to the TPA, whether purchased or not, and must be non-contributory.
  6. The terms and conditions of all policies may not be less restrictive than those contained in the most recent edition of the policy forms, as revised from time to time, issued by the Insurance Services Office ("ISO") or the National Council on Compensation Insurance ("NCCI"). If ISO or NCCI issues new policy forms during the policy term of the required insurance, the CONSULTANT will not be required to comply with the new policy forms until the expiration date of the insurance policy affected by the change.
  7. The CONSULTANT will ensure that each insurance policy obtained by it or by any subcontractor on the Work provides that the insurance company waives all right of recovery by way of subrogation against the TPA in connection with any damage covered by any policy.
- F. Premiums and renewals. The CONSULTANT shall pay as the same become due all premiums for the insurance required by this section 15., shall renew or replace each such policy and deliver to the TPA evidence of the payment of the full premium thereof prior to the expiration date of such policy.
- G. Adequacy of Insurance Coverage.
1. The adequacy of the insurance coverage required by this section 15. may be reviewed

periodically by the TPA in its reasonable discretion. The TPA may request a change in the insurance coverage, if it is commercially reasonable; provided, that such coverage is available at commercially reasonable rates.

2. The CONSULTANT has the right to contest the request for a change in insurance but must be commercially reasonable.
- H. TPA right to procure insurance. If the CONSULTANT or its sub-contractor refuses, neglects or fails to secure and maintain in full force and effect any or all of the insurance required pursuant to this Agreement, the TPA, at its option, may but shall not be obligated to, procure or renew such insurance. Regardless of whether the TPA decides to obtain insurance, that shall not excuse the CONSULTANT's responsibility for any loss, damages, or injury. In that event, all commercially reasonable amounts of money paid therefor by the TPA shall be treated as a right to suspend any payments under this Agreement to the CONSULTANT, until the CONSULTANT pays any insurance premiums due or paid for by the TPA. Such amounts shall be paid by the CONSULTANT to the TPA within twenty (20) calendar days of written notice thereof.
- I. Waiver of Subrogation. A full waiver of subrogation shall be obtained from all insurance carriers. The CONSULTANT shall cause each insurance policy obtained by it to provide that the insurance company waives all right of recovery by way of subrogation against the TPA in connection with any damage covered by any policy.

Section 16. **Personnel.** The CONSULTANT warrants that all professional services shall be performed by skilled and competent personnel to the highest professional standards in the field.

- A. The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the TPA nor shall they be considered as joint employees or volunteers of the TPA.
- B. All the services required hereunder shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, licensed, authorized or permitted under state and local law to perform such services.

Section 17. **Public Entity Crimes.** In accordance with Sections 287.132 and 287.133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, CONSULTANT certifies that it, its affiliates, suppliers, and subcontractors who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the effective date of this Agreement.

Section 18. **Discriminatory Vendor List.** The CONSULTANT hereby certifies that it has not been placed on Florida's Department of Management Services' Discriminatory Vendor List as provided under Section 287.134, F.S.

Section 19. **Criminal History Records Check.** The CONSULTANT shall comply with the provisions of Palm Beach County Ordinance No. 2003-030, the Criminal History Records Check Ordinance (Ordinance), if the CONSULTANT's employees or subcontractors are required under this Agreement to enter a critical facility as identified in Palm Beach County Resolution No. R-2003-1274. CONSULTANT acknowledges and agrees that all employees and subcontractors who are to enter a

critical facility will be subject to a fingerprint based criminal history records check. Although the TPA agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, CONSULTANT shall be solely responsible for the financial, schedule, and staffing implications associated in complying with the Ordinance.

**Section 20. E-Verify.**

- A. The TPA has agreements with FDOT which require the TPA to agree and assure the FDOT that the U.S. Department of Homeland Security’s E-Verify System (System) will be used to verify the employment eligibility of CONSULTANT’s employees and the employees of the CONSULTANT’s subcontractors, performing Work pursuant to this Agreement. In addition, Florida law will effective January 1, 2021, require that the E-Verify system be used by the CONSULTANT. See Cs/CS/CS/SB 664 (2020 Florida Legislature). Accordingly, the CONSULTANT agrees that it will utilize the System, in accordance with the law and the regulations applicable to the System, to verify the employment eligibility of its employees and that it will require any subcontractor used in the performance of the Work to verify the employment eligibility of its employees. The CONSULTANT shall provide evidence that it and its subcontractors have so verified the employment eligibility of all employees to the TPA and FDOT on forms and in the manner required by the TPA.
- B. The CONSULTANT acknowledges that the TPA has received and will seek funds from the FDOT, and that such funds may be used to pay CONSULTANT for the services it provides under this Agreement. The CONSULTANT further acknowledges that FDOT has advised recipients of FDOT funds that it will consider a contractor’s employment of unauthorized aliens to be a material violation of the Immigration and Nationality Act and this Agreement. The CONSULTANT affirms to the TPA that it will not employ unauthorized aliens or take any other act which may cause the TPA to be in violation of any term or condition of any agreement between the TPA and the FDOT.

**Section 21. Title VI – Nondiscrimination Policy Statement.** During the performance of this Agreement, the CONSULTANT agrees for itself, its assignees, and successors in interest as follows:

- A. Compliance with Regulations: The CONSULTANT shall comply with the nondiscrimination regulations applicable to federally assisted programs of the U.S. DOT set forth at 49 CFR Part 21, as they may be amended from time to time (referred to hereinafter as the “Regulations”). Said Regulations are hereby incorporated into and made a part of this Agreement by reference.
- B. Nondiscrimination: The CONSULTANT, with regard to the work performed during this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21, as they may be amended from time to time, of the Regulations, including employment practices if this Agreement covers a program set forth in Appendix B of the Regulations.
- C. Solicitations for Subcontractors, including Procurements of Materials and Equipment: In all solicitations made by the CONSULTANT, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT’s obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion, or

family status.

- D. Information and Reports: The CONSULTANT shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration (FTA), Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this Agreement, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, the Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
  - 1. Withholding of payments to the CONSULTANT until the CONSULTANT complies; and/or
  - 2. Cancellation, termination, or suspension of the Agreement, in whole or in part.
- F. Incorporation of Provisions: The CONSULTANT shall include the provisions of paragraphs (A) through (E) of this section in every subcontract, including procurements of materials and leases of equipment, unless excepted by the Regulations, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.
- G. The CONSULTANT does hereby represent and certify that it will comply with all the requirements imposed by Title VI of the Civil Rights Acts of 1964 and Title VII of the Civil Rights Act of 1968, as they have been and may be modified from time to time (42 U.S.C. 2000d, et. seq. and 3601 et. seq.), and all applicable implementing regulations of the U.S. DOT and its agencies.
- H. The CONSULTANT does hereby represent and certify that it will comply with all the requirements of the Americans with Disabilities Act (42. U.S.C. 12102, et. seq.) and all applicable implementing regulations of the U.S.DOT and its agencies.
- I. The CONSULTANT shall report all grievances or complaints pertaining to its actions and obligations under this Article to the TPA.

## Section 22. **Conflict of Interest.**

- A. The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Section 112.311, Florida Statutes. The CONSULTANT further represents that no person having any such interest shall be employed to assist in the performance of this Agreement.
- B. The CONSULTANT shall promptly notify the TPA's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the CONSULTANT's judgment or the quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that the CONSULTANT may undertake and advise the TPA as to whether the association, interest, or circumstance would constitute a conflict of interest if entered into by the CONSULTANT. The TPA may notify the CONSULTANT of its opinion as to whether a conflict exists under the circumstances identified by the CONSULTANT. If, in the opinion of the TPA, the prospective business association, interest or circumstance would constitute a conflict of interest by the CONSULTANT, then the CONSULTANT shall immediately act to resolve or remedy the conflict. If the CONSULTANT shall fail to do so, the TPA may terminate this Agreement for cause.
- C. The CONSULTANT shall not enter into any contract, subcontract, or arrangement in connection with the Work (also referred to as "Project," "Scope," or "Scope of Services") or any property included or planned to be included in the Work, with any officer, director or employee of the TPA or any business entity of which the officer, director or employee or the officer's, director's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer, director or employee or the officer's director's or employee's spouse or child, or any combination of them, has a material interest.
- D. "Material Interest" means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity.
- E. The CONSULTANT shall not enter into any contract or arrangement in connection with the Work or Project, with any person or entity that was represented before the TPA by any person, who at any time during the immediately preceding two (2) years, was an officer, director or employee of the TPA.
- F. The CONSULTANT agrees for itself and shall insert in all contracts entered into in connection with the Work or Project or any property included or planned to be included in the Work or Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

No member, officer, or employee of the TPA during his tenure or for two (2) years thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**Section 23. Independent Contractor Relationship.** The CONSULTANT is and shall be, in the performance of the Work, services and activities under this Agreement, an Independent Contractor and not an employee, agent, or servant of the TPA. All persons engaged in any of the Work or services performed pursuant to this Agreement shall, at all times and in all places, be subject to the CONSULTANT's sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the Work, and in all respects,

the CONSULTANT's relationship and the relationship of its employees to the TPA shall be that of an Independent Contractor and not as employees or agents of the TPA. The CONSULTANT does not have the power or authority to bind the TPA in any promise, agreement, or representation.

Section 24. **Assignment.** Neither this Agreement nor any interest herein shall be assigned, subcontracted, conveyed, transferred, or otherwise encumbered, in whole or in part, by the CONSULTANT without the prior written consent of the TPA, which consent may be withheld or refused for any reason or no reason. The parties agree that additional consideration incorporated into the payment schedule of this Agreement has been made for this provision.

Section 25. **Contingent Fees.** The CONSULTANT warrants that it has not employed or retained any company or person, other than a *bona fide* employee working solely for the CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a *bona fide* employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Section 26. **Members of Congress.** No member or delegate to the Congress of the United States shall be admitted to any share or part of the Agreement or any benefit arising therefrom.

- A. The CONSULTANT agrees that no federal appropriated funds have been paid or will be paid by or on behalf of the TPA, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- B. If any funds other than federal appropriated funds have been paid to the CONSULTANT for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Work, the CONSULTANT shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions or provide notification to the TPA in any other manner the TPA may allow.
- C. The CONSULTANT shall include the two (2) above-stated clauses modified to show the contractual relationship, in all subcontracts it enters into related to the Work.
- D. The CONSULTANT may not expend any funds received under this Agreement for lobbying the Florida Legislature or any agency of the State.

Section 27. **Application of Federal Requirements.** This Agreement is funded, in part, by funds made available by the FTA. Additional terms and conditions are set forth in Exhibit "C" attached hereto and made applicable to the CONSULTANT and a part of this Agreement by this reference. The CONSULTANT shall perform the duties and obligations described in Exhibit "C" and shall complete the representations and provide any information required therein.



Section 28. **Remedies.** This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. No person or entity other than the CONSULTANT or the TPA shall have any rights in this Agreement or any remedy against either the CONSULTANT or the TPA for a violation of any of the terms and conditions set forth herein or pertaining in any way to the services to be rendered by the CONSULTANT to the TPA hereunder.

Section 29. **Enforcement Costs.** Any costs or expenses, including reasonable attorney fees, associated with the enforcement of the terms and conditions of this Agreement shall be borne by the respective parties.

Section 30. **No Waiver.** No waiver of any provisions of this Agreement shall be effective unless it is in writing and signed by the party against whom it is asserted. Any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed a continuing or future waiver.

Section 31. **Captions.** The captions and section designations herein set forth are for convenience only and shall have no substantive meaning.

Section 32. **Joint Preparation.** The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

Section 33. **Severability.** Should any section, paragraph, sentence, clause, or provision hereof be held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement.

Section 34. **Entirety of Agreement and Modifications.** The TPA and the CONSULTANT agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and equality of dignity herewith.

Section 35. **Survivability.** Any provision of this Agreement which is of a continuing nature or imposes an obligation which extends beyond the term of this Agreement shall survive its expiration or earlier termination.

Section 36. **Notice.** Notices, invoices, communications, and payments hereunder shall be deemed made if given in any of the following forms:

- A. By certified U.S. Mail, return receipt requested, postage prepaid, and addressed to the party to receive such notice, invoice, or communication, as set forth below; or
- B. By nationally recognized overnight courier service (e.g., FedEx, UPS, etc.) prepaid and addressed to the party to receive such notice, invoice, or communication, as set forth below;  
or

- C. By hand delivery to the office of the party to whom such notice, invoice, or communication is being given. All notices, invoices, or communications shall be addressed to a party at the address given below or such other address as may hereafter be designated by notice in writing.

If to the TPA: Executive Director  
Palm Beach Transportation Planning Agency  
301 Datura Street  
West Palm Beach, FL 33401

If to the CONSULTANT: Paul R. Gougelman, Esq.  
Weiss Serota Helfman Cole and Bierman, P.L.  
200 East Broward Blvd, 19<sup>th</sup> Floor  
Fort Lauderdale, FL 33301

and to

Paul R. Gougelman  
350 Ocean Oaks Drive  
Indialantic, FL 32903

The foregoing individuals shall also be known in this Agreement as the agency's "Contract Representative."

- D. A notice or communication, under this Agreement, from one party to another party shall be sufficiently given or delivered if dispatched to the party's individual listed in Section 36.C. by hand delivery, or by nationally recognized overnight courier (i.e. – Federal Express, United Parcel Services, etc.) providing receipts, or by U.S. certified mail, postage prepaid, return receipt requested.
- E. Notices; Addresses; Time. Either party may unilaterally change its addressee or address, by giving written notice thereof to the other party pursuant to this Section 36., but the change is not effective until the change notice is actually received by the other party.
- F. Notice given by certified mail, return receipt requested, properly addressed and with postage fully prepaid, is deemed given when deposited in the United States mails within the continental United States, if the notice is thereafter delivered in due course at the address to which properly sent. Notice given by overnight courier, service prepaid, properly addressed is deemed given when deposited with the courier within the continental United States, if the notice is thereafter delivered in due course at the address to which properly sent. Notice given by manual delivery is deemed given only when actually received by the recipient.
- G. Relay of Official Notices and Communications. If the CONSULTANT or the TPA receives any notice from a governmental body or governmental officer that pertains to this Agreement or performance pursuant hereto, or receives any notice of litigation or threatened litigation affecting any of the aforementioned subjects, then the receiving party shall promptly send it (or a copy of it) to the other party to this Agreement.

**Section 37. No Intended Third Party Beneficiaries.** The parties acknowledge that this Agreement is not intended to be a third party beneficiary contract, either express or implied, and confers no

rights on anyone other than the TPA and the CONSULTANT.

**Section 38. Disadvantaged Business Enterprises (DBE) and Prompt Payment.**

- A. This Agreement is subject to the requirements of 49 CFR Part 26. As required by 49 CFR 26.13, the CONSULTANT will not discriminate on the basis of race, color, national origin, or sex in the performance of any U.S. DOT- assisted contract or the requirements of 49 CFR Part 26. The CONSULTANT shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the performance of this Agreement. The TPA's DBE Program, as required by 49 CFR Part 26 and approved by DOT is incorporated by reference into this Agreement.
- B. In accordance with 49 CFR Part 26.21, and the FDOT DBE Program Plan, DBE participation on FHWA-assisted contracts must be achieved through race-neutral methods. 'Race neutral' means that the TPA can likely achieve the overall DBE goal of 10.65% through ordinary procurement methods. Therefore, no specific DBE contract goal may be applied to this project. Nevertheless, the TPA is committed to supporting the identification and use of DBEs and other small businesses and encourages all reasonable efforts to do so. Furthermore, the TPA recommends the use of certified DBE's listed in the Florida Unified Certification Program (UCP) DBE Directory, who by reason of their certification are ready, willing, and able to provide and assist with the services identified in the scope of work. Assistance with locating DBEs and other special services are available at no cost through FDOT's Equal Opportunity Office DBE Supportive Services suppliers. More information is available by visiting <http://www.fdot.gov/equalopportunity/serviceproviders.shtml> or calling 850-414- 4750.
- C. Consistent with 49 CFR 26.13(b), the Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the Contractor from future bidding as non-responsible
- D. CONSULTANT shall include the statements set forth in paragraphs A., B., and C., above in each subcontract or sub-consultant contract it lets.
- E. Overview. The CONSULTANT is encouraged to seek disadvantaged business enterprises (DBEs) for participation in subcontracting opportunities. It is the policy of the TPA and the United States Department of Transportation ("DOT") that Disadvantaged Business Enterprises ("DBE's"), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted contracts. It is also the policy of the AGENCY to:
  - 1. Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
  - 2. Create a level playing field on which DBE's can compete fairly for DOT-assisted contracts;
  - 3. Ensure that the DBE program is narrowly tailored in accordance with applicable law;

4. Ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBE's;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To promote the use of DBEs in all types of federally assisted contracts and procurement activities; and
7. Assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

This Contract is subject to 49 C.F.R. part 26. Therefore, the Contractor must satisfy the requirements for DBE participation as set forth herein. The TPA shall make all determinations with regard to whether or not a Contractor is in compliance with the requirements stated herein.

- F. **Contract Assurance.** The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the TPA deems appropriate.
- G. **DBE Participation.** For the purpose of this Contract, the TPA will accept only DBE's who are:
1. Certified, at the time of bid opening or proposal evaluation, by the certifying agency or the Unified Certification Program (UCP); or
  2. An out-of-state firm who has been certified by either a local government, state government or Federal government entity authorized to certify DBE status or an agency whose DBE certification process has received FTA approval; or
  3. Certified by another agency approved by the AGENCY.
- H. **DBE Participation Goal.** The DBE participation goal for this Contract is set at 10.65%. Currently, the approved FDOT program is 100% race neutral. This means that the TPA can likely achieve the overall aspirational goal of 10.65% without the use of contract goals. Nevertheless, the TPA is committed to providing contracting opportunities to DBEs and other small businesses. This goal represents those elements of work under this Agreement performed by qualified Disadvantaged Business Enterprises for amounts totaling not less than 10.65% of the total Contract price.
- I. **DBE Utilization Form.** The undersigned Consultant and other DBE parties entered into during the life of the Agreement. have satisfied the requirements of the solicitation in the following manner (Consultant should initial both spaces, if appropriate):
- The Consultant is committed to a minimum of 10.65% DBE utilization on this contract.
  - The Consultant (*if unable to meet the DBE goal of %*) is committed to at least make good faith efforts to a 10.65% DBE utilization on this contract and will submit documentation reporting during the term of the contract how successful the Consultant has been in achieving the DBE utilization goals

- J. The CONSULTANT agrees to maintain in Palm Beach County, Florida or such other location in Florida approved by the TPA's representative, all relevant records, documents of payments and information necessary to document payments to DBEs for at least five (5) years following the termination of this Agreement. In the event litigation is commenced involving or relating to a DBE, the CONSULTANT agrees to maintain such records until the conclusion of all litigation and the expiration of any appeal periods. All such records and information shall be immediately made available for reproduction, examination, or inspection upon the request of TPA's representative or any authorized representative of FDOT or the U.S. DOT or any agency thereof. The CONSULTANT agrees to require all of its DBE subcontractors to comply with the same records and information maintenance and availability requirements that it is subject to in this Agreement.
- K. The CONSULTANT shall, on a monthly basis or such other period required by the TPA's representative, submit payment certification(s) for all payments it is seeking and certifications from all subcontractors indicating who has been paid and how much. Such certifications shall be made in the manner required and/or on a form(s) furnished by the TPA's representative. Said form(s) shall be signed by the CONSULTANT, affirmed as true and accurate, and shall be subject to all statutory and legal requirements applicable to the submission of false statements. The CONSULTANT will fully participate and cooperate with TPA, FDOT, U.S. DOT or it's agencies, and their authorized representatives, regarding any monitoring process it establishes pertaining to the use and review of all subcontractors, including all interim and final audits of payments to subcontractors. Audits may be conducted to review payments to DBE subcontractors to ensure that the actual amount paid to DBEs equals or exceeds the dollar amounts of the Work the CONSULTANT represented would be subcontracted to or performed by DBEs, or for which DBEs would be utilized.
- L. Prior to receiving any progress payment due under this Agreement, the CONSULTANT shall certify that it has disbursed to all subcontractors and suppliers, having an interest in the Agreement or performing work or providing materials or supplies used by the CONSULTANT in its performance of the Work, their pro-rata share(s) of the payment received by the CONSULTANT from previous progress payments for all work completed and materials furnished in the previous period, less any retainage withheld by the CONSULTANT pursuant to an agreement with a subcontractor for payment, as approved by the TPA and FDOT, and as deemed appropriate by TPA. The CONSULTANT shall return all retainage payments withheld by the CONSULTANT within thirty (30) days after each subcontractor's work has been satisfactorily completed. The CONSULTANT shall not be entitled to any progress payment before certification, unless the CONSULTANT demonstrates good cause for not making any such required payment and furnishes written notification of such good cause, acceptable to the TPA, to both the TPA and the affected subcontractors and suppliers.
- M. Within thirty (30) days of the CONSULTANT's receipt of any payment(s) received under this Agreement and any final progress payment received thereafter, the CONSULTANT shall pay all subcontractors and suppliers having an interest in the Agreement or performing work or providing materials or supplies used by the CONSULTANT in its performance of the Work, their pro-rata share(s) of the payment(s), unless the CONSULTANT demonstrates good cause, acceptable to the TPA, for not making any required payment(s) and furnishes written notification to the TPA and the affected subcontractors and suppliers within said thirty (30) day period.
- N. The provisions of this section shall be construed in conformity with any requirement of state or federal law. In the event of any conflict, state or federal law will control the resolution of the conflict.

**Section 39. Truth in Negotiations Certificate.** Signature of this Agreement by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of the Agreement and no higher than those charged the CONSULTANT's most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the TPA determine that the rates and costs were increased due to inaccurate, incomplete, or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. TPA shall exercise its rights under this section within three (3) years following final payment.

**Section 40. Federal and State Taxes.** The TPA is exempt from payment of the Florida State Sales and Use Taxes. The TPA may sign or have cause to have signed an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the TPA, nor is the CONSULTANT authorized to use the TPA's Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employee's payroll, payroll taxes, and benefits with respect to this Agreement.

**Section 41. Successor and Assigns.** The CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. The CONSULTANT shall assign, sublet, convey, or transfer its interest in this Agreement without the prior written consent of the other

**Section 42. Excusable Delays.** The CONSULTANT shall not be considered in default by reason of any failure in performance if its failure arises out of causes reasonably beyond the control of the CONSULTANT and without its fault or negligence. Such causes are limited to, acts of God, force majeure, natural or public health emergencies, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT's request, the TPA shall consider the facts and extent of any failure to perform the Work and, if the CONSULTANT's failure to perform was without its fault or negligence, a Work Order's Timeline or Schedule and/or any other affected provision of this Agreement shall be revised accordingly, subject to the TPA's rights to change, terminate, or stop any or all of the Work at any time.

**Section 43. Arrears** The CONSULTANT shall not pledge the TPA's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

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IN WITNESS WHEREOF, the Palm Beach Transportation Planning Agency and the CONSULTANT have hereunto set their hands to this Agreement on this 19th day of May, 2022.

CONSULTANT:

TPA:

WEISS, SEROTA HELFMAN COLE & BIERMAN, P.L., a Florida Limited Liability Company

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, a/k/a Palm Beach MPO, d/b/a Palm Beach TRANSPORTATION PLANNING AGENCY

By:   
Title: Joseph Serota, Member

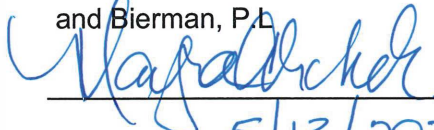
By: \_\_\_\_\_  
Robert S. Weinroth, Chair

Date: May 13, 2022

Date: \_\_\_\_\_

ATTEST FOR: Weiss Serota Helfman Cole and Bierman, P.L.

ATTEST FOR TPA:

  
Print Name: 5/13/2022

\_\_\_\_\_  
Margarita Pierce, TPA Executive Administrator

APPROVED AS TO TERMS AND CONDITIONS

  
Valerie Neilson  
TPA Interim Executive Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

  
Paul R. Gougelman, Esq.  
TPA General Counsel

**Exhibit A**  
SCOPE OF SERVICES

The CONSULTANT shall:

1. Review agenda materials, attend TPA board meetings, and participate in meetings, conference calls, field trips or the like and report on the status of the legal matters;
2. Draft and/or review proposed policies, resolutions, contracts, amendments, and correspondence;
3. Review and analyze TPA legal files, data, documents and other materials and provide appropriate legal counsel;
4. Act as an intermediary between the TPA and counsel for other agencies or legal entities;
5. Initiate and conduct discovery including depositions on behalf of the TPA and represent the TPA in discovery initiated by opposing parties;
6. Represent the TPA at arbitration, trial, or on appeal; and
7. Perform other legal services as directed by the TPA.



## Exhibit B

The following rates are inclusive of all consulting services that are to be provided:

Name	Classification	Hourly Rate
Paul Gougelman	Lead Counsel	\$254.24
Alan Gabriel	Alternate	\$254.24
Matthew Ramenda	Litigation Atty	\$254.24
Brett J. Schneider	Labor Counsel	\$254.24
Milton Collins	Labor Counsel	\$254.24
Robert Meyers	Ethics and Procurement Counsel	\$254.24
Mitch Bierman	Procurement Counsel	\$254.24

## Exhibit C

### FEDERAL TRANSIT ADMINISTRATION REQUIRED CONTRACT CLAUSES

- A. No Government Obligation to Third Parties. CONSULTANT agrees, absent express written consent of the Federal Government, that the Federal Government is not a party to the contract and shall not be subject to any obligations or liabilities to any third-party contractor, or any sub-recipient, or any other party pertaining to any matter resulting from this contract or purchase order. CONSULTANT agrees to include a similar provision in each subcontract financed in whole or in part with federal assistance provided by the FTA.
- B. Program Fraud and False or Fraudulent Statements. CONSULTANT acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC §3801, et seq., and U.S. Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its activities in connection with this Agreement. Upon execution of this Agreement, CONSULTANT certifies and affirms the truthfulness and accuracy of any statement it has made, causes to be made, makes, or may make pertaining to the Agreement or the underlying FTA assisted project for which this Agreement or Work Order is being performed. In addition to other penalties that may apply, CONSULTANT acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on it to the extent the Federal Government may deem appropriate. CONSULTANT also acknowledges that if it makes or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government in connection with an urbanized area formula project financed with federal assistance authorized for 49 USC §5307, the Federal Government reserves the right to impose the penalties of 18 USC §1001 and 49 USC §5307(n) (1), to the extent the Federal Government deems appropriate. CONSULTANT agrees to include the above stated provisions in each subcontract financed in whole or in part with federal assistance provided by the FTA. CONSULTANT shall not modify the above stated provisions except to identify the subcontractor who will be subject to the provision.
- C. Federal Changes. CONSULTANT shall at all times comply with all applicable FTA regulations, policies, procedures, and directives, as they may be promulgated or amended from time to time during the term of this contract. CONSULTANT's failure to so comply shall constitute a material breach of this Agreement. CONSULTANT agrees to include the above stated provision in each subcontract financed in whole or in part with federal assistance provided by the FTA.
- D. Incorporation of Federal Transit Administration (FTA) Terms. This Agreement shall be deemed to include and does hereby incorporate by reference all standard terms and conditions required by the U.S. DOT and FTA, regardless of whether expressly set forth in this Agreement and include, but are not limited to, all of the duties, obligations, terms and conditions applicable to the Work as described in FTA Circular 4220.1F, and applicable federal law. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with any other provisions contained in this Agreement. CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with any requirement which would cause the TPA to be in violation of its JPA or any FTA terms and conditions applicable to this Project. CONSULTANT agrees to include the above stated provision in each subcontract financed in whole or in part with FTA assisted funding.

E. Civil Rights. The following requirements apply to this Agreement:

1. Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 USC §2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC §6102, section 202 of the Americans with Disabilities Act of 1990, as amended, 42 USC §12132, and Federal transit law at 49 USC §5332, as each may be amended from time to time, CONSULTANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, CONSULTANT agrees to comply with all applicable federal implementing regulations and any other implementing requirements FTA may issue.
2. Equal Employment Opportunity:
  - (a) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 USC §2000e, and Federal transit laws at 49 USC §5332, CONSULTANT agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60, et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC §2000e note), and with any other applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the project. CONSULTANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
  - (b) Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
  - (c) In addition, CONSULTANT agrees to comply with any implementing requirements FTA may issue.
  - (d) Age. In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC §623 and federal transit law at 49 USC §5332, CONSULTANT agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, CONSULTANT agrees to comply with any implementing requirements FTA may issue.
  - (e) Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 USC §12112, CONSULTANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition,

CONSULTANT agrees to comply with any implementing requirements FTA may issue.

3. CONSULTANT also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only to identify the affected parties.

- F. Disadvantaged Business Enterprises (DBE). See Section 39 of the Agreement.
- G. Government-wide Debarment and Suspension. If this Agreement has a value of \$25,000 or more, this procurement is a covered transaction for purposes of 49 CFR Part 29. As such, CONSULTANT is required to verify that neither it nor its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945 and does so hereby certify. CONSULTANT agrees to comply with and does hereby assure and certify the compliance of each third-party contractor and sub-recipient at any tier, with 49 CFR 29, Subpart C, while its proposal, offer or bid is pending and throughout the period that any agreement arising out of such offer, proposal or bid is in effect. CONSULTANT further agrees to include a provision requiring such compliance in its subcontracts or any lower tier covered transaction it enters into.
- H. Clean Air. The Clean Air requirements apply to all contracts exceeding \$100,000, including indefinite quantities where the amount is expected to exceed \$100,000 in any year. CONSULTANT agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §7401, et seq. CONSULTANT agrees to report each violation to the TPA and agrees that the TPA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA regional office. CONSULTANT further agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.
- I. Clean Water. If this Agreement is valued at \$100,000 or more, CONSULTANT agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. CONSULTANT agrees to report each violation to the TPA and agrees that the TPA will, in turn, report each violation as required to assure notification to the FTA and the appropriate EPA regional office. CONSULTANT also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.
- J. Energy Conservation. CONSULTANT agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- K. Seat Belts. CONSULTANT is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate CONSULTANT-owned, rented or personally operated vehicles, to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging, and to address each in every sub-agreement it enters into related to this Agreement. Specifically, CONSULTANT is encouraged to comply with: (a) Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note; (b) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and (c) U.S. DOT provisions pertaining to Distracted Driving as set forth in said orders.

## TPA RESOLUTION 2022-XX

### **A RESOLUTION APPROVING TRAVEL FOR UP TO TEN (10) PARTICIPANTS TO ATTEND A PEER EXCHANGE FROM SEPTEMBER 29 TO 30, 2022 IN AUSTIN, TEXAS TO LEARN ABOUT THEIR MOBILITY AND ENHANCED TRANSIT PLANS AND FUNDING MECHANISMS**

**WHEREAS**, the Palm Beach Metropolitan Planning Organization (MPO), doing business as the Palm Beach Transportation Planning Agency (TPA), is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, pursuant to Task 8.A of the TPA's adopted Fiscal Year (FY) 21-22 Unified Planning Work Program (UPWP), the TPA shall maximize agency effectiveness by advocacy activities including TPA travel expenses, TPA staff time and peer exchanges; and

**WHEREAS**, pursuant to Goal 5.B of the TPA's adopted FY 22 Strategic Plan, the TPA shall conduct events on topics of interest; and

**WHEREAS**, the TPA wishes to take up to ten (10) participants to Austin, Texas from September 29 to 30, 2022 to participate in a Peer Exchange to learn about their mobility and enhanced transit plans and funding mechanisms; and

**WHEREAS**, the TPA Interim Executive Director wishes to travel with up to five (5) TPA Governing Board member(s) as designated by the full Board, one (1) Palm Beach County Administration representative, one (1) Palm Tran representative, one (1) South Florida Regional Transportation Authority (SFRTA)/Tri-Rail representative, and one (1) Economic Development Community representative; and

**WHEREAS**, pursuant to Section 2.5.B of the TPA's adopted Personnel Handbook, the TPA Governing Board Chair must authorize travel by the Executive Director, any Governing Board members, all committee members, and all community representatives in advance to be eligible for reimbursement by the TPA; and

**WHEREAS**, the TPA Governing Board must authorize travel by the TPA Governing Board Chair in advance to be eligible for reimbursement by the TPA.

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:**

**SECTION 1.** The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

**SECTION 2.** The Governing Board hereby approves travel for the following individuals:

1. TPA Interim Executive Director
2. TPA Governing Board Chair or Delegate Board Member
3. TPA Governing Board Vice Chair or Delegate Board Member
4. TPA Governing Board Member
5. TPA Governing Board Member
6. TPA Governing Board Member
7. Palm Beach County Administration Representative
8. Palm Tran Representative
9. SFRTA/Tri-Rail Representative
10. Economic Development Community Representative

**SECTION 3.** The Governing Board directs TPA staff to publicly advertise the peer exchange event and meeting agenda on their website as dictated by the TPA’s adopted Public Participation Plan (PPP) and in compliance with Florida’s Sunshine Law.

**SECTION 4.** This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by \_\_\_\_\_ who moved its adoption. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 19th day of May 2022.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a  
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: \_\_\_\_\_  
Mayor Robert S. Weinroth, as its Chair

ATTEST:

\_\_\_\_\_  
Margarita Pierce, TPA Executive Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Paul Gougelman, TPA General Counsel

## **Palm Beach TPA Peer Exchange - Austin, TX**

**September 29 – 30, 2022**

### **Draft Agenda**

#### **Thursday, September 29**

- 9:00 a.m.**                    **Kickoff Briefing** (Austin Chamber – 555 E 5<sup>th</sup>)  
Kickoff briefing with coffee and light refreshments, opening remarks by CapMetro Chair and CapMetro CEO.  
Following opening remarks and introductions, overview of CapMetro and the multi-billion-dollar Project Connect transit expansion program.
- 10:30 a.m.**                    **Building a Culture of Transit** (Austin Chamber – 555 E 5<sup>th</sup>)  
Discussion with CapMetro, Austin Transit Partnership, City of Austin executive staff, policymakers (board/elected), and transit advocates on the passage of Proposition A (Project Connect funding).  
Building a culture of transit in the sunbelt; how to get buy-in.
- 12:00 p.m.**                    **Project Connect Working Lunch** (Austin Chamber – 555 E 5<sup>th</sup>)  
Discussion with CapMetro, Austin Transit Partnership (ATP), City of Austin senior staff on the details of Project Connect as a program, timeline, and steps from concept to implementation.  
Catered lunch in Austin Chamber board room from a local restaurant.
- 2:00 p.m.**                    **Austin Field Trip 1** (Downtown Station – 209 E 4<sup>th</sup>)  
Meet in plaza adjacent to Downtown Station (MetroRail), discussion with CapMetro staff of placemaking near transit facilities.  
Red Line trip to Plaza Saltillo Station for walk around a TOD development with CapMetro planning staff, followed by Red Line trip further north to Crestview Station for further discussion of TOD, multimodal connections.
- 5:00 p.m.**                    **Delegation Dinner** (TBD )  
Return to Downtown Station for delegation dinner with Austin guests.

**Friday, September 30**

- 9:00 a.m.**                    **Building Community: Housing and Transit** (CapMetro - 700 Lavaca)  
Discussion with CapMetro, ATP, City of Austin senior staff and board members of economic development, working with private developers, debrief on TOD from previous day's tour, placemaking, designing transit systems and facilities for the customer and non-customer alike.
- 11:30 a.m.**                    **Strategy Lunch** (TBD – Downtown Austin)  
Discussion with policymakers, CapMetro senior staff, business leaders on Project Connect and transit expansion strategy, coalition-building. How to build a vision for transit projects (large and small) that inspires.
- 1:30 p.m.**                    **Austin Field Trip 2** (TBD – Delegation Hotel)  
Meet in front of delegation hotel for special bus trip up Project Connect light rail corridor with briefings from CapMetro and ATP senior staff.  
Tour CapMetro North Ops facility to see electric charging infrastructure, rail maintenance facility, Operations Control Center.  
Brief tour of CapMetro Red Line-adjacent Austin FC MLS stadium, including site of future infill station and discussion of P3s. Return to delegation hotel via special CapMetro bus.
- 5:00 p.m.**                    **Delegation Dinner** (TBD)



## TPA RESOLUTION 2022-XX

**A RESOLUTION APPROVING AN AMENDMENT TO THE OPERATING PROCEDURES OF THE PALM BEACH TRANSPORTATION PLANNING AGENCY; MAKING FINDINGS; PROVIDING FOR SEVERABILITY/INTEPRTATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach Metropolitan Planning Organization (MPO), doing business as the Palm Beach Transportation Planning Agency (TPA), is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, pursuant to Section 7 of the Operating Procedures, the TPA Governing Board may amend its Operating Procedures from time to time provided that the draft proposal for amendment is included in the agenda package at least 7 days prior to a Governing Board meeting; and

**WHEREAS**, the TPA Governing Board desires to amend Section 2 of its Operating Procedures to clarify the procedures by which committees submit items for the Governing Board's consideration; and

**WHEREAS**, the TPA Governing Board desires to amend Sections 3, 4 and 5 of its Operating Procedures to clarify the procedures committee members shall follow to add an item for discussion at a future meeting; and

**WHEREAS**, the TPA Governing Board desires to amend Sections 3 and 5 of its Operating Procedures to clarify the committee's role and function; and

**WHEREAS**, the TPA Governing Board finds these amendments to be in the public interest and in the interest of promoting its responsibilities pursuant to federal and Florida law.

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:**

**SECTION 1.** The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

**SECTION 2.** Sections 2 – 5 of the TPA Operating Procedures be and the same are hereby amended as follows:

**Section 2. TPA Governing Board**

\*\*\*

E. Agenda - The Executive Director, 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 TPA

Governing Board meeting shall be published on the TPA website seven (7) days prior to the meeting or as early as practicable. Only when extenuating circumstances warrant, a Representative, Alternate, or the TPA Executive Director may propose an additional item or a modification to the agenda at the commencement of a given meeting, subject to approval by a majority of the Representatives/Alternates at the meeting; provided that consideration of such item(s) is consistent with the TPA's PPP noticing requirements.

TPA advisory committee requests to add an item to a TPA Governing Board meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the TPA Governing Board shall first be approved by the committee in the manner and format in which the matter should be presented.

Organizations wishing to make a presentation to the TPA Governing Board must contact the Executive Director at least ten (10) days prior to the meeting. The Executive Director shall consult with the Chair to determine if the presentation should take place during the public comment period or be added as a regular agenda item. Presentations added to the regular agenda shall be limited to ten (10) minutes or as allowed by the Chair.

Members of the public wishing to add an item to a future agenda must first request the item during a Board meeting by submitting a public comment. The Board will determine whether to add the item to a future meeting.

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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.

*AND*

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.

In the event a TAC member desires to have an item added to a TAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the TAC, it shall first be approved by the TAC. The item or work product may be added as an agenda item to a future TAC meeting agenda by a TAC member first making the request at a TAC meeting during the member comments section. The TAC will determine whether to add the item or work product to a future meeting and the manner and format in which the matter should be presented.

~~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.

\*\*\*

#### **Section 4. Citizen's Advisory Committee (CAC)**

\*\*\*

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. In the event a CAC member desires to have an item added to a CAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the CAC, it shall first be approved by the CAC. The item or work product may be added as an item to a future CAC agenda by a CAC member first making the request at a CAC meeting during the member comments section. The CAC will determine whether to add the item or work product to a future meeting agenda and the manner and format in which the matter should be presented.

~~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.

\*\*\*

[Remainder of page intentionally blank]

## 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 ~~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 determine by the TPA or the VZAC.

*AND*

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.

In the event a VZAC member desires to have an item added to a VZAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the VZAC, it shall first be approved by the VZAC. The item or work product may be added as an item to a future VZAC meeting agenda by a VZAC member first making the request at a VZAC meeting during the member comments section. The VZAC will determine whether to add the item or work product to a future meeting agenda and the manner and format in which the matter should be presented.

~~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.~~

**SECTION 3.** Severability Clause/Interpretation.

a. In the event that any term, provision, clause, sentence or section of this Resolution shall be held by a court of competent jurisdiction to be partially or wholly unenforceable or invalid for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect any of the other or remaining terms, provisions, clauses, sentences, or sections of this Resolution, and this Resolution shall be read and/or applied as if the invalid, illegal, or unenforceable term, provision, clause, sentence, or section did not exist.

b. In interpreting this Resolution, underlined words indicate additions to existing text, and ~~stricken through~~ words include deletions from existing text.

**SECTION 4.** This Resolution shall take effect upon adoption.

[Remainder of this page left blank intentionally]

The foregoing Resolution was offered by \_\_\_\_\_ who moved its adoption. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 19th day of May 2022.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a  
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: \_\_\_\_\_  
Mayor Robert S. Weinroth, as its Chair

ATTEST:

\_\_\_\_\_  
Margarita Pierce, TPA Executive Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Paul Gougelman, TPA General Counsel

**1.G.7b**



**PALM BEACH**  
Transportation  
Planning Agency

# **Operating Procedures**

Approved by TPA Board on May 19, 2022

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Mayor Robert S. Weinroth, TPA Chair





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# Section 1. General Information

## 1.1 Purpose

The Palm Beach Transportation Planning Agency (TPA) Operating Procedures facilitate efficient conduct by the TPA as it collaboratively plans, prioritizes and funds a safe, efficient, connected, and multimodal transportation system for all of Palm Beach County.

## 1.2 Authority

The federal government, under the authority of Title 23 United States Code (USC) §134 and Title 49 USC §5303, requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to designate a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative, and comprehensive transportation planning process that results in transportation plans and programs consistent with the comprehensively planned development of the metropolitan area. Pursuant to Titles 23 USC §134(d), 49 USC §5303, 23 CFR §450.310(b), and Section 339.175(2), Florida Statutes (F.S.), the Palm Beach MPO, d/b/a the Palm Beach TPA is designated by Interlocal Agreement to serve as the federally mandated MPO for that part of the Miami Urbanized Area Transportation Management Area (TMA) within Palm Beach County (PBC).

## 1.3 Definitions

The following terms when used in these Operating Procedures shall be defined as set forth below, unless the context of usage affirmatively dictates to the contrary:

- A. TPA - The Palm Beach Transportation Planning Agency (TPA), which serves as the Metropolitan Planning Organization (MPO) for that part of the Miami Urbanized Area Transportation Management Area (TMA) within Palm Beach County.
- B. Interlocal Agreement - The agreement executed by the Governor and units of general purpose local government representing at least 75 percent of the affected population in the Palm Beach County urbanized area which formally designates the TPA, as it may be amended from time to time.
- C. TPA Governing Board - The policy-making body for the TPA responsible for coordinating the cooperative decision-making process of the TPA's actions and taking required actions as the TPA.
- D. Governing Board Member - A unit of General Purpose Local Government or an agency that operates or administers a major mode of transportation with voting membership on the TPA pursuant to the most current Interlocal Agreement (and any amendment thereto) creating the TPA.
- E. Governing Board Representative - An elected official appointed by a Governing Board Member to exercise its voting membership on the TPA Governing Board.

- F. Governing Board Alternate - An elected official appointed by a Governing Board Member to exercise its voting membership on the TPA Governing Board in the event the Representative is not in attendance.
- G. TAC Member - A local government, airports, seaports, public transit agencies, the school superintendent or designee, and other entities as deemed appropriate by the TPA Governing Board.
- H. TAC Representative - An individual nominated by the TAC Member and appointed by the TPA Governing Board to represent the TAC Member at TAC meetings. If a TAC Member has a TAC Representative and TAC Alternate, these terms are used interchangeably.
- I. TAC Alternate - An individual nominated by the TAC Member and appointed by the TPA Governing Board to represent the TAC Member at TAC meetings in the event the TAC Representative is not in attendance.
- J. CAC Member - An individual nominated by a TPA Governing Board Member and appointed by the TPA Governing Board to represent the citizenry of Palm Beach County at CAC meetings.
- K. VZAC Member – A local government, law enforcement and fire rescues services, school district, health department, active transportation advocacy groups, or other entity as deemed appropriate by the TPA Governing Board.
- L. VZAC Representative - An individual nominated by the VZAC Member and appointed by the TPA Governing Board to represent the VZAC Member at VZAC meetings. If a VZAC Member has a Representative and Alternate, these terms are used interchangeably.
- M. VZAC Alternate - An individual nominated by the VZAC Member and appointed by the TPA Governing Board to represent the VZAC Member at VZAC meetings in the event the VZAC Representative is not in attendance.
- N. Quorum – A quorum of the TPA Board or any of its committees shall be constituted by a majority of Representatives (or Members, for the CAC). Only designated Representatives physically present shall count toward establishing a quorum unless the TPA is operating under Section 6. Emergency Powers.
- O. Robert's Rules of Order - Roberts Rules of Order, Newly Revised (10th Edition).
- P. Communications Media Technology - the electronic transmission of printed matter, telephone, audio, computer, full-motion video, freeze-frame video, compressed video, and digital video by any method available.

## **1.4 Interpretations**

If any provision of these Operating Procedures conflicts with the Interlocal Agreement that designates the TPA, the Interlocal Agreement shall control. Furthermore, all provisions contained in these Operating

Procedures shall be interpreted to be consistent with applicable state and federal law and the TPA's Public Participation Plan (PPP). In the event of a conflict, state or federal law shall control.

## **Section 2. TPA Governing Board**

### **2.1 Membership**

- A. Number of Governing Board Members - The number of Governing Board Members for the TPA shall be as determined by the Interlocal Agreement, as amended.
- B. Representatives - Each Governing Board Member shall designate a Representative and notify the TPA in writing of this designation. The qualifications of Representatives shall be as specified in the Interlocal Agreement.
- C. Alternates - Each Governing Board Member shall designate an Alternate(s) and notify the TPA in writing of this designation. The Alternate must meet the same qualifications as a Representative. An Alternate may serve as a Representative for the Governing Board Member during any meeting or portion of a meeting where that Governing Board Member's Representative is not in attendance.
- D. Term of Office - Representatives and Alternates shall serve until the TPA has been notified in writing of a new designation by the Governing Board Member or until their earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

### **2.2 Officers**

- A. Officers - The officers of the TPA shall consist of a Chair, a Vice Chair, and three at-large Representatives of the Governing Board. Together, the officers shall be referred to as the Executive Committee. Not more than two of the officers may be County Commissioners.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year or earlier if desired by the TPA Governing Board. The newly elected officers shall take office on the first day of the following calendar year or earlier if desired by the TPA Governing Board. Additional elections may be held as necessary if an officer cannot carry out said officer's duties and complete the remainder of the appointed term.
- C. Officer Criteria - The Chair must have served on the TPA Governing Board as a Representative for a minimum of one year prior to taking office. All officers must have completed the MPOAC Institute training program for elected officials, attended a national Association of MPOs (AMPO) Conference, or received similar training. The training criteria can be waived by majority vote of the TPA Governing Board.
- D. Terms of Office - The term of office for officers shall be until their successors take office as provided in Section 2.2.B.
- E. Duties of the Chair - The Chair shall call and preside at TPA Governing Board meetings, set the order of business for each meeting and sign official documents for the TPA. 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 from the remaining Representatives, including the at-large members of the Executive Committee, for the remainder of the term.

- F. Duties of the Executive Committee – The Executive Committee shall:
1. Meet annually to review and recommend updates to the TPA’s Strategic Plan for consideration by the Governing Board;
  2. 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;
  3. 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, negotiating an employment agreement for Board consideration, and recommending an interim director for Board consideration; and
  4. Undertake other tasks as may be assigned by the Governing Board.
- G. Agency clerk - The TPA Executive Director shall act as the Agency Clerk pursuant to Section 339.175(2)(e), F.S.

## 2.3 Meetings

- A. Regular Meetings - Meetings will be held on the third Thursday of each month, except as noted on the meeting calendar published to the public on the TPA website. The Chair may cancel regular meetings should there be insufficient business on the TPA's tentative 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. Workshops - Workshops may be called from time to time and shall not require a quorum; however, all workshops shall be noticed in the same manner as regular meetings of the TPA Governing Board. No official actions may be taken at a workshop.
- D. Attendance - Each Representative shall be expected to attend each regular meeting. It shall be the obligation of the Representative to provide at least 24-hours advance notice to the TPA when the Representative will not be attending a meeting. It shall be the obligation of a Representative to provide reasonable notice to the Alternate when the Representative will not be attending a meeting. An absence without advance notice or without having an Alternate in attendance will be considered unexcused.

When a Representative or Alternate for a Governing Board Member does not attend three (3) consecutive regular meetings, the TPA Executive Director will send a letter to the chief elected officer of the Governing Board Member indicating the number of absences and requesting reaffirmation or reappointment of the Governing Board Member’s Representative.

- E. Agenda - The Executive Director, 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 TPA Governing Board meeting shall be published on the TPA website seven (7) days prior to the meeting or as early as practicable. Only when extenuating circumstances warrant, a Representative, Alternate, or the TPA Executive Director may propose an additional item or a modification to the agenda at the commencement of a given meeting, subject to approval by a majority of the Representatives/Alternates at the meeting; provided that consideration of such item(s) is consistent with the TPA's PPP noticing requirements.

TPA advisory committee requests to add an item to a TPA Governing Board meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the TPA Governing Board shall first be approved by the committee in the manner and format in which the matter should be presented.

Organizations wishing to make a presentation to the TPA Governing Board must contact the Executive Director at least ten (10) days prior to the meeting. The Executive Director shall consult with the Chair to determine if the presentation should take place during the public comment period or be added as a regular agenda item. Presentations added to the regular agenda shall be limited to ten (10) minutes or as allowed by the Chair.

Members of the public wishing to add an item to a future agenda must first request the item during a Board meeting by submitting a public comment. The Board will determine whether to add the item to a future meeting.

- F. Voting Procedures - The Chair and any Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. Representatives must be physically present to vote unless a Representative is approved to participate remotely by the physically present Representatives. At any given meeting, if a Representative(s) is absent, the 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 Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a Representative, or the TPA Executive Director. Pursuant to Section 339.175(13) F.S. a recorded roll call vote shall be taken for the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and any corresponding amendments. A tie vote shall be interpreted as a failure to pass.

Any 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 completed by the next regularly scheduled meeting and cannot be undone. A Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The Executive Director shall endeavor to provide notice of the request to the TPA Governing Board Members prior to the meeting. Any Representative 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 present at the meeting.

Board 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 Representative/Alternate abstains from voting, the Representative/Alternate must declare the conflict at the introduction of the item 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 Agency Clerk within 15 days after the abstention occurs.

In the absence of any direction from these Operating Procedures or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting over any TPA Governing Board, advisory committee, subcommittee or ad hoc committee meeting. In the interest of efficiency or flexibility, a majority consensus of the TPA Governing Board may approve departures from Robert's Rules of Order.

Proxy and absentee voting are not permitted.

- G. Public Comment Procedures - All TPA Governing Board 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 Executive Director or designee prior to the commencement of the meeting. Members of the public are allowed to speak on agenda items following presentation of the item to the TPA Governing Board but prior to Representative discussion, by providing a Speaker Card to the Executive Director or designee prior to the presentation of the item. Public comment shall be limited to three (3) minutes. The deadlines for submitting a Speaker Card and time limits for public comment may be waived by the Chair.
- H. Florida's Open Meetings Law - Every Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current board items or other matters that may foreseeably come before the TPA Governing Board for action with other members outside of a noticed meeting.

## 2.4 TPA Board Committees

As necessary, the TPA Governing Board may establish a committee of Representatives and/or Alternates to investigate and report on specific subject areas of interest to the TPA Governing Board.

A TPA Board Committee shall consist of at least three (3) Representatives and/or Alternates. A majority of the committee members must be physically present for the committee to take formal action. The committee shall meet and establish a chair and vice chair. The chair or vice chair shall report to the TPA Governing Board at its next regular meeting on the committee's activities.

A TPA Board Committee's authority shall be limited to making recommendations regarding items to be considered by the TPA Governing Board.

## 2.5 TPA Advisory Committees and Ad Hoc Committees

The TPA Governing Board relies on the standing advisory committees as outlined below to review and make recommendations regarding items to be considered by the TPA Governing Board. No advisory



committee member may serve on more than one advisory committee to the TPA Governing Board at any time; however, advisory committee members may serve on more than one ad hoc committee in addition to serving on an advisory committee.

- A. Technical Advisory Committee (TAC) - The TAC is comprised of representatives of local governments, airports, seaports, public transit agencies, the school superintendent or designee, and other entities as deemed appropriate by the TPA Board pursuant to Section 339.175(6)(d), F.S.
- B. Citizen's Advisory Committee (CAC) - The CAC is responsible for providing the TPA Governing Board with a "citizen's eye" view of ongoing transportation issues in Palm Beach County. Members are appointed by the TPA Governing Board according to required special designations in accordance with Section 339.175(e.)1., F.S. and other categories as identified by the TPA Governing Board.
- C. Vision Zero Advisory Committee (VZAC) – The VZAC is comprised of county and municipal planners, law enforcement and fire rescues services, school district, health department, active transportation advocacy groups, or other entity as deemed appropriate by the TPA Governing Board to advance those elements of the TPA’s Vision Zero Action Plan oriented around pedestrian and bicycle safety.

From time to time, an advisory committee or the Executive Director may form an ad hoc committee for the purpose of investigating specific subject areas of interest. Ad hoc committees shall report to the advisory committee(s) on their activities at the next available meeting.

## 2.6 Transportation Disadvantaged Local Coordinating Board (LCB)

The TPA Governing Board is the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged (CTD) program, as designated by the Florida Commission for the Transportation Disadvantaged. In accordance with Section 427.0157, F.S., all members of the LCB shall be appointed by the DOPA. Membership and conduct are established by separate by-laws adopted by the LCB.

The LCB is an advisory body to the CTD and identifies local service needs and provides information, advice and direction to the Palm Beach County Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.

# 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.

In the event a TAC member desires to have an item added to a TAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the TAC, it shall first be approved by the TAC. The item or work product may be added as an agenda item to a future TAC meeting agenda by a TAC member first making the request at a TAC meeting during the member comments section. The TAC will determine whether to add the item or work product to a future meeting and the manner and format in which the matter should be presented.

~~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.

In the event a CAC member desires to have an item added to a CAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the CAC, it shall first be approved by the CAC. The item or work product may be added as an item to a future CAC agenda by a CAC member first making the request at a CAC meeting during the member comments section. The CAC will determine whether to add the item or work product to a future meeting agenda and the manner and format in which the matter should be presented.

~~CAC Members wishing to add an agenda item or o~~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 speak 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 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 determine 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.

In the event a VZAC member desires to have an item added to a VZAC meeting agenda or to furnish work product (e.g., written report, video, etc.) of a specific topic to the VZAC, it shall first be approved by the VZAC. The item or work product may be added as an item to a future VZAC meeting agenda by a VZAC member first making the request at a VZAC meeting during the member comments section. The VZAC will determine whether to add the item or work product to a future meeting agenda and the manner and format in which the matter should be presented.

~~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.

## **Section 6. Emergency Powers**

### **6.1 Applicability**

In the event that an emergency prevents the TPA from conducting a board or committee meeting consistent with these Operating Procedures, the following emergency powers are established.

### **6.2 Virtual Meetings**

If the TPA Governing Board, or any of its committees, is permitted by law, executive order, or similar action to conduct a meeting with a quorum of the Governing Board or TPA committee established virtually, the TPA shall conduct these meetings utilizing communications media technology.

Public notice of these meetings shall be provided consistent with the TPA's PPP and with state law, shall include instructions to access the public meeting via communications media technology and shall name locations, if any, where communications media technology shall be available for use by the public.

The public meeting shall provide the opportunity for public comment, and all comments, evidence, testimony, or written submissions shall be afforded equal consideration. The notice of the public meeting shall include instructions regarding how members of the public may submit written documents, written comments, written questions before the meeting or verbal comments or questions to be presented during the public meeting.

### 6.3 Emergency Approvals

In the event that the TPA is not able to conduct a board meeting consistent with these Operating Procedures or using communications media technology, and the TPA is required to take an immediate action approving or amending one of its essential documents (LRTP, Priority Project List, TIP, UPWP, etc.) or executing an implementing agreement or application for one of its essential documents, the TPA Chair (or Vice Chair in the absence of the Chair), upon consultation with the Executive Director and TPA General Counsel, is hereby authorized to approve or amend the essential document and/or execute the implementing agreement or application on behalf of the TPA.

The TPA Executive Director is authorized to submit any documents approved under this emergency authority to the Florida Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration as necessary along with documentation of the TPA's inability to conduct a TPA Board meeting consistent with these Operating Procedures or using communications media technology.

Any documents approved under this emergency authority shall be presented to the TPA Board at its next Board meeting for endorsement or modification, provided that the action taken using the emergency authority is able to be modified. The TPA will also provide opportunity for public review and comment at that time in a manner consistent with the PPP.

## Section 7. Amendments

These operating procedures may be amended at any meeting of the Governing Board by a majority vote of those Governing Board Representatives attending the meeting; provided, that the draft proposed amendment appears on the agenda and the draft proposal is included in the agenda package at least seven (7) days prior to the meeting. An amendment to a draft proposal taking place at a Governing Board meeting shall not require re-noticing of the proposal to amend these Operating Procedures.







**PALM BEACH TRANSPORTATION PLANNING AGENCY TIME SHEET  
FY 2022**

NAME: Valerie Neilson  
FROM: April 23, 2022  
Period Date

TITLE: Interim Executive Director  
TO: May 6, 2022  
Period Date

OVERTIME EXEMPT STATUS: YES  NO

C:\TPA\Palm Beach TPA\Admin - Documents\Timesheets\FY 2022\Vneilson\

LEAVE - USED	M	T	W	T	F	M	T	W	T	F	TOTAL
	04/25	04/26	04/27	04/28	04/29	05/02	05/03	05/04	05/05	05/06	
VACATION											
SICK*											
HOLIDAY											
OTHER LEAVE - PAID											
OTHER LEAVE - UNPAID											
COMPENSATORY TIME TAKEN											
<b>WORK TASKS</b>											
1.0 ENGAGE THE PUBLIC	1	1	1	1	1	1	1	1	1	1	10.0
2.0 PLAN THE SYSTEM	2	2	2	2	2	2	2	2	2	2	20.0
2.C TRANSPORTATION DISADVANTAGED PLANNING											
3.0 PRIORITIZE FUNDING	2	2	2	2	2	2	2	2	2	2	20.0
4.0 IMPLEMENT PROJECTS	1	1	1	1	1	1	1	1	1	1	10.0
5.0 COLLABORATE WITH PARTNERS	2	2	2	2	2	2	2	2	2	2	20.0
6.0 ADMINISTER THE AGENCY											
8.0 AGENCY EXPENDITURES WITH TPA LOCAL FUNDS											
<b>TOTAL</b>	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	80.0
COMPENSATORY TIME EARNED											

I HEREBY CERTIFY THAT THE ABOVE EFFORTS HAVE BEEN EXPENDED BY THE UNDERSIGNED IN THE PERFORMANCE OF MY OFFICIAL DUTIES

  
SIGNATURE

05/09/2022  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

EXPLANATION OF COMPENSATORY TIME EARNED	
Date	Description of Work Performed

LEAVE BALANCE SUMMARY				
	Start	Earned	Taken	Finish
Vac	49.85	3.69	0.00	53.54
Sick	28.00	4.00	0.00	32.00
Comp	0.00	0.00	0.00	0.00

Scheduled Work Hours                      80

\*Sick time cannot be taken in the same pay period that comp time is earned.

## TPA RESOLUTION 2022-0X

### **A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2023-2024 UNIFIED PLANNING WORK PROGRAM (UPWP); MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA) is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, the TPA is required by the U.S. Department Of Transportation (USDOT) and Florida Statutes to biannually prepare a Unified Planning Work Program (UPWP) for urban transportation planning as a prerequisite for certification of the transportation planning process and as a condition of federal financial assistance from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA); and

**WHEREAS**, it is required by the USDOT in accord with the provisions of the Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for financial assistance, the TPA give statements and assurances that it will comply with Title VI of the Civil Rights Act of 1964 and the USDOT requirements there under; and

**WHEREAS**, it is the policy of the TPA that disadvantaged business enterprises (DBE) be utilized to the fullest extent possible and that definitive procedures be established and administered to ensure that DBEs shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

**WHEREAS**, the TPA has prepared the proposed FY 2023-2024 UPWP and desires to submit same as a basis to annually apply for federal and state grant funds and state matching funds.

**WHEREAS**, FDOT has requested execution of a two-year MPO Agreement for FHWA grant funds to coincide with the commencement of the new FY 2023 and 2024 UPWP.

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:**

**SECTION 1.** The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

[Remainder of page intentionally blank]



**SECTION 2.** The TPA Governing Board hereby:

1. Approves the FY 2023-2024 UPWP, attached hereto as “Exhibit A” and by reference is incorporated herein.
2. Authorizes the Interim Executive Director to:
  - a. Execute the TPA’s Disadvantaged Business Enterprise Policy and all appropriate Federal Statements and Assurances, as shown in Appendix E of the FY 2023-2024 UPWP, which may be updated from time to time to support the UPWP;
  - b. Submit the approved documents to state and federal agencies and provide any additional information necessary for the review and approval process;
  - c. Make any necessary modifications to the UPWP, which shall be limited to revisions that do not change the total approved budget, the scope of work tasks, or add or delete work tasks;
  - d. Submit and execute grant applications, amendments, supporting information and non-policy changes as requested by Federal and State Agencies;
  - e. Sign contract awards, grant agreements, and other documents relating to the receipt of grant funding;
  - f. Advertise for budgeted contractual/consulting services;
  - g. Issue work orders to perform the tasks identified within the UPWP; and
  - h. Incur costs and submit regular billings for reimbursement pursuant to the UPWP on behalf of the TPA.

**SECTION 3.** This Resolution shall take effect upon adoption.

[Remainder of page intentionally blank]

---

The foregoing Resolution was offered by \_\_\_\_\_ who moved its adoption. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 19th day of May 2022.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a  
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: \_\_\_\_\_  
Mayor Robert S. Weinroth, as its Chair

ATTEST:

\_\_\_\_\_  
Margarita Pierce, TPA Executive Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Paul R. Gougelman, TPA General Counsel

FY 2023 & FY 2024

# UNIFIED PLANNING WORK PROGRAM



**PALM BEACH**  
Transportation  
Planning Agency

# *DRAFT*

Adopted May 2022

 [PalmBeachTPA.org/UPWP](https://PalmBeachTPA.org/UPWP)

301 Datura Street  
West Palm Beach, FL 33401

#### CFDA Numbers

20.205 – Highway Planning and Construction  
20.505 – Federal Transit Technical Studies Grant  
(Metropolitan Planning)

FAP No. 0097-060-M  
FM (FPN) No. 439325-4-14-01  
FM (FPN) No. 439325-4-14-02  
FM (FPN) No. 413735-3-14-01



# **PALM BEACH** Transportation Planning Agency

## **Unified Planning Work Program for Transportation Planning Activities**

Fiscal Years 2023 and 2024  
Period of July 1, 2022 to June 30, 2024

Approved by the Palm Beach Transportation Planning Agency on  
May 19, 2022

---

Robert S. Weinroth, Palm Beach County Mayor  
TPA Chair

This report was prepared in cooperation with our funding partners including United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission on Transportation Disadvantaged, Palm Beach County and in coordination with other participating governments.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the American with Disabilities Act or translation services, free of charge, or for complaints, questions, or concerns about civil rights, please contact the Palm Beach TPA at 561-725-0800 or email [Info@PalmBeachTPA.org](mailto:Info@PalmBeachTPA.org). Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

**FDOT D4 Cost Analysis Certification**

DRAFT

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Appendix A – Acronyms

Appendix B – Resolution Adopting the FYs 2023 and 2024 UPWP

Appendix C – Budget Summary

Appendix D – Map of Urbanized Area

Appendix E – FDOT D4 Planning Activities FY 23 to FY 24

Appendix F – Palm Tran FTA Planning Activities FY 23 to 24

Appendix G – UPWP Statements, Assurances and Policies

Appendix H – TPA Travel Policy

Appendix I – Comments and Responses

## INTRODUCTION

The Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA or MPO), serves as the designated Metropolitan Planning Organization to administer the federally mandated transportation planning process for all of Palm Beach County. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that also includes the Miami-Dade Transportation Planning Organization (TPO) and the Broward MPO.

The Unified Planning Work Program (UPWP) is the TPA's plan of operations and budget which identifies the agency's transportation planning activities for the two-year period starting July 1, 2022 through June 30, 2024. The UPWP is approved by the TPA Governing Board via resolution dated May 19, 2022, signed by Palm Beach TPA Chair is available in **Appendix B**. The UPWP is guided by the TPA's vision of a safe, efficient, connected, and multimodal transportation system. The UPWP includes a description of planning work and resulting products, responsible agencies, schedules, costs, and funding sources.

The TPA's mission to collaboratively plan, prioritize and fund the transportation system is carried out pursuant to 23 United States Code (U.S.C.) §134, 49 U.S.C. §5303, 23 Code of Federal Regulations (C.F.R.) §450 Subpart C, and Section 339.175, Florida Statutes (F.S.).

"The FDOT and the Palm Beach TPA participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, the Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D."

23 U.S.C. §120 permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (except for Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL, and FHWA SU, and FTA 5305d funding in the UPWP is 18.07% of FHWA program funds for a total of \$1,003,967 and the "soft match" amount being utilized to match the federal fiscal year (FFY) 21 FTA funding in the UPWP is 20% of FTA program funds for a total of \$97,500.

Please note that all eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized.

The TPA is in an air quality attainment area and does not anticipate completing any non-attainment planning activities.

In addition, the TPA also receives funding from the Florida Commission on Transportation Disadvantaged (CTD) to implement transportation disadvantaged planning activities.



The TPA also receives funding from local participating agencies to advance the mission and vision of the agency in serving Palm Beach County.

## Transportation Planning Activities

### Continuing

Many TPA planning activities are continuing from previous efforts, as highlighted below.

- The TPA performs continuing public engagement activities;
- The current Long Range Transportation Plan (LRTP) was adopted by the TPA in December 2019 and amended in February 2020. The TPA monitors and updates the LRTP as necessary in coordination with participating agencies, stakeholders and the public;
- The TPA assists local government agencies in evaluating, identifying and prioritizing funds for multimodal infrastructure projects that increase safety and access for all users;
- The TPA coordinates with Palm Tran and South Florida Regional Transportation Authority (SFRTA) in planning transit services and performing updates to their Transit Development Plans (TDP) in order to select projects for inclusion in the Transportation Improvement Program (TIP);
- The TPA continuously monitors all federally required and supplement local performance measures and identifies potential projects and strategies to achieve selected targets;
- The TPA reviews the Strategic Intermodal System (SIS) cost feasible plan for consistency and potential inclusion in the TPA's LRTP and TIP;
- The TPA reviews transportation projects using the Efficient Transportation Decision Making (ETDM), Electronic Review Comments (ERC), Multimodal Checklist and other processes.

### Comprehensive

The planning activities of the TPA are comprehensive in addressing all modes of transportation (including walking, biking, transit, commercial vehicles, personal vehicles, etc.) and the manner in which they serve users of all ages and abilities.

### Cooperative

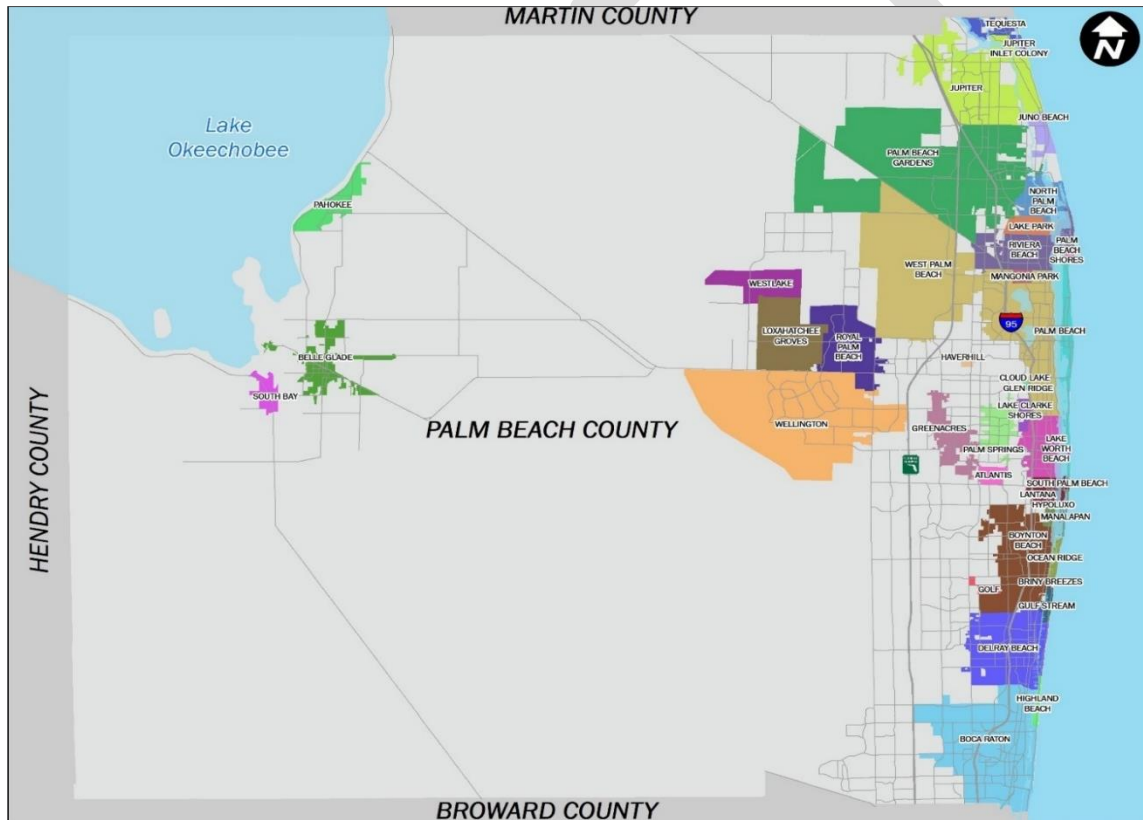
The TPA cooperates with many participating agencies within Palm Beach County (PBC) and on a regional and statewide level to establish a safe, efficient, connected, and multimodal transportation system. The following are a list of entities that the TPA interacts with throughout the year:

- **Federal Agencies:** FHWA and FTA
- **State Agencies:** FDOT, Florida CTD, Florida Department of Environmental Protection (FDEP), Florida Department of Economic Opportunity
- **Metropolitan Planning Organization (MPO) Agencies:** Florida MPO Advisory Council (MPOAC), Southeast Florida Transportation Council (SEFTC), Miami-Dade Transportation Planning Organization (TPO), Broward MPO, Martin County MPO, St. Lucie TPO, and Indian River County MPO
- **Local Governments:** PBC and PBC Municipalities
- **Transit Agencies:** Palm Tran and SFRTA

- **Airports and Seaports:** Port of Palm Beach, PBC Airports, and Boca Raton Airport Authority
- **Regional Planning Councils:** Treasure Coast Regional Planning Council (TCRPC) and South Florida Regional Planning Council (SFRPC)
- **Education Agencies:** School District of Palm Beach County, Florida Atlantic University (FAU), Palm Beach State College (PBSC), Palm Beach Atlantic University (PBAU), Lynn University, and Keiser University
- **Private Transportation Companies:** Florida East Coast (FEC) Railway, Brightline, CSX Railway, Tropical Shipping, Uber, Lyft, Circuit, Freebee, Via, BrightBike (DecoBike LLC), etc.
- **Private Business Organizations:** Economic Councils, Business Development Boards, Chambers of Commerce

## Planning Area

The TPA is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in **Figure 1**. For context, a map of the entire Miami UZA/TMA is included in **Appendix D**.



**Figure 1. Palm Beach TPA Planning Area**

## Planning Priorities, Emphasis Areas, and Factors

### Local Priorities

The prime objective of the UPWP is to aid in the development and maintenance of a coordinated transportation system plan. The UPWP is further designed to produce required work products to serve several purposes:

- To progress toward selected performance measure targets through guided transportation decision making for desired transportation system performance outcomes;
- To aid federal and FDOT modal agencies in reviewing, monitoring, and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;
- To improve the effectiveness of transportation decision making by guiding various jurisdictions in their individual planning efforts to ensure the efficient use of resources; and
- To develop a regional approach to transportation planning that guides the various transportation planning participants and ensures an integrated transportation analysis.

### FDOT Planning Emphasis Areas (PEAs)

In addition, FDOT has issued the following Planning Emphasis Areas (PEAs):

- **Safety** – The Florida Transportation Plan (FTP) and the State’s Strategic Highway Safety Plan (SHSP) place top priority on safety, with a state target of zero traffic fatalities and serious injuries. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years. The UPWP commits the TPA to report on and monitor their progress against adopted safety performance measures, and to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study the safety challenges. The TPA is working actively to identify safety needs in its priority list, TIP and LRTP; conducting and partnering on stand-alone safety studies for areas or corridors; and raising safety considerations within modal planning elements.
- **Equity** – Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the “Justice40 Initiative” that aims to deliver 40 percent (40%) of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy, and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The FTP seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The TPA will identify and implement improvements based on data-driven project prioritization that considers not only the impacts of transportation projects on a community, but also the benefits of projects that can enhance opportunities for a community. The UPWP shall address approaches to furthering transportation equity.
- **Resilience** – With the passage of the Fixing America’s Surface Transportation (FAST) Act in 2015, resilience was introduced as a federal planning factor: “Improve the resilience and

reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. The TPA considers both the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience within the LRTP to administer the planning process. The TPA also addresses resilience as a consideration within all its planning documents. The TPA coordinates with partner agencies responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Finally, the TPA considers the additional costs associated with reducing vulnerability of the existing transportation infrastructure to ensure that its planning documents are ultimately more realistic and cost-effective.

- **Emerging Mobility** – Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. The TPA supports innovative technologies and business practices to advance the FTP and the federal planning factors. Emerging Mobility such as Automated, Connected, Electric and Shared Vehicle (ACES) may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, the TPA is working to address the challenges and opportunities presented by ACES vehicles.

Table 1 provides a matrix of how the PEAs are reflected in the TPA’s UPWP work activities.

Table 1. State Planning Emphasis Areas Matrix

UPWP Work Tasks	Safety	Equity	Resilience	Emerging Mobility
1. Engage the Public	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓
7. Administer the Agency		✓		
8. Transfers to Other Agencies	✓	✓	✓	✓
9. Agency Expenditures with Local Funds		✓		

## Federal Planning Factors

The FAST Act identified the following 10 planning factors to be considered by the TPA in developing the tasks and activities of the UPWP:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

**Table 2** below shows a matrix of how the 10 Federal Planning Factors are integrated into the UPWP work tasks.

**Table 2. Federal Planning Factors Matrix**

UPWP Work Tasks	Federal Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1. Engage the Public	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Administer the Agency										
8. Transfers to Other Agencies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Agency Expenditures with Local Funds										

## Federal Planning Emphasis Areas

FHWA and FTA Offices of Planning jointly issued the updated Planning Emphasis Areas (PEAs). **Table 3** shows a matrix of 2021 Federal PEAs and UPWP tasks.

**Table 3. Federal Planning Emphasis Areas 2021**

UPWP Work Tasks	Federal Planning Emphasis Areas 2021							
	Climate Crisis	Equity & Justice40	Complete Streets	Public Involvement	STRAHNET	FLMA Coordination	PEL	Data in Transportation Planning
1. Engage the Public	✓	✓	✓	✓	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓	✓	✓	✓	✓
7. Administer the Agency		✓	✓	✓	✓	✓	✓	✓
8. Transfers to Other Agencies	✓	✓	✓	✓	✓	✓	✓	✓
9. Agency Expenditures with Local Funds	✓	✓		✓				

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future
- **Equity and Justice40 in Transportation Planning** – Ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
- **Complete Streets** – Effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Early, effective, and continuous public involvement brings diverse viewpoints into the decision making process.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination** – FHWA Division and FTA regional offices should encourage TPAs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and



connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.

- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review processes.
- **Data in Transportation Planning** – Encourage State DOTs, TPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

## Public Participation Process

The TPA continues to prioritize an increased emphasis on public engagement to promote greater awareness of TPA functions and increase information and analysis of TPA projects and programs. The TPA presents at public meetings, participates in outreach events, and provides comprehensive information on the TPA's website ([PalmBeachTPA.org](http://PalmBeachTPA.org)) and social media platforms.

The TPA's Public Participation Plan (PPP) guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement. The PPP requires a 30-day public review and comment period for the UPWP.

The UPWP was developed in cooperation with federal, state, and regional transportation agencies, county departments and local municipalities and considers input gathered from the public during the continuing, comprehensive, and coordinated (3-C) transportation planning process. The UPWP development process follows the PPP and is reviewed by the Technical Advisory Committee (TAC), Citizen's Advisory Committee (CAC), and Vision Zero Advisory Committee (VZAC). Finally, the TPA Governing Board adopts the UPWP.

## ORGANIZATION AND MANAGEMENT

The TPA's Governing Board consists of 21 members: five county commissioners, 15 elected officials from the 13 largest municipalities, and one commissioner from the Port of Palm Beach. The TPA Governing Board is responsible for providing overall policy and direction for transportation planning and serves as the coordination mechanism with various state agencies for transportation and land use plans.

The TPA's Operating Procedures facilitate efficient conduct by the TPA Governing Board and its advisory committees as it collaboratively plans, prioritizes, and funds the transportation system. The TPA Governing Board also coordinates with all Metropolitan Planning Organizations (MPOs) in the state through the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and its committees. The MPOAC is composed of an elected official and staff director from each MPO in the state and serves as a forum to discuss transportation issues and provide advice and input into FDOT plans and programs. Interaction with the local municipalities occurs through the TPA Governing Board, advisory committees as well as through comprehensive planning activities. The TPA's Chief Financial Officer is responsible for developing the UPWP and budget.

In performing these functions, the TPA Governing Board is served by three advisory committees. FDOT has non-voting advisory members on the TPA Governing Board and advisory committees.

- **Technical Advisory Committee (TAC)** - Comprised of representatives with technical expertise in transportation from local governments (municipal and county), airports, seaports, public transit agencies, school district, and health department who are involved in transportation planning and engineering.
- **Citizen's Advisory Committee (CAC)** - Comprised of citizens reflecting a broad cross-section of local residents including minorities, elderly, and handicapped individuals as well as 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.
- **Vision Zero Advisory Committee (VZAC)** - Comprised of county and municipal planners, law enforcement and fire rescues services, school district, health department, disabled community, and active transportation advocacy groups to address the comprehensive effort in implementing pedestrian and bicycle infrastructure, initiative, and safety aligning the TPA's Vision Zero efforts.

The TPA is the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged (TD) program. The TPA administers the TD Local Coordinating Board (LCB), an advisory body to the CTD, and identifies local service needs, provides information, advice, and direction to the PBC Community Transportation Coordinator (CTC) on coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.



The TPA Governing Board is also a member of SEFTC, overseeing regional transportation planning activities for the Palm Beach TPA, Broward MPO, and the Miami-Dade TPO in Southeast Florida.

The TPA has executed the following required agreements to facilitate the transportation planning process.

- **MPO Interlocal Agreement between all voting members of the TPA Governing Board and FDOT** – October 9, 2015 (creates the TPA and apportions membership)
- **Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement between the TPA, FDOT, TCRPC, SFRTA, the Port of Palm Beach, and PBC** – April 21, 2008 (coordination of multimodal transportation planning and comprehensive plans)
- **MPO Agreement between the TPA and FDOT** – Expected Execution, June 2022 (July 1, 2022 to June 30, 2024 (provides FHWA and FTA planning funds)). The MPO Agreement expires and is replaced every two years.
- **Public Transportation Grant Agreement G2373 between the TPA and FDOT** – February 1, 2022 (provides FTA planning funds from February 1, 2021 to December 31, 2025)
- **TD Planning Grant Agreement between the TPA and the CTD** – Expected Execution, July 1, 2022 (provides state CTD planning funds to accomplish the duties and responsibilities of the DOPA as set forth in Chapter 427, F.S., Rule 41-2 from July 1, 2022 to June 30, 2023, with a new agreement anticipated to be executed no later than July 31, 2023).
- **SEFTC Interlocal Agreement as amended** – January 9, 2006 (regional transportation planning and coordination in South Florida)
- **Memorandum of Understanding between the TPA, Broward MPO, Miami-Dade TPO, and FDOT District 4 & 6** – October 4, 2019 through December 31, 2024 (coordination of Southeast Regional Planning model related activities)
- **Memorandum of Understanding between the TPA, Broward MPO, Miami-Dade TPO, and FDOT District 4 & 6** – September 1, 2020 through December 31, 2024 (acquisition of big data for the Southeast Regional Planning Model (SERPM) related activities)

## Required Certification Statements and Assurances

In response to relevant laws and regulations governing the use of federal and state grants, the TPA includes the following certification statements and/or assurances:

- Federal and/or state funds are not being used for lobbying.
- Federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 C.F.R. Part 29, subparts A through E.
- The TPA provides an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.
- The TPA has adopted and maintains a Title VI - Nondiscrimination Policy and program.
- The TPA has adopted a travel policy as stated in its Personnel Handbook.

The certification statements and assurances are included in **Appendix G**.

## Available Funding

To accomplish the tasks and activities identified in the UPWP, the TPA identified the following available funding sources by fiscal year.

**Table 4. Available Funding Sources**

Funding Source	Fiscal Year 2023	Fiscal Year 2024	Total
CPG FHWA PL	\$2,819,022	\$2,930,796	\$5,749,818
CPG FHWA SU	\$1,733,000	\$1,820,000	\$3,553,000
FTA 5305(d) (Contract No. G2373)	\$390,000		\$390,000
CTD	\$49,871	\$49,871	\$99,742
TPA Local Funds	\$143,943	\$146,428	\$290,371
<b>Total Funds Available</b>	<b>\$5,135,836</b>	<b>\$4,947,095</b>	<b>\$10,082,931</b>

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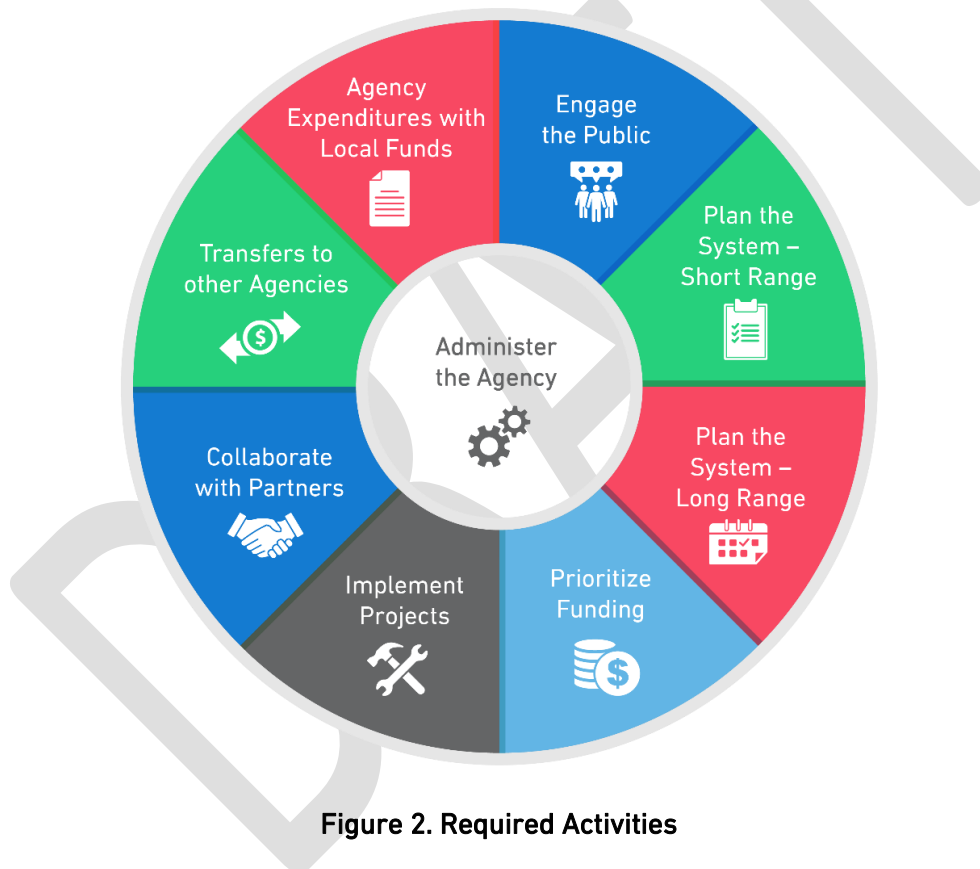
## REQUIRED ACTIVITIES

The required activities consist of tasks required to carry out the 3-C transportation planning process, guided by the TPA's adopted mission and vision statements.

**Mission**  
To collaboratively plan, prioritize, and fund the transportation system

**Vision**  
A safe, efficient, and connected multimodal transportation system

Annual and multi-year activities, deliverables, and estimated completion dates are identified within each task. Each task is budgeted individually with funding amounts identified by source.



**Figure 2. Required Activities**

Additionally, the planning activities to be performed by FDOT in District 4 are shown in **Appendix E**. Please note that FDOT has elected not to identify deliverables, completion dates, funding sources, or amounts for their planning activities. Instead, FDOT noted that the list is representative of (but shall not constrain) the typical planning activities that are performed by FDOT District 4 on either a continuous basis or intermittently as needed, using State and Federal funds authorized for Planning purposes. Finally, FDOT noted that their activities may be undertaken at any time during the two-year UPWP cycle at the discretion of District 4 based on identified needs.

## Task 1. Engage the Public

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FHWA, FDOT, Broward MPO (BMPO), Miami-Dade TPO (MDTPO), TCRPC, SEFTC, School District

### Purpose

Enable and encourage public awareness and input into the transportation planning and project prioritization process.

### Previous Work

Staff routinely presents to and gathers feedback from local community groups, business organizations, and conferences; conducts educational workshops; and participates in community outreach events, local project outreach activities, and events and initiatives to promote safety and alternative modes of transportation. Examples include Vision Zero workshops, safety fairs, and events, Florida Mobility Week, Florida Bicycle Month, Walk-to-School Day, and Bike to-Work Week/Day events.

Continuing activities include the creation and distribution of an e-newsletter, *Transportation Tuesday*. Issues are directly distributed by email and additionally posted to the TPA website to enhance accessibility and to allow use of the website's font size adjustment and Google Translate features. The e-newsletter includes announcements of news items, events, public review and comment opportunities for draft documents, and public meetings of the TPA and partner agencies including those for specific projects. Additional activities include maintenance and enhancements to the TPA website, use of the TPA social media platforms, photo and video gathering/editing, blog posts, monitoring of the Strategic Plan with the creation of an Annual Report, creation and distribution of online and print publications, and Title VI and disadvantaged business enterprise (DBE) monitoring.

Activities to Be Performed

Table 5. Task 1 Activities for Fiscal Years 2023 and 2024

	Activity	Deliverable(s)	Completion Date
A	Monitor public participation at TPA Board and advisory committee meetings and other outlets	Public Involvement Activity Report	Monthly
B*	Present information and seek input from local governments, chambers of commerce, civic organizations, neighborhood associations, etc. to ascertain infrastructure and service needs to support economic development, promote community health, enhance safety, and grow travel and tourism <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$98,000 FY 2023</li> <li>▪ \$23,166 FY 2024</li> </ul>	Presentations, Public Meetings, Workshops, Surveys, and Public Comments	As Needed
C	Distribute concise and relevant TPA information electronically	Email Newsletters	Biweekly
D*	Solicit public input via social media <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$6,000 FY 2023</li> <li>▪ \$6,000 FY 2024</li> </ul>	Social Media Postings	Weekly
E*	Issue Public Notices in accordance with federal regulations, state guidelines, and the PPP <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$2,500 FY 2023</li> <li>▪ \$2,500 FY 2024</li> </ul>	Advertisements	As Required
F	Monitor and update the TPA website with current events, meeting agendas, reports, etc.	Updated Website	As Needed
G*	Prepare outreach materials for various planning initiatives (i.e., videos, print material, etc.), including alternate formats upon request <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$50,000 FY 2023</li> <li>▪ \$50,000 FY 2024</li> </ul>	Targeted Outreach Materials	As Needed
H	Monitor countywide statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the TPA programs and activities	Data Summaries	Annually
I	Monitor ADA and Title VI compliance and process all complaints	Monitoring Report	As Needed
J	Gather photos and video of TPA-related activities, events, and transportation projects.	Social Media Posts, Website Content, Outreach Materials	Monthly

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 6. Task 1 Budget for Fiscal Years 2023 and 2024**

<b>Year 1: FY 2023</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>FTA 5305(d) (Contract No. G2373)*</b>	<b>FY 2023 Total</b>
	<b>PL</b>	<b>SU</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$207,618	\$50,003	\$53,806	<b>\$311,427</b>
Consultants	\$52,172	\$104,328		<b>\$156,500</b>
<b>FY 2023 Total</b>	<b>\$259,790</b>	<b>\$154,331</b>	<b>\$53,806</b>	<b>\$467,927</b>
<b>Year 2: FY 2024</b>				
<b>Budget Category</b>	<b>FHWA</b>			<b>FY 2024 Total</b>
	<b>PL</b>	<b>SU</b>		
Personnel (salary and benefits)	\$171,285	\$171,285		<b>\$342,570</b>
Consultants	\$62,074	\$19,592		<b>\$81,666</b>
<b>FY 2024 Total</b>	<b>\$233,359</b>	<b>\$190,877</b>		<b>\$424,236</b>

\*Carryover

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## Task 2. Plan the System – Short Range

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMPO, MDTPO, Freight Industry, FDEP, FPL, PBC, School District, PBC Health Department (PBCHD), Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

### Purpose

Plan for a safe, efficient, connected multimodal transportation system for all users. To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the TPA region, including:

- Planning and evaluation for all modes and services including pedestrian, bicycle, transit, freight, automobile, airport, seaport, intermodal, and non-emergency transportation services, and evaluate connected vehicle and autonomous vehicle (CV/AV) impacts
- Providing technical support to coordinate land use with the transportation system

### Previous Work

The TPA updated and worked on implementing its Vision Zero Action Plan to influence policy, funding, and culture to improve safety for all transportation users. The TPA updated its Vision Zero Action Plan in October 2021 and presented a progress report to its Board and committees in February 2021 and in February 2022. The TPA also evaluated quarterly pedestrian and bicycle crash reports to identify potential causes and worked with partner agencies to implement safety countermeasures.

The TPA worked with Palm Tran and local municipalities on advancing roadway modifications and transit improvements identified in the US-1 Multimodal Corridor Study, including conducting lane repurposing studies with local communities, refining enhanced transit shelter locations, and prioritizing funds for Transit Signal Priority (TSP), electric buses, and enhanced transit shelters. The TPA also worked with local communities and Palm Tran to conduct walk bicycle safety audits, and Complete Streets studies to provide access to transit and improve safety for all roadway users.

The TPA collaborated with Palm Tran and SFRTA on TDP updates, evaluating new transit service, and conducting transportation planning activities for the transportation disadvantaged program. The TPA conducted an Okeechobee Blvd. and SR-7 Multimodal Corridor Study in coordination with Palm Tran, FDOT, and local municipalities along these corridors. The TPA also assisted local municipalities with establishing Quiet Zones for Brightline Phase II from West Palm Beach north to the county limit. The TPA began conducting a corridor analysis to expand Tri-Rail Service to the Veterans Affairs Medical Center along the CSX railway as well as provide new service along the FEC railway.

The TPA continued to evaluate upcoming projects for Complete Streets improvements and worked with local municipalities, Palm Tran, and roadway owners to move these projects forward. The TPA also worked with FDOT and the County to collect and evaluate pedestrian and bicycle counts.



Staff streamlined transportation data visualizations and sharing for the public by maintaining a TPA mapping application and Open Data Hub to allow outside agencies and the public to access transportation data easily.

**Activities to Be Performed**

**Table 7. Task 2 Activities for Fiscal Years 2023 and 2024**

	Activity	Deliverable(s)	Completion Date
A*	Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis, and health impact assessments to improve access to transit service; TDP updates; and analysis of rail crossing safety and quiet zone eligibility <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$700,000 FY 2023</li> <li>▪ \$200,000 FY 2024</li> </ul>	Corridor Studies	Annually
		TDP Updates	June 2023
		Formal Establishment of Quiet Zones	June 2023
B	Plan the TD system, including TD Service Plan updates, CTC evaluations, LCB meeting coordination, and review of 5310 applications	TDSP Update	Annually by November
		CTC Evaluation	Annually by April
		LCB Meetings	Quarterly
C*	Plan the non-motorized transportation system, including evaluating the TPA’s pedestrian and bicycle priority networks, upcoming resurfacing projects, and high crash locations to identify pedestrian and bicycle infrastructure improvements and collect pedestrian and bicycle count and safety data <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$75,000 FY 2023</li> <li>▪ \$75,000 FY 2024</li> </ul>	Projects Identified	Annually in List of Priority Projects by July 2023 / July 2024
		Ped/Bike Counts	Ongoing
D	Plan the freight system, including prioritization of freight projects, participation on committees, and coordinating with stakeholders	Projects Reviewed and Identified	As Needed
E*	Implement and monitor actions identified in Vision Zero Action Plan <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$75,000 FY 2023</li> <li>▪ \$50,000 FY 2024</li> </ul>	Vision Zero Action Plan Report Card	Annually with the adoption of new safety targets: Feb 2023/ Feb 2024
F*	Conduct and assist local governments with mobility and multimodal plans and corridor studies to improve safety for users of all ages, abilities, and transportation modes <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$150,000 FY 2023</li> <li>▪ \$50,000 FY 2024</li> </ul>	Community Plans and Studies	As Needed



	Activity	Deliverable(s)	Completion Date
G*	Collect, analyze, and maintain transportation and GIS data, such as population and employment data, traditionally underserved demographic data, vehicular traffic, non-motorized data, transit ridership data, intermodal freight statistics, and other data. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$29,063 FY 2023</li> <li>▪ \$28,159 FY 2024</li> </ul>	Updated GIS Datasets	As Needed
		Updated Open Data Hub	

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 8. Task 2 Budget for Fiscal Years 2023 and 2024**

Year 1: FY 2023					
Budget Category	FHWA		FTA 5305(d) (Contract No. G2373)*	CTD	FY 2023 Total
	PL	SU	Federal	State	
Personnel (salary and benefits)	\$83,732	\$20,166	\$21,700	\$49,871	\$175,469
Consultants	\$343,058	\$686,005			\$1,029,063
<b>FY 2023 Total</b>	<b>\$426,790</b>	<b>\$706,171</b>	<b>\$21,700</b>	<b>\$49,871</b>	<b>\$1,204,532</b>
Year 2: FY 2024					
Budget Category	FHWA			CTD	FY 2024 Total
	PL	SU		State	
Personnel (salary and benefits)	\$71,573	\$71,573		\$49,871	\$193,017
Consultants	\$306,441	\$96,718			\$403,159
<b>FY 2024 Total</b>	<b>\$378,014</b>	<b>\$168,291</b>		<b>\$49,871</b>	<b>\$596,176</b>

\*Carryover

## Task 3. Plan the System – Long Range

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMPO, MDTP0, Freight Industry, FDEP, PBC, School District, PBCHD, Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

### Purpose

The Long Range Transportation Plan (LRTP), also known as the Metropolitan Transportation Plan, maps out the next 25 years of state and federal transportation system investments in PBC. As a comprehensive analysis of the transportation system, it also includes local (county, city, and private) investments planned for the transportation system. It identifies transportation projects and services such as premium transit corridors; major roadway improvements and new interchanges; freight capacity projects (roadways, railways, seaport, and airport facilities); and non-motorized facility networks (bicycle facilities, sidewalks, and shared-use paths).

The LRTP is updated every five (5) years. The next update is the 2050 LRTP, programmed for creation in this UPWP.

### Previous Work

The TPA performed planning activities in line with its 2045 LRTP network of enhanced transit corridors, priority pedestrian and bicycle facility networks, and state roadway modifications to advance safety, complete streets, enhanced transit, transportation system management & operations, and environmental resiliency.

The TPA began working with local partner agencies to discuss land use policy decisions to create greater land use and transportation connection.

### Activities to Be Performed

**Table 9. Task 3 Activities for Fiscal Years 2023 and 2024**

	Activity	Deliverable(s)	Completion Date
<b>A</b>	Process amendments to the adopted LRTP	Amendments	As Needed
<b>B</b>	Develop transportation data related to the LRTP and travel demand model, including population, employment, hotel/motel, school enrollment data, and transportation facility updates. Update the freight system plan, participate in committees, and coordinate with stakeholders	Updated Projections and Allocations	Jan 2023

	Activity	Deliverable(s)	Completion Date
C*	<p>Develop the 2050 LRTP, including the below activities:</p> <ul style="list-style-type: none"> <li>▪ Update Goals, Objectives, and Performance Measures (PM) and associated performance-based planning activities</li> <li>▪ Coordinate review and inclusion of transportation projects from partner agencies</li> <li>▪ Public Engagement (Workshops/Meetings/Surveys/Public Outreach)</li> <li>▪ Coordination with TPA committees and partner agencies</li> </ul> <p><i>Consultant supported efforts:</i></p> <ul style="list-style-type: none"> <li>▪ \$190,000 FY 2023</li> <li>▪ \$540,000 FY 2024</li> </ul>	Goals, Objectives & PMs; Needs Plan; Cost Feasible Plan; LRTP Document	Oct 2024
D*	<p>Perform Efficient Transportation Decision Making (ETDM) screening, environmental justice, and Title VI reviews for major TPA projects</p> <p><i>Consultant supported efforts:</i></p> <ul style="list-style-type: none"> <li>▪ \$10,000 FY 2023</li> <li>▪ \$10,000 FY 2024</li> </ul>	ETDM Report	July 2024

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 10. Task 3 Budget for Fiscal Years 2023 and 2024**

<b>Year 1: FY 2023</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>FTA 5305(d) (Contract No. G2373)*</b>	<b>FY 2023 Total</b>
	<b>PL</b>	<b>SU</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$113,947	\$27,443	\$29,531	\$170,921
Consultants	\$66,674	\$133,326		\$200,000
<b>FY 2023 Total</b>	<b>\$180,621</b>	<b>\$160,769</b>	<b>\$29,531</b>	<b>\$370,921</b>
<b>Year 2: FY 2024</b>				
<b>Budget Category</b>	<b>FHWA</b>			<b>FY 2024 Total</b>
	<b>PL</b>	<b>SU</b>		
Personnel (salary and benefits)	\$94,007	\$94,007		\$188,014
Consultants	\$418,055	\$131,945		\$550,000
<b>FY 2024 Total</b>	<b>\$512,062</b>	<b>\$225,952</b>		<b>\$738,014</b>

\*Carryover

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## Task 4. Prioritize Funding

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FDOT, FDEP, PBC, Palm Tran, SFRTA, Local Municipalities, PBCHD

### Purpose

Prioritize funding to maximize the implementation of projects that support the Vision of the TPA. Ensure that anticipated revenues are allocated to projects and programs in the five-year TIP consistent with the LRTP and according to the project priorities set forth by the TPA Governing Board.

### Previous Work

The TPA coordinated annually with FDOT on the development of the Draft Tentative Work Program and adoption of the TPA's TIP and processing of TIP amendments, as necessary. All TIP projects are available on the TPA's web map at [PalmBeachTPA.org/map](http://PalmBeachTPA.org/map).

The TPA identified major projects from the LRTP to be advanced for funding in the TIP, developed and administered a prioritization process for projects to be funded via the Local Initiatives (LI) Program established by the LRTP, administered the Transportation Alternatives (TA) Program, and State Road Modifications (SRM) Program, participated in project implementation through review comments entered in the ERC system and participated in Project Development & Environment (PD&E) studies associated with specific projects in the TIP.

TPA staff refined the schedule and scoring system for the LI, TA, and SRM programs and video recorded the training workshop to allow agencies to view it at their convenience.

### Activities to Be Performed

**Table 11. Task 4 Activities for Fiscal Years 2023 and 2024**

	Activity	Deliverable(s)	Completion Date
A*	Administer the TPA's annual competitive funding programs, update scoring system, review applications, and associated activities <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$15,000 FY 2023</li> <li>▪ \$5,000 FY 2024</li> </ul>	Updated scoring, Program Overviews & Submittal Process Opens	Oct 2023/ Oct 2024
		Applications Reviewed and Scored	Mar 2023/ Mar 2024

	Activity	Deliverable(s)	Completion Date
<b>B*</b>	Develop and update the Transportation Improvement Program (TIP) through the following process: 1. Develop an annual List of Priority Projects (LOPP) including SRM, LI, TA, and Safety Projects 2. Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board 3. Prepare TIP, including update to performance-based planning when required. Also includes creation of an interactive online project map layer. 4. Process required TIP amendments and modifications as needed <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$57,000 FY 2023</li> <li>▪ \$32,083 FY 2024</li> </ul>	List of Priority Projects	July 2023 / July 2024
		FDOT Draft Work Program Review	Oct 2023 / Oct 2024
		Adopted TIP Document Online map layer	June 2023 / June 2024
		TIP Amendments	As Needed
<b>C</b>	Prepare the annual list of projects for which Federal funds (FHWA and FTA) were obligated in the previous fiscal year	List of Federal Obligated Projects	Dec 2023 / Dec 2024

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 12. Task 4 Budget for Fiscal Years 2023 and 2024**

Year 1: FY 2023				
Budget Category	FHWA		FTA 5305(d) (Contract No. G2373)*	FY 2023 Total
	PL	SU	Federal	
Personnel (salary and benefits)	\$224,733	\$54,125	\$58,242	\$337,100
Consultants	\$24,003	\$47,997		\$72,000
<b>FY 2023 Total</b>	<b>\$248,736</b>	<b>\$102,122</b>	<b>\$58,242</b>	<b>\$409,100</b>
Year 2: FY 2024				
Budget Category	FHWA			FY 2024 Total
	PL	SU		
Personnel (salary and benefits)	\$185,405	\$185,405		\$370,810
Consultants	\$28,187	\$8,896		\$37,083
<b>FY 2024 Total</b>	<b>\$213,592</b>	<b>\$194,301</b>		<b>\$407,893</b>

\*Carryover

## Task 5. Implement Projects

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FDOT, TCRPC, PBC, Local Municipalities

### Purpose

Ensure that implementation of projects and project scope details accomplish the vision, goals, and objectives of the TPA Governing Board.

### Previous Work

The TPA updated the Performance Measures, inclusive of the Congestion Management Process (CMP) measures, during the creation of the 2045 LRTP. The performance measures now incorporate all federal performance measures and TPA created local measures.

Staff worked with consultants on the development of a performance measures dashboard to provide up-to-date measures and visualizations.

Staff continued to participate actively in the design review process for state and local projects to ensure the final outcomes are consistent with the planning objectives. Staff worked with FDOT to develop an FDOT Scheduling Report that is reconfigured for inclusion in every monthly committee and Board agenda to provide a status on upcoming project milestones.

### Activities to Be Performed

**Table 13. Task 5 Activities for Fiscal Years 2023 and 2024**

	Activity	Deliverable(s)	Completion Date
<b>A</b>	Monitor implementation of LRTP projects and projects in TPA funding programs	FDOT Milestone Report and Update to Project Status in Online Map	Monthly
<b>B</b>	Update the performance measures dashboard (inclusive of the CMP) to track progress and to serve as a resource for committees, stakeholders, and the public. Partner with FDOT, transit providers, and other stakeholders to adopt new performance measure targets as required.	Performance Measures Dashboard	As Needed Presentation in Feb 2023/Feb 2024
		Adopted Resolutions for Targets	Feb 2023 / Feb 2024
<b>C</b>	Provide input on TIP existing and proposed transportation projects constructed by partner agencies to encourage final design and construction plans are consistent with the TPA's goals	Project Reviews	As Needed

**Table 14. Task 5 Budget for Fiscal Years 2023 and 2024**

<b>Year 1: FY 2023</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>FTA 5305(d) (Contract No. G2373)*</b>	<b>FY 2023 Total</b>
	<b>PL</b>	<b>SU</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$105,662	\$25,448	\$27,383	<b>\$158,493</b>
<b>FY 2023 Total</b>	<b>\$105,662</b>	<b>\$25,448</b>	<b>\$27,383</b>	<b>\$158,493</b>
<b>Year 2: FY 2024</b>				
<b>Budget Category</b>	<b>FHWA</b>			<b>FY 2024 Total</b>
	<b>PL</b>	<b>SU</b>		
Personnel (salary and benefits)	\$87,171	\$87,171		<b>\$174,342</b>
<b>FY 2024 Total</b>	<b>\$87,171</b>	<b>\$87,171</b>		<b>\$174,342</b>

\*Carryover

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## Task 6. Collaborate with Partners

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** PBC, BMPO, MDTPO, SEFTC, Palm Tran, SFRTA, Local Municipalities, FDOT, TCRPC, SFRPC

### Purpose

Work with and provide technical assistance to transportation partners to establish and implement policies, programs, and projects consistent with the LRTP.

### Previous Work

The TPA worked with FDOT and South Florida Commuter Services to encourage local participation in Florida Mobility Week and Florida Love to Ride Month, coordinated with the Broward MPO and Miami-Dade TPO to host the annual Safe Streets Summit, and held a Southeast Florida Transportation Summit. The TPA also participated in a Vision Zero Peer Exchange follow up session with FHWA and other MPOs, in partner agency committees and statewide efforts for the FTP and SIS Plan; and coordinated the U.S. Department of Transportation's Office of Small and Disadvantaged Business to plan and execute a Small Business Series.

Through SEFTC, the TPA coordinated regionally to develop and adopt the 2045 Regional Long Range Plan (RTP) and a prioritized Transportation Regional Incentive Program (TRIP) project list. The TPA began coordination efforts with Miami-Dade TPO and Broward MPO to kick off the development of the 2050 RTP.

Staff held several workshops and webinars including topics such as bicycling safety and infrastructure, the future of transit, lane repurposing projects, truck parking, a guest speaker event with the host of Transit Unplugged Podcast and author of book: The Future of Public Transportation. The TPA also hosted a South Florida Transportation Surtax Roundtable with Broward MPO, Miami-Dade County, and TPA Governing Board members.

Lastly, staff worked with municipalities, elected officials, planning staff, and transportation partners to conduct Walk Bike Audits along various corridors in PBC to identify pedestrian and bicyclist safety concerns and determine improvements that can be made.

Activities to Be Performed

Table 15. Task 6 Activities for Fiscal Years 2023 and 2024

	Activity	Deliverable(s)	Completion Date
<b>A*</b>	Develop, implement and update the regional transportation plan including performance measures, regional transportation network, financial forecast guidance, scenario planning, and project identification. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$53,000 FY 2023</li> <li>▪ \$32,624 FY 2024</li> </ul>	Adopted Regional Transportation Plan	Dec 2024
<b>B</b>	Adopt a prioritized TRIP project list through SEFTC	TRIP Priority List	Feb 2023/ Feb 2024
<b>C</b>	Serve on partner agency committees and/or provide input into the development of transportation planning documents as appropriate (e.g., FTP, SIS Plan, Community Traffic Safety Team, SFRTA, Palm Tran, etc.)	Meeting Attendance	As Needed
<b>D*</b>	Conduct ad-hoc work groups, workshops, peer exchanges, or other events to educate and learn from stakeholders regarding various transportation topics <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$55,000 FY 2023</li> <li>▪ \$25,000 FY 2024</li> </ul>	Work Groups, Workshops, Peer Exchanges, or Other Events	As Needed
<b>E</b>	Participate and coordinate with SEFTC and partner agencies for regional public participation and collaboration.	Meeting Attendance	As Needed

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 16. Task 6 Budget for Fiscal Years 2023 and 2024**

Year 1: FY 2023				
Budget Category	FHWA		FTA 5305(d) (Contract No. G2373)*	FY 2023 Total
	PL	SU	Federal	
Personnel (salary and benefits)	\$249,509	\$60,091	\$64,663	\$374,263
Consultants	\$36,004	\$71,996		\$108,000
<b>FY 2023 Total</b>	<b>\$285,513</b>	<b>\$132,087</b>	<b>\$64,663</b>	<b>\$482,263</b>
Year 2: FY 2024				
Budget Category	FHWA			FY 2024 Total
	PL	SU		
Personnel (salary and benefits)	\$205,845	\$205,845		\$411,690
Consultants	\$42,280	\$13,344		\$55,624
<b>FY 2024 Total</b>	<b>\$248,125</b>	<b>\$219,189</b>		<b>\$467,314</b>

\*Carryover

## Task 7. Administer the Agency

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FHWA, FTA, PBC, Local Municipalities, FDOT, TCRPC, SFRPC, BMPO, MDTPO

### Purpose

Provide the staff and resources necessary to administer the 3-C transportation planning process and to provide a fair and impartial setting for effective regional decision-making.

### Previous Work

Staff performed required on-going activities including supporting the TPA Governing Board and advisory committee meetings; updated necessary documents, assisted in audits, and submitted quarterly/monthly progress reports and reimbursement requests.

The TPA adapted to the COVID-19 pandemic by modifying the conduct of public meetings by utilizing the Zoom webinar platform because it did not require the public to purchase or download any additional software or equipment to attend meetings virtually. The TPA will offer hybrid meeting options moving forward as it allows for easy access for the public to participate and provide public comment.

The TPA received a Silver Level Bicycle Friendly Business designation from the League of American Bicyclists in September 2020 and was designated a Best Workplace for Commuters in January 2021 and 2022.

The TPA executed contracts for external auditing services, building cleaning and maintenance services, copier services, a learning management system and training vendors for ongoing staff learning opportunities, and a recruitment firm to hire a permanent Executive Director.

The TPA continually updated its Personnel Handbook to become a resource for staff with workplace procedures. Additionally, the TPA amended its holiday to include Juneteenth, in line with it becoming a federal holiday.

The TPA prepared an updated Continuity of Operations Plan (COOP) in 2021 and the COOP activation is scenario-driven and is not required for all emergencies or disruptions.

### Activities to Be Performed

**Table 17. Task 7 Activities for Fiscal Years 2023 and 2024**

	Activity	Deliverable(s)	Completion Date
<b>A</b>	Administer TPA Governing Board and advisory committee meetings	Agendas, minutes, presentations	Monthly
<b>B</b>	Monitor the two-year UPWP for FY 23-24, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY 25-26 UPWP	Progress Reports and Invoices	At least quarterly
		FY 25-26 UPWP	May 2024
<b>C</b>	Monitor, update, and implement the Strategic Plan	Strategic Plan	Annually
<b>D*</b>	Provide training for TPA staff and TPA Governing Board members at conferences, workshops, etc. Attend business meetings as required. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$25,000 FY 2023</li> <li>▪ \$20,000 FY 2024</li> </ul>	Training, conference, and meeting attendance	As Needed
<b>E*</b>	Perform financial tasks including grant reimbursements, audit reports, budget, supporting FDOT audit(s), grant reconciliations, timekeeping, inventory, contract management, invoice payments <i>Professional services supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$35,000 FY 2023</li> <li>▪ \$35,000 FY 2024</li> </ul>	Audit report	Annually
		FDOT audit(s) Financial reports Grant Reimbursement Reports	March, 2023, March 2024  Monthly
<b>F</b>	Prepare for and participate in joint FDOT/TPA and federal certification reviews	Responses to certification questions	As Needed
<b>G</b>	Procure services, supplies, and equipment (RFPs, contracts, etc.)	Executed contracts	As Needed
<b>H</b>	Hire additional TPA personnel to support the TPA's administration and planning processes	Staff Accountant	June 2023

	Activity	Deliverable(s)	Completion Date
I*	Establish and update, as needed, agreements, operating procedures, and Continuity of Operations Plan (COOP) for compliance with state and federal rules/laws <i>Professional services supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$6,500 FY 2023</li> <li>▪ \$9,300 FY 2024</li> </ul>	Executed Agreements	Jun 2020 (MPO) Dec 2020 (Transit) Annually (TD) As needed (Misc.)
		Updated Operating Procedures	As Needed
		Updated COOP	As Needed
J	Monitor the release of 2020 U.S. Census results, including any re-designation or re-affirmation process conducted pursuant to Section 339.175, F.S. This includes updates to the functional classification and TPA urbanized area boundary map.	Redesignated/ Reaffirmed TPA	Dec 2023
		Updated functional classification and urbanized area boundary maps	Dec 2023
K*	Legal services to support the TPA's administration of the federal planning process and defend the TPA against all claims <i>Professional services supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$113,500 FY 2023</li> <li>▪ \$116,700 FY 2024</li> </ul>	Legal Review of agendas, documents, etc.	Monthly
		Legal Defense Documents	As Needed
L	Monitor DBE participation and report payments	Monitoring report	As Needed
M*	Software Tools supporting TIP project management, Performance measures, Automated pedestrian and bicycle counts, Geospatial mapping and online publishing. <i>Software services supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$80,000 FY 2023</li> <li>▪ \$85,000 FY 2024</li> </ul>	TIP database, Counts Database, Maps, interactive tracking website	Ongoing
N*	Procure and implement integrated accounting, payroll, and financial reporting system. <i>Professional services and Software supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$25,000 FY 2023</li> <li>▪ \$25,000 FY 2024</li> </ul>	Federal Single Audit	June 2023
O*	Procure and coordinate Human Resources services. <i>Consultant services</i> <ul style="list-style-type: none"> <li>▪ \$28,500 FY 2023</li> <li>▪ \$20,000 FY 2024</li> </ul>	Human Resources Manual	December 2022, Ongoing
P*	IT Services, Website Development and Maintenance Services <i>Professional services supported effort:</i> <ul style="list-style-type: none"> <li>▪ \$50,000 FY 2023</li> <li>▪ \$50,000 FY 2024</li> </ul>	Website	Ongoing

\*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

**Table 18. Task 7 Budget for Fiscal Years 2023 and 2024**

<b>Year 1: FY 2023</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>FTA 5305(d) (Contract No. G2373)***</b>	<b>FY 2023 Total</b>
	<b>PL</b>	<b>SU</b>	<b>Federal</b>	
Personnel (salary and benefits)	\$519,661	\$125,155	\$134,675	<b>\$779,491</b>
Consultants	\$21,168	\$42,332		<b>\$63,500</b>
Travel*	\$86,400			<b>\$86,400</b>
<b>Direct Expenses</b>				
Facilities	\$267,750	\$89,250		<b>\$357,000</b>
Professional	\$129,650	\$129,650		<b>\$259,300</b>
Administrative	\$9,975	\$29,925		<b>\$39,900</b>
Graphics & Advertising	\$9,100	\$9,100		<b>\$18,200</b>
Supplies	\$80,640	\$20,160		<b>\$100,800</b>
Equipment & Improvements**	\$20,900			<b>\$20,900</b>
<b>FY 2023 Total</b>	<b>\$1,145,244</b>	<b>\$445,572</b>	<b>\$134,675</b>	<b>\$1,725,491</b>
<b>Year 2: FY 2024</b>				
<b>Budget Category</b>	<b>FHWA</b>			<b>FY 2024 Total</b>
	<b>PL</b>	<b>SU</b>		
Personnel (salary and benefits)	\$428,720	\$428,720		<b>\$857,440</b>
Consultants	\$31,196	\$9,845		<b>\$41,041</b>
Travel*	\$90,700			<b>\$90,700</b>
<b>Direct Expenses</b>				
Facilities	\$281,250	\$93,750		<b>\$375,000</b>
Professional	\$133,250	\$133,250		<b>\$266,500</b>
Administrative	\$10,475	\$31,425		<b>\$41,900</b>
Graphics & Advertising	\$9,550	\$9,550		<b>\$19,100</b>
Supplies	\$84,721	\$21,179		<b>\$105,900</b>
Equipment & Improvements**	\$21,945			<b>\$21,945</b>
<b>FY 2024 Total</b>	<b>\$1,091,807</b>	<b>\$727,719</b>		<b>\$1,819,526</b>

\*Palm Beach TPA understands that any atypical travel (traveling outside of the United States, or travel in the United States that includes peer exchange and facility or system tours) will be submitted to FDOT and FHWA for approval.

\*\*Palm Beach TPA understands that equipment purchases equal to or over \$5,000 will be submitted to FHWA for review and approval.

\*\*\*Carryover

## Task 8. Transfers to Other Agencies

### Purpose

To describe the regional planning responsibilities and funding sources for the maintenance and further development of the Southeast Regional Planning Model (SERPM) to forecast regional travel patterns and for the acquisition of big data to support the validation and calibration of SERPM in support of the metropolitan planning process.

### Previous Work

The region has collaborated in the development and maintenance of previous versions of SERPM, a modeling tool which uses scenario forecasting to prepare for new socioeconomic environments and potential planning challenges within Southeast Florida. SERPM is updated every five years to support the development of regional and local transportation plans and other regional planning efforts. TPA staff began working with regional partners towards the implementation of SERPM 9 and collaborating on a big data purchase.

Memorandums of Understanding (MOU) have been entered jointly by the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts 4 and 6, to develop and maintain an effective travel demand modeling tool and transportation data collection methods within the region.

### Activities to Be Performed

Table 19. Task 8 Activities for Fiscal Years 2023 and 2024

	Activity	Deliverable(s)	Completion Date
<b>A</b>	The Miami-Dade TPO will be leading this activity. Provide administrative and technical support to develop the 2050 RTP in coordination with Broward and Palm Beach Counties. Coordinate with regional partners on 2050 Goals and Objectives and help develop regional priority projects and financial forecasts., and project identification. <i>Transfer to Miami-Dade TPO</i>	Updated 2050 RTP / technical memorandums, as needed	Dec 2024
<b>B</b>	FDOT will be leading this activity. Provide administrative and technical support, including training, documentation, and maintenance service for activities to maintain urban modeling and forecasting/SERPM, provide model support for other planning projects, and optimize model usability/user-friendliness. <i>Transfer to FDOT</i>	Training Workshops	Annually/As requested by RTTAC-MS
		Comprehensive Performance Measures report on modeling modules	June 2024
		In-house computer equipment to perform SERPM simulations and analyses	June 2024



	Activity	Deliverable(s)	Completion Date
C	The Miami-Dade TPO will be leading this activity. Develop a 2020 based SERPM Version 9, covering the Miami Urbanized Area, which includes Palm Beach, Broward, and Miami-Dade Counties, which accurately reflects the travel demand patterns and markets for regional transit and highway projects, and make the model available to support the 2050 LRTP plan and 2050 RTP updates. <i>Transfer to Miami-Dade TPO</i>	Model estimate and Design Report	Jun 2024
		Data Collection / Compilation / Development Report	Jun 2024
		Model Calibration / Validation / Sensitivity Test Plan	Jun 2024

Financial participation by the TPA is shown below along with a regional table showing the lead agency, various funding sources, and amounts by fiscal year for each of the shared regional tasks.

**Table 20. Task 8 Budget for Fiscal Years 2023 and 2024**

Year 1: FY 2023			
Budget Category	FHWA		FY 2023 Total
	PL	SU	
<b>Consultants</b>			
2050 RTP	\$166,666		<b>\$166,666</b>
SERPM Maintenance		\$6,500	<b>\$6,500</b>
SERPM 9 Development			
<b>FY 2023 Total</b>	<b>\$166,666</b>	<b>\$6,500</b>	<b>\$173,166</b>
Year 2: FY 2024			
Budget Category	FHWA		FY 2024 Total
	PL	SU	
<b>Consultants</b>			
2050 RTP	\$166,666		<b>\$166,666</b>
SERPM Maintenance		\$6,500	<b>\$6,500</b>
<b>FY 2024 Total</b>	<b>\$166,666</b>	<b>\$6,500</b>	<b>\$173,166</b>



**Table 21. Funding Sources for Task 8 with Partner Agencies**

Year 1: FY 2023				
	FHWA		State	FY 2023 Total
	PL	SU	DS <sup>2</sup>	
<b>SERPM Maintenance</b>				
Lead Agency: FDOT District 4			\$12,500	\$12,500
FDOT D6			\$12,500	\$12,500
Miami-Dade TPO		\$10,000		\$10,000
Broward MPO	\$8,500			\$8,500
Palm Beach TPA		\$6,500		\$6,500
<b>SERPM 9 Development</b>				
Lead Agency: Miami-Dade TPO				
FDOT D4			\$250,000 <sup>1</sup>	
FDOT D6			\$250,000	
Broward MPO				
Palm Beach TPA				
<b>2050 RTP Development</b>				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
Broward MPO	\$166,668			\$166,668
Palm Beach TPA	\$166,666			\$166,666
<b>FY 2023 Total</b>	<b>\$508,500</b>	<b>\$16,500</b>	<b>\$525,000</b>	<b>\$1,050,000</b>
Year 2: FY 2024				
	FHWA		State	FY 2024 Total
	PL <sup>1</sup>	SU	DS <sup>2</sup>	
<b>SERPM Maintenance</b>				
Lead Agency: FDOT District 4			\$12,500	\$12,500
FDOT D6			\$12,500	\$12,500
Miami-Dade TPO		\$10,000		\$10,000
Broward MPO	\$8,500			\$8,500
Palm Beach TPA		\$6,500		\$6,500
<b>2050 RTP Development</b>				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
Broward MPO	\$166,668			\$166,668
Palm Beach TPA	\$166,666			\$166,666
<b>FY 2024 Total</b>	<b>\$508,500</b>	<b>\$16,500</b>	<b>\$25,000</b>	<b>\$550,000</b>

<sup>1</sup> Funds provided in FY 22, therefore, not a new encumbrance.

<sup>2</sup> DS = State Primary Highways & Public Transit Office

Highlighted cells indicate the transfers to the Lead Agency.

## Task 9. Agency Expenditures with Local Funds

### Purpose

Authorize local fund expenditures for items that are not reimbursable from state and federal grant sources or used as a local match.

### Activities to Be Performed

- **Maximize Agency Effectiveness** – Influence laws, policies, and discretionary funding decisions at the state and national levels to implement TPA priority transportation projects. Conduct peer exchanges with other MPOs around the country to inform better decision-making by TPA Governing Board members and staff. Support informed decision-making by TPA Governing Board members. This task may include professional lobbyist assistance.
- **Improve Public Engagement** – Purchase and distribute items to promote the TPA programs and solicit feedback, conduct targeted outreach events, and provide subsidy awards for transportation related activities, initiatives, and events that align with the mission and vision of the TPA.
- **Enhance Staff Performance** – Fund staff professional certification and licensing dues, professional society memberships, and other staff enhancement expenses, and provide refreshments at meetings to maximize productivity.
- **Balance to TPA Reserve (Local Fund)** – The balance of this account will be added to the TPA Reserve Account.

**Table 22. Task 9 Activities for Fiscal Years 2023 and 2024**

	Activity	Completion Date
<b>A</b>	Maximize Agency Effectiveness: Advocacy activities, including TPA travel expenses, TPA staff time, consultant fees, peer exchanges, board member briefings, etc.	As Needed
<b>B</b>	Improve Public Engagement: Promotional items, activities, and sponsorships	As Needed
<b>C</b>	Enhance Staff Performance: Certification and licensing dues and other staff enhancement expenses, professional organizational memberships, meeting refreshments	As Needed
<b>D</b>	Balance to TPA Local Reserves Fund	As Needed

**Table 23. Task 9 Budget for Fiscal Years 2023 and 2024**

<b>Year 1: FY 2023</b>		
<b>Budget Category</b>	<b>Local</b>	<b>FY 2023 Total</b>
Maximize Agency Effectiveness	\$55,000	\$55,000
Improve Public Engagement	\$30,000	\$30,000
Enhance Staff Performance	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$43,943	\$43,943
<b>FY 2023 Total</b>	<b>\$143,943</b>	<b>\$143,943</b>
<b>Year 2: FY 2024</b>		
<b>Budget Category</b>	<b>Local</b>	<b>FY 2024 Total</b>
Maximize Agency Effectiveness	\$55,000	\$55,000
Improve Public Engagement	\$30,000	\$30,000
Enhance Staff Performance	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$46,428	\$46,428
<b>FY 2024 Total</b>	<b>\$146,428</b>	<b>\$146,428</b>

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**APPENDIX A**  
Acronyms

Acronym	Definition	Acronym	Definition
<b>ACES</b>	Automated/Connected/Electric/Shared-Use Vehicles	<b>FY</b>	Fiscal Year
<b>ADA</b>	Americans with Disabilities Act	<b>GIS</b>	Geographic Information System
<b>AV</b>	Automated Vehicles	<b>LCB</b>	Local Coordinating Board
<b>BMPO</b>	Broward Metropolitan Planning Organization	<b>LI</b>	Local Initiatives
<b>CAC</b>	Citizen's Advisory Committee	<b>LLC</b>	Limited Liability Company
<b>CFR</b>	Codes of Federal Regulation	<b>LOPP</b>	List of Priority Projects
<b>CMP</b>	Congestion Management Process	<b>LRTP</b>	Long Range Transportation Plan
<b>COOP</b>	Continuity of Operations Plan	<b>MDTPO</b>	Miami-Dade Transportation Planning Organization
<b>CPG</b>	Consolidated Planning Grant	<b>MOU</b>	Memorandum of Understanding
<b>CTC</b>	Community Transportation Coordinator	<b>MPO</b>	Metropolitan Planning Organization
<b>CTD</b>	Commission on Transportation Disadvantaged	<b>MPOAC</b>	Metropolitan Planning Organization Advisory Council
<b>CV</b>	Connected Vehicles	<b>PBAU</b>	Palm Beach Atlantic University
<b>DBE</b>	Disadvantaged Business Enterprise	<b>PBC</b>	Palm Beach County
<b>ERC</b>	Electronic Review Comments	<b>PBCHD</b>	Palm Beach County Health Department
<b>ETDM</b>	Efficient Transportation Decision Making	<b>PBSC</b>	Palm Beach State College
<b>FAST</b>	Fixing America's Surface Transportation	<b>PD&amp;E</b>	Project Development and Environment
<b>FAU</b>	Florida Atlantic University	<b>PEA</b>	Planning Emphasis Areas
<b>FDEP</b>	Florida Department of Environmental Protection	<b>PL</b>	Metropolitan Planning
<b>FDOT</b>	Florida Department of Transportation	<b>PM</b>	Performance Measures
<b>FEC</b>	Florida East Coast	<b>PPP</b>	Public Participation Plan
<b>FFY</b>	Federal Fiscal Year	<b>RTP</b>	Regional Transportation Plan
<b>FHWA</b>	Federal Highway Administration	<b>SEFTC</b>	Southeast Florida Transportation Council
<b>FTA</b>	Federal Transit Administration	<b>SERPM</b>	Southeast Florida Regional Planning Model
<b>FTP</b>	Florida Transportation Plan	<b>SFRPC</b>	South Florida Regional Planning Council
<b>SFRTA</b>	South Florida Regional Transportation Authority	<b>TDSP</b>	Transportation Disadvantaged Service Plan

Acronym	Definition	Acronym	Definition
<b>SHSP</b>	State's Strategic Highway Safety Plan	<b>TIP</b>	Transportation Improvement Program
<b>SIS</b>	Strategic Intermodal System	<b>TMA</b>	Transportation Management Area
<b>SRM</b>	State Road Modifications	<b>TPA</b>	Transportation Planning Agency
<b>STBG</b>	Surface Transportation Block Grant (SU)	<b>TPO</b>	Transportation Planning Organization
<b>TA</b>	Transportation Alternatives	<b>TRIP</b>	Transportation Regional Incentive Program
<b>TAC</b>	Technical Advisory Committee	<b>TSP</b>	Transit Signal Priority
<b>TCRPC</b>	Treasure Coast Regional Planning Council	<b>UPWP</b>	Unified Planning Work Program
<b>TD</b>	Transportation Disadvantaged	<b>UZA</b>	Urbanized Area
<b>TDP</b>	Transit Development Plan	<b>VZAC</b>	Vision Zero Advisory Committee

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**APPENDIX B**

Resolution Adopting the  
FYs 2023 and 2024 UPWP

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**APPENDIX C**  
Budget Summary



## Summary Budget

Funding Source Contract Fiscal Year Total Budget	FHWA G1		FFY 21 FTA 5305(d) G2373		CTD G3		Local	
	2023	2024	2023	2024	2023	2024	2023	2024
	\$ 4,552,022	\$ 4,750,796	\$ 390,000	\$ -	\$ 49,871	\$ 49,871	\$ 143,943	\$ 146,428
<b>Task 1 Engage the Public</b>								
Personnel (salary and benefits)	\$ 257,621	\$ 342,570	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 156,500	\$ 81,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 414,121	\$ 424,236	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 2 Plan the System Short Term</b>								
Personnel (salary and benefits)	\$ 103,898	\$ 143,146	\$ 21,700	\$ -	\$ 49,871	\$ 49,871	\$ -	\$ -
Consultant	\$ 1,029,063	\$ 403,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,132,961	\$ 546,305	\$ 21,700	\$ -	\$ 49,871	\$ 49,871	\$ -	\$ -
<b>Task 3 Plan the System Long Term</b>								
Personnel (salary and benefits)	\$ 141,390	\$ 188,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 200,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 341,390	\$ 738,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 4 Prioritize Funding</b>								
Personnel (salary and benefits)	\$ 278,858	\$ 370,810	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 72,000	\$ 37,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 350,858	\$ 407,893	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 5 Implement Projects</b>								
Personnel (salary and benefits)	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 6 Collaborate with Partners</b>								
Personnel (salary and benefits)	\$ 309,600	\$ 411,690	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 108,000	\$ 55,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 417,600	\$ 467,314	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 7 Administer the Agency</b>								
Personnel (salary and benefits)	\$ 644,816	\$ 857,440	\$ 134,675	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 63,500	\$ 41,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 86,400	\$ 90,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 796,100	\$ 830,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,590,816	\$ 1,819,526	\$ 134,675	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 8 Transfers to Other Agencies</b>								
Consultant	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 9 Agency Expenditures with Local Funds</b>								
Maximize Agency Effectiveness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Improve Public Engagement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Enhance Staff Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Balance to TPA Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,943	\$ 46,428
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,943	\$ 146,428
<b>TOTAL PROGRAMMED</b>	<b>\$ 4,552,022</b>	<b>\$ 4,750,796</b>	<b>\$ 390,000</b>	<b>\$ -</b>	<b>\$ 49,871</b>	<b>\$ 49,871</b>	<b>\$ 143,943</b>	<b>\$ 146,428</b>

## Funding Source

### Fiscal Year 2023

Contract	Funding Source	Source Level	2023	FY 2023 Funding Source			
				Soft Match	Federal	State	Local
G1	FHWA	PL	\$ 2,819,022	\$ 621,747	\$ 2,819,022	\$ -	\$ -
		SU	\$ 1,733,000	\$ 382,220	\$ 1,733,000	\$ -	\$ -
		<b>FHWA G1 TOTAL</b>	<b>\$ 4,552,022</b>	<b>\$ 1,003,967</b>	<b>\$ 4,552,022</b>	<b>\$ -</b>	<b>\$ -</b>
G2373	FFY 21 FTA 5305(d)	Federal	\$ 390,000	\$ 97,500	\$ 390,000	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G2373 TOTAL</b>	<b>\$ 390,000</b>	<b>\$ 97,500</b>	<b>\$ 390,000</b>	<b>\$ -</b>	<b>\$ -</b>
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		<b>CTD G3 TOTAL</b>	<b>\$ 49,871</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,871</b>	<b>\$ -</b>
	Local	Local	\$ 143,943	\$ -	\$ -	\$ -	\$ 143,943
		<b>Local TOTAL</b>	<b>\$ 143,943</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,943</b>
<b>TOTAL \$</b>			<b>5,135,836</b>	<b>\$ 1,101,467</b>	<b>\$ 4,942,022</b>	<b>\$ 49,871</b>	<b>\$ 143,943</b>

### Fiscal Year 2024

Contract	Funding Source	Source Level	2024	FY 2024 Funding Source			
				Soft Match	Federal	State	Local
G1	FHWA	PL	\$ 2,930,796	\$ 646,399	\$ 2,930,796	\$ -	\$ -
		SU	\$ 1,820,000	\$ 401,409	\$ 1,820,000	\$ -	\$ -
		<b>FHWA G1 TOTAL</b>	<b>\$ 4,750,796</b>	<b>\$ 1,047,808</b>	<b>\$ 4,750,796</b>	<b>\$ -</b>	<b>\$ -</b>
G2373	FFY 21 FTA 5305(d)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G2373 TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		<b>CTD G3 TOTAL</b>	<b>\$ 49,871</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,871</b>	<b>\$ -</b>
	Local	Local	\$ 146,428	\$ -	\$ -	\$ -	\$ 146,428
		<b>Local TOTAL</b>	<b>\$ 146,428</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,428</b>
<b>TOTAL \$</b>			<b>4,947,095</b>	<b>\$ 1,047,808</b>	<b>\$ 4,750,796</b>	<b>\$ 49,871</b>	<b>\$ 146,428</b>

## 5-Year Plan

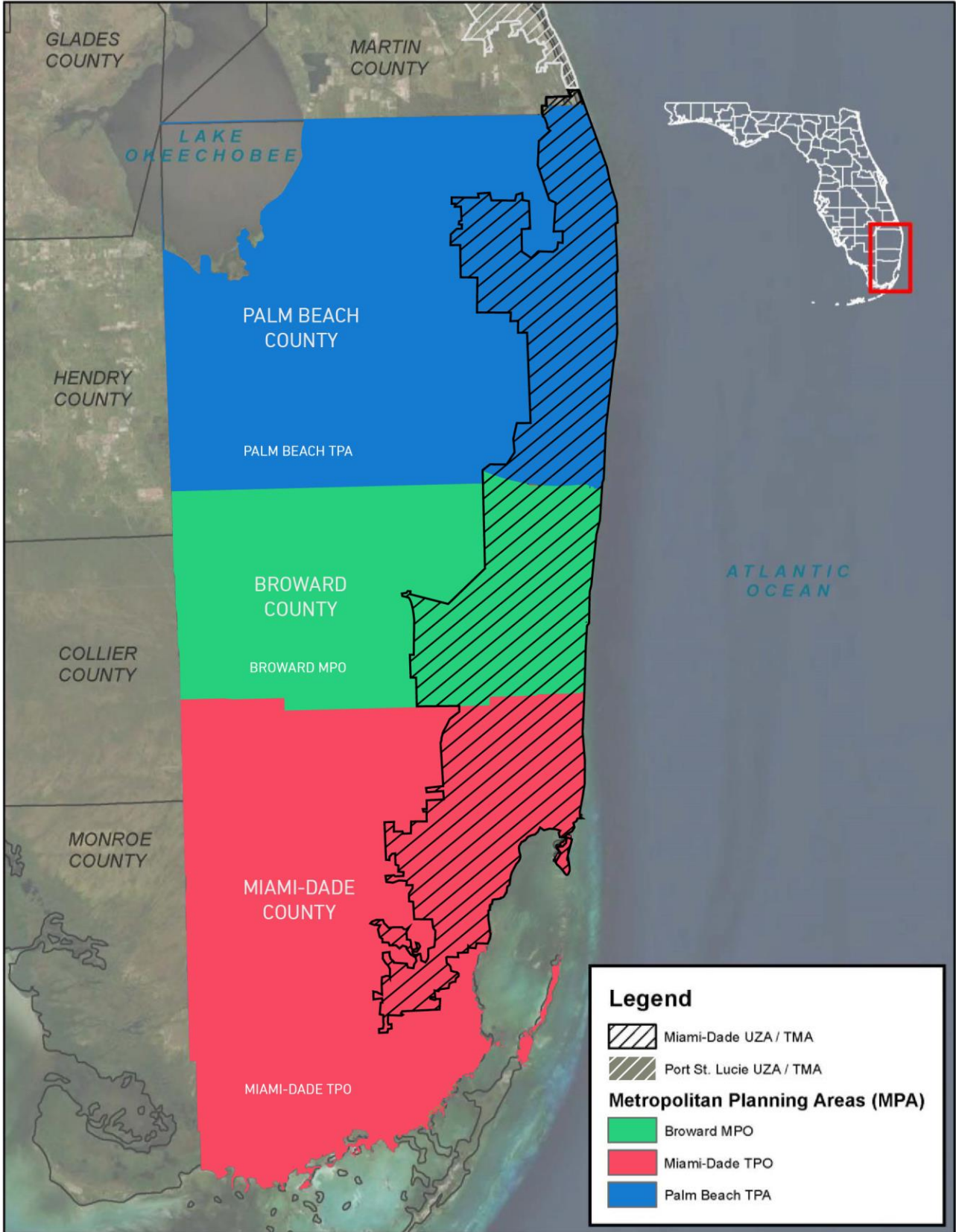
GRANT FUNDED ACTIVITIES					
Revenue Source	FY23	FY 24	FY 25	FY 26	FY 27
Consolidated Planning Grant (CPG) (FHWA) PL Funds	\$2,819,022	\$2,930,796	\$2,930,796	\$2,930,796	\$2,930,796
Consolidated Planning Grant (CPG) (FHWA) SU Funds	\$1,733,000	\$1,820,000	\$1,911,000	\$2,007,000	\$2,107,000
FFY 21 G2373 Carry Forward (FTA) 5305d Funds	\$390,000				
FL Commission for Transportation Disadvantaged (CTD)	\$49,871	\$49,871	\$49,871	\$49,871	\$49,871
<b>TOTAL FUNDING</b>	<b>\$4,991,893</b>	<b>\$4,800,667</b>	<b>\$4,891,667</b>	<b>\$4,987,667</b>	<b>\$5,087,667</b>
Expenditures					
Personnel & Benefits (16FT and 1 Intern)	\$2,307,164	\$2,537,883	\$2,664,777	\$2,798,016	\$2,937,917
Travel/Training	\$86,400	\$90,700	\$95,200	\$100,000	\$105,000
Consultant Services and Transfers to Other Agencies	\$1,802,229	\$1,341,739	\$1,265,627	\$1,186,333	\$1,102,576
Direct Expenses	\$796,100	\$830,345	\$866,063	\$903,318	\$942,175
<b>TOTAL GRANT EXPENDITURES</b>	<b>\$4,991,893</b>	<b>\$4,800,667</b>	<b>\$4,891,667</b>	<b>\$4,987,667</b>	<b>\$5,087,667</b>
LOCALLY FUNDED ACTIVITIES					
Revenue Source	FY23	FY 24	FY 25	FY 26	FY 27
TPA Member Dues	\$143,943	\$146,428	\$149,356	\$152,343	\$155,390
Expenditures					
Maximize Agency Effectiveness	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Improve Public Engagement	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Enhance Staff Performance	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$43,943	\$46,428	\$49,356	\$52,343	\$55,390
<b>TOTAL LOCAL EXPENDITURES</b>	<b>\$143,943</b>	<b>\$146,428</b>	<b>\$149,356</b>	<b>\$152,343</b>	<b>\$155,390</b>
TPA FUNDING BALANCE					
Grant and Local Revenues	\$ 5,135,836	\$ 4,947,095	\$ 5,041,023	\$ 5,140,010	\$ 5,243,057
Grant and Local Expenditures	\$ 5,135,836	\$ 4,947,095	\$ 5,041,023	\$ 5,140,010	\$ 5,243,057
<b>TPA Total Revenues less Expenditures</b>					
TPA Reserve Fund Beginning Balance*	\$ 351,268	\$ 395,211	\$ 441,639	\$ 490,995	\$ 543,338
<b>TPA NET RESERVE FUND BALANCE</b>	<b>\$ 395,211</b>	<b>\$ 441,639</b>	<b>\$ 490,995</b>	<b>\$ 543,338</b>	<b>\$ 598,729</b>

\* Based upon estimated accrued Reserve Fund balance as of 7/01/2022

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**APPENDIX D**

Map of Miami Urbanized Area



Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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## APPENDIX E

### FDOT D4 Planning Activities FY 23 to FY 24

**The following list of Planning Activities is provided:**

1. Strategic Intermodal System (SIS) Planning
2. Interchange Reviews
3. State Highway System Corridor Studies
4. Systems Planning and Reviews
5. Freight Planning and Reviews
6. Travel Demand Model Development
7. Federal Functional Classification (including Urban Boundary Updates)
8. Traffic Characteristic Inventory Program
9. Statistics
10. GIS Application Development and System Maintenance
11. Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
12. Transportation Alternatives Program Development
13. Complete Streets Studies
14. Modal Development and Technical Support
15. Commuter Services
16. ETDM/Community Impact Assessment
17. Growth Management Impact Reviews

**FDOT District Four will undertake Planning Activities consistent with the following goals (in no particular order):**

- The Seven goals of the Florida Transportation Plan (FTP), which include:
  - Safety & Security
  - Infrastructure
  - Mobility
  - Choices
  - Economy
  - Community
  - Environment
  
- The **2021 Florida Planning Emphasis Areas** (published by USDOT in the December 30, 2021 Letter) which include:
  - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
  - Equity and Justice<sup>40</sup> in Transportation Planning

- Complete Streets
  - Public Involvement
  - Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
  - Federal Land Management Agency (FLMA) Coordination
  - Planning and Environment Linkages (PEL)
  - Data in Transportation Planning
- The FDOT Secretary's list of the "vital few" agency emphasis areas, which include:
    - Improve Safety
    - Enhance Mobility
    - Inspire Innovation

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## APPENDIX F

### Palm Tran FTA Planning Activities FY 23 to 24

## Palm Tran Planning Activities FY 2023 – 2024

FTA Section 5307 Funding amounts programmed for planning activities:

- FY 2023 - \$1,000,000
- FY 2024 - \$500,000

Planning activities are:

- Conduct technical studies of special interest to the transit agency, such as maintenance plan development, operational service planning, transit asset management plans, public transportation safety plans, and management and operation planning studies.
- Other similar or related activities before and in preparation for the construction, acquisition, or improved operation of public transportation systems, facilities and equipment.
- Assist Palm Tran in preparation and submission of Transit Development Plans.
- Provide modeling and ridership forecasting support including, but not limited to STOPS, TBEST, etc.
- Assist Palm Tran with conducting and collecting onboard surveys and related data.
- Assist with preparing and reviewing planning studies.
- Provide maps for use in planning activities, including all of Palm Beach County and surrounding counties.
- Develop planning concept reports.
- Develop project concept reports.
- Develop Short Range Transit Plan.
- Develop specific area transit planning study reports.
- Carry out ADA paratransit system analysis.

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**APPENDIX G**  
UPWP Statements, Assurances and Policies

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

(1) The Palm Beach TPA hereby certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Palm Beach TPA also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

\_\_\_\_\_  
Name: Valerie Neilson  
Title: TPA Interim Executive Director

\_\_\_\_\_  
May 19, 2022  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Palm Beach TPA that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Palm Beach TPA, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Palm Beach TPA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

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Name: Valerie Neilson  
Title: TPA Interim Executive Director

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May 19, 2022  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Palm Beach TPA that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Palm Beach TPA, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Palm Beach TPA, in a non-discriminatory environment.

The Palm Beach TPA shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

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Name: Valerie Neilson  
Title: TPA Interim Executive Director

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May 19, 2022  
Date

## **TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Palm Beach TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Palm Beach TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

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Name: Valerie Neilson  
Title: TPA Interim Executive Director

May 19, 2022  
Date

### **APPENDICES A and E**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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POLICY PLANNING  
05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

DRAFT

**APPENDIX H**  
Travel Policy

**TPA RESOLUTION 2019-14**

**A RESOLUTION OF THE PALM BEACH TPA APPROVING THE TPA PERSONNEL HANDBOOK**

**WHEREAS**, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA), a body politic, created in accordance with and operating pursuant to 23 CFR 134, 49 CFR 5303-5305, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, pursuant to Section 339.175(2)(b), Florida Statutes, the TPA is an independent governmental entity separate and distinct from the state and the governing body of any entity that is represented on the Governing Board of the TPA; and

**WHEREAS**, pursuant to Section 339.175(6)(g), Florida Statutes, the TPA has the authority to employ an executive director and any additional personnel as deemed necessary; and

**WHEREAS**, the TPA desires to establish a Personnel Handbook to memorialize its employment policies and procedures.

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:**

**SECTION 1.** The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

**SECTION 2.** The TPA Governing Board hereby:

- a. Approves the TPA Personnel Handbook, attached hereto as "Exhibit A" and by this reference incorporated herein; and
- b. Authorizes the TPA Executive Director to amend Section 3, TPA Employment Procedures, from time to time as deemed necessary and appropriate.

**SECTION 3.** This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by Commissioner Melissa McKinlay who moved its adoption. The motion was seconded by Commissioner Joseph Anderson, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 18<sup>th</sup> day of July 2019.

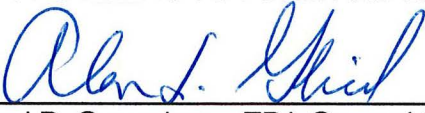
PALM BEACH METROPOLITAN PLANNING ORGANIZATION,  
d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY

By:   
Commissioner Hal Valeché, as its Chair

ATTEST:

  
Margarita Pierce, TPA Executive Assistant

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

*for*   
Paul R. Gougelman, TPA General Counsel

## 2.5 Travel

- A. **Applicability.** The TPA's travel policy applies to all TPA staff, Governing Board members, appointed officials, advisory committee members, interns, and other authorized officials traveling on official business paid for by the TPA.
- B. **Authorization.** The TPA Governing Board Chair must authorize travel by the Executive Director, any Governing Board members, all committee members, and all community representatives. The Executive Director must authorize travel for all TPA staff. Travel must be authorized in advance of the travel occasion to be eligible for TPA payment. The number of individuals traveling to any one event shall be monitored and limited to maintain the local operational capacity of the TPA and to maximize the beneficial purposes of the travel occasion for the TPA. TPA staff shall report all authorized travel to the full Governing Board as soon as practicable following the travel occasion.
- C. **Travel Costs.** All authorized parties traveling on official business for the TPA are expected to seek advanced registration discount rates, to travel by the most economical and efficient means to/from the travel occasion, and to select reasonably priced lodging accommodations for the travel occasion.
  - 1. **Registration.** The TPA shall pay actual registration costs for authorized travel either by direct payment to the vendor or as a reimbursement for traveler-paid registration fees.
  - 2. **Transportation.** The traveler must compare the cost and time associated with means of travel by personal vehicle, travel by rental car, travel by public or private surface transit, and travel by commercial or general airplane. The TPA will pay or reimburse the traveler for the most economical (cost) and efficient (time) travel option to/from the event, even if the traveler elects to use another option. The Traveler is responsible for providing the full cost comparisons at the time of the travel request. Travel by personal vehicle shall be reimbursed utilizing the federal mileage rate, as amended from time to time.
  - 3. **Lodging Expenses.** The traveler is expected to plan in advance and with sufficient notice to stay on the premises for a travel-related event. The TPA will pay or reimburse up to the amount for the standard room accommodations or lowest cost option available in the negotiated event room block. In such case where the negotiated room block rate is not available or does not exist, the traveler must compare the available lodging within a 3 mile radius and select the most economical and efficient alternative. Exceptions to these requirements may be made by the Executive Director on a situational basis based on safety, meeting events, and/or logistics.
  - 4. **Meal Allowances.** The TPA shall pay for meals when travel occurs during meal times: 1) for all overnight travel events, and 2) for same-day travel to a destination at least 100 miles away from the TPA office. The payment shall be in the following amounts:

- a. Breakfast: \$10.00
  - b. Lunch: \$15.00
  - c. Dinner: \$30.00
5. Incidental Travel Expenses. The TPA shall reimburse for incidental travel expenses including tolls, local transportation costs (cab fares, TNC fares, transit fares, bike share, etc.), parking, etc. pursuant to federal and state regulations.
6. Traveler Conduct. TPA staff and Board members are expected to attend applicable training sessions offered during normal business hours and to adhere to all travel and rules of conduct policies.
7. Travel Advances. The TPA will not authorize travel advances. The TPA will either prepay by direct payment to the vendor or pay a reimbursement to the traveler for travel-related costs.

DRAFT

**APPENDIX I**  
Comments and Responses

Agency	Page #	Comment Type	Comment Description	TPA Responses
FHWA	General	Critical	Please review all task pages and ensure that end products have a month/year associated with the items listed rather than just a year, annually or as required.	TPA updated wherever appropriate.
FHWA	General	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	The TPA included consultant/professional services efforts in the task activity tables and included the footnote: "TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed. "
FHWA	General	Critical	If FTA funding is being carried over from the prior-year UPWP, carryover amounts, and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. This needs to include the grant/contract number for each as well.	Current status deemed acceptable at this time. By FHWA and FDOT.
FHWA	Cover	Critical	The new Federal Aid Project number will be 0097-060	TPA updated.
FHWA	General	Critical	<p>In several task budget tables some funds are labelled "CPG FTA 5305d" in the funding source column. Please clarify what these FTA funds are – are they the 5305d funds that are being combined with the PL funds under the CPG program? Or are these the continuing FTA grants that are under contract and still need to be expended? If the previous, then you would include this amount in with the PL funds line amount not separately. If the later, than please remove the term CPG out of the label These funds were not transferred to FHWA.</p> <p>What are the funds in the row titled "FTA prior" and what are they for?</p>	TPA updated and removed reference to CPG FTA 5305d.
FHWA	General	Critical	<p>Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.</p> <p>Equipment also includes intellectual property as well as software purchases.</p>	Noted.



Agency	Page #	Comment Type	Comment Description	TPA Responses
FHWA	Pg. 4	Critical	Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO. The introduction on Page 4 includes the State PEAs but not the Federal.	TPA Updated and included this information.
FHWA	Pg. 9	Critical	Please fill in the missing new execution dates for agreements in the final UPWP.	TPA updated.
FHWA	Pg. 12	Critical	The section beginning with continuing activities – are all these activities also included in the section “Activities to be Performed” as well?	Yes, the Engage the Public tasks that are continuing are all items that are listed in the "Activities to be Performed" section
FHWA	Pg. 18	Critical	<p>Please identify and/or expand what is meant by Public Engagement and when it is going to be occurring. Will this be workshops? Meetings? Surveys?</p> <p>Will coordination efforts with other entities, agencies and companies be part of this engagement for the LRTP Update?</p>	Public Engagement is a continuing effort on all projects and events for the agency. There are some deadlines but this is an ongoing effort. Language has been updated to include Workshops and Surveys specifically but we do Social Media efforts, website updates, and community outreach activities weekly or more.
FHWA	Pg. 26	Critical	Please include work on the functional classification and the MPO boundary maps as well. These are critical products that the TPA will be working on.	The TPA added more specific language to the task in Administer the Agency and included completion date of December 2023.
FHWA	Pg. 27	Critical	Travel – any travel that is out of the normal pattern – such as out of state travel does require approval from the FDOT and FHWA	Noted.
FHWA	Pg. 30	Critical	Please include a legend for any color coding in the table	TPA clarified the footnote.
FHWA	Pg. 31	Critical	Please clarify what the TPA reserve is – is this strictly local funds?	TPA added language to specify that these funds are strictly local funds.
FHWA	Pg. 16	Enhancement	More for Clarification. Did you really mean to indicate that ALL the tasks address ALL the Federal Planning Factors? If so, please explain this a little more.	TPA updated.
FHWA	General		If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).	TPA added the 5307 Palm Tran activities in the appendix.
FHWA	General		If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted.

Agency	Page #	Comment Type	Comment Description	TPA Responses
FHWA	General		The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT’s and transit providers.	TPA updated.
FDOT	General	Critical	Deliverable(s) Completion Dates for Tasks need to be more defined, e.g. Task 2. A – Quiet Zones; is this going to be a report/presentation?.	TPA updated.
FDOT	General	Critical	Completion Dates for Tasks need to be more defined e.g. Task 2.A – what is the Brightline Phase II Completion? Is that a specific date/ month?	TPA updated.
FDOT	General	Critical	For Completion dates that say “Quarterly/Annually”, are they specific months (i.e. “Annually - February” or “last month of the quarter”)?	TPA updated wherever appropriate.
FDOT	General	Critical	Review some of the “As Needed” completion dates. Some activities may need (or expected) to be done in a more defined manner, e.g. Task 5.C.	TPA updated wherever appropriate.
FDOT	General	Editorial	With regards to “Discussion of agreements”, note that it does not include date (reference is to 2022 agreement).	TPA updated.
FDOT	General	Critical	Task 7.P. Define the software, is this a purchase? May provide information on the software as an appendix for review and preapproval.	TPA identified projected costs within the Activity Tables for these services and will obtain specific approval from FDOT and FHWA prior to engagement.
FDOT	General	Critical	UPWP does not address Federal Planning Emphasis Areas.	TPA updated and included this information.
FDOT	General	Critical	District Planning Activities? No If yes, page number: Appendix E (The draft UPWP has a placeholder but no content, therefore answered “no” at this time.	TPA updated and included this information.
FDOT	Cover Page	Critical	FAIN/FAP No. should read “0097-060-M”	TPA updated.
FDOT	General	Critical	With regards to Statement of CPG participation – FTA C 8100.1D, note that this statement is in the UPWP, but is not a direct match to this and is stated in a different order.	TPA updated to match language exactly as required.
FDOT	General	Critical	Task 7.F. add “Prepare for and...” before “Participate in joint FDOT/JPA...”	TPA updated.
FDOT	General	Critical	Task 7.K. “Obtain legal services...”, Is the agency acquiring new legal services/consultant? Or is the word “obtain” referring to future tasks of the existing attorneys?	TPA reclassified as a professional service rather than consultant in FY 23-24. The TPA is renewing its legal services agreement in May to be effective on July 1, 2022.

Agency	Page #	Comment Type	Comment Description	TPA Responses
FDOT	General	Critical	Task 7 Budget Table - How much is the legal cost? Separate item for Legal to clarify amount covering Legal cost.	TPA identified cost in the Activity Table as a professional service.
FDOT	General	Critical	Coordinate with partner planning agency/organization to ensure language is consistent in each UPWP.	TPA updated.
FDOT	General	Critical	SERPM 9 Development, for the D4 Contribution of \$250,000, add the following footnote, "Funds provided in FY 22, therefore, not a new encumbrance."	TPA updated.
FDOT	General	Critical	Please ensure that all numbers (including rounding) are summarized accurately and are consistent with the Budget Detail Tables.	TPA confirmed.
FDOT	General	Critical	In the Fundings Source Budget Table, show contract numbers for previous FTA 5305(d) funds.	TPA updated.
FDOT	General	Critical	For the TIP and LRTP, how much is budgeted for preparing/administering each?	TPA budgets for the LRTP in Task 3 and the TIP within Task 4.
FDOT	General	Editorial	Note that page numbering in footer ends after page 35.	Updated, page numbers are continued.
FDOT	General	Editorial	Not that appendix numbering in Table of Contents does not match some appendices, and some references in the document to Appendices do not match (e.g., bottom of page 9 reference to Appendix C).	TPA updated.
FDOT	General	Editorial	In Table 20, 4th column (page 30), what are "State DS Funds"? Suggest including reference.	TPA updated.
FDOT	General	Editorial	With regards to FHWA Certifications and Assurances, text in the UPWP references Appendix C, while Table of Contents and actual appendix pages is Appendix F.	TPA updated.
FDOT	General	Editorial	COOP is not discussed in this section. COOP is briefly mentioned as an activity in Task 7 (Table 16 on page 25)	TPA updated.
FDOT	General	Editorial	The draft UPWP includes an Appendix page as a holder for certifications and assurances but does not include the actual signed statements at the time of draft submission. Forms received via email from V. Neilson on 4/15/22.	Included in the draft UPWP.



# **PALM BEACH** Transportation Planning Agency



[PalmBeachTPA.org/UPWP](http://PalmBeachTPA.org/UPWP)

## TPA RESOLUTION 2022-0X

### **A RESOLUTION ENDORSING THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL'S (MPOAC) 2022 LEGISLATIVE PRIORITIES AND POLICY POSITIONS; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA) is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, the MPOAC is a statewide transportation planning and policy organization created by Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment and not supplant the role of the individual MPOs in the cooperative transportation planning process and assists the MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion; and

**WHEREAS**, the MPOAC 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; and

**WHEREAS**, the MPOAC annually prepares legislative policy positions and develops initiatives to be advanced during Florida's legislative session; and

**WHEREAS**, the MPOAC actively participates in the activities of the national Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) in Washington, D.C. and works with other stakeholder groups to help shape state and national policy regarding metropolitan transportation issues; and

**WHEREAS**, agreement of voting members of the MPOAC Governing Board is required for adoption of its Legislative Priorities and Policy Positions.

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:**

**SECTION 1.** The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

[Remainder of page intentionally blank]

**SECTION 2.** The TPA Governing Board hereby:

1. Acknowledges the collaborative process undertaken by the MPOAC to develop the 2022 MPOAC Legislative Priorities and Policy Positions; and
2. Endorses the 2022 MPOAC Legislative Policy Position, attached hereto as "Exhibit A" and by reference is incorporated herein.

**SECTION 3.** This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by \_\_\_\_\_ who moved its adoption. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 19th day of May 2022.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION, d/b/a  
PALM BEACH TRANSPORTATION PLANNING AGENCY

By: \_\_\_\_\_  
Mayor Robert S. Weinroth, as its Chair

ATTEST:

\_\_\_\_\_  
Margarita Pierce, TPA Executive Administrator

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Paul R. Gougelman, TPA General Counsel

# 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  
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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.



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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 driving<sup>1</sup> and failure to obey crossing guards as primary offenses,
  - b. Allow automated speed enforcement/citations<sup>2</sup>,
  - c. Require helmets for all bicyclists<sup>3</sup>, scooters and motorcyclists<sup>4</sup>, and
  - d. Mandate adaptive cruise control, lane assistance, and collision avoidance systems on new vehicles<sup>5</sup>.
2. Enhance education to include:
  - a. Annual pedestrian and bicycle safety curriculum in Elementary and Middle Schools<sup>6</sup>,
  - b. Driver education<sup>7</sup> curriculum in High School, and
  - c. Knowledge of pedestrian, bicycle, and motorcycle laws to obtain a driver's license<sup>8</sup> 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 speeds<sup>9</sup> 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 autonomous<sup>10</sup>, connected, and electric vehicles<sup>11</sup> 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 facilities<sup>12</sup>.

### CONNECTED

6. Promote complementary land use patterns<sup>13</sup> 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 hubs<sup>14</sup>.

### MULTIMODAL

8. Advance a regionally connected, high-capacity and efficient transit system to support anticipated growth and long-term mobility<sup>15</sup>.
9. Increase flexibility within existing state transportation programs to allow the funding of efficient and high-capacity transit investments and supporting infrastructure<sup>16</sup>.
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 transit<sup>17</sup>.



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# TRANSPORTATION IMPROVEMENT PROGRAM

FY 2023-2027

First Draft - May 2022  
Scheduled for Adoption June 16, 2022

**EXECUTIVE SUMMARY**



## TRANSPORTATION IMPROVEMENT PROGRAM

FY 2023-2027

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This Transportation Improvement Program was developed consistent with federal and state requirements. State and federally funded projects were approved by the Palm Beach TPA on June 16, 2022.

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TPA Chair Robert Weinroth, Palm Beach County - District 4

The preparation of this report was financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation; the Florida Department of Transportation; and participating local governments. The contents of this report do not necessarily reflect the official views or policy of the U. S. Department of Transportation.

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**FY 2023 - 2027  
TRANSPORTATION IMPROVEMENT PROGRAM  
PALM BEACH TPA**

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## EXECUTIVE SUMMARY

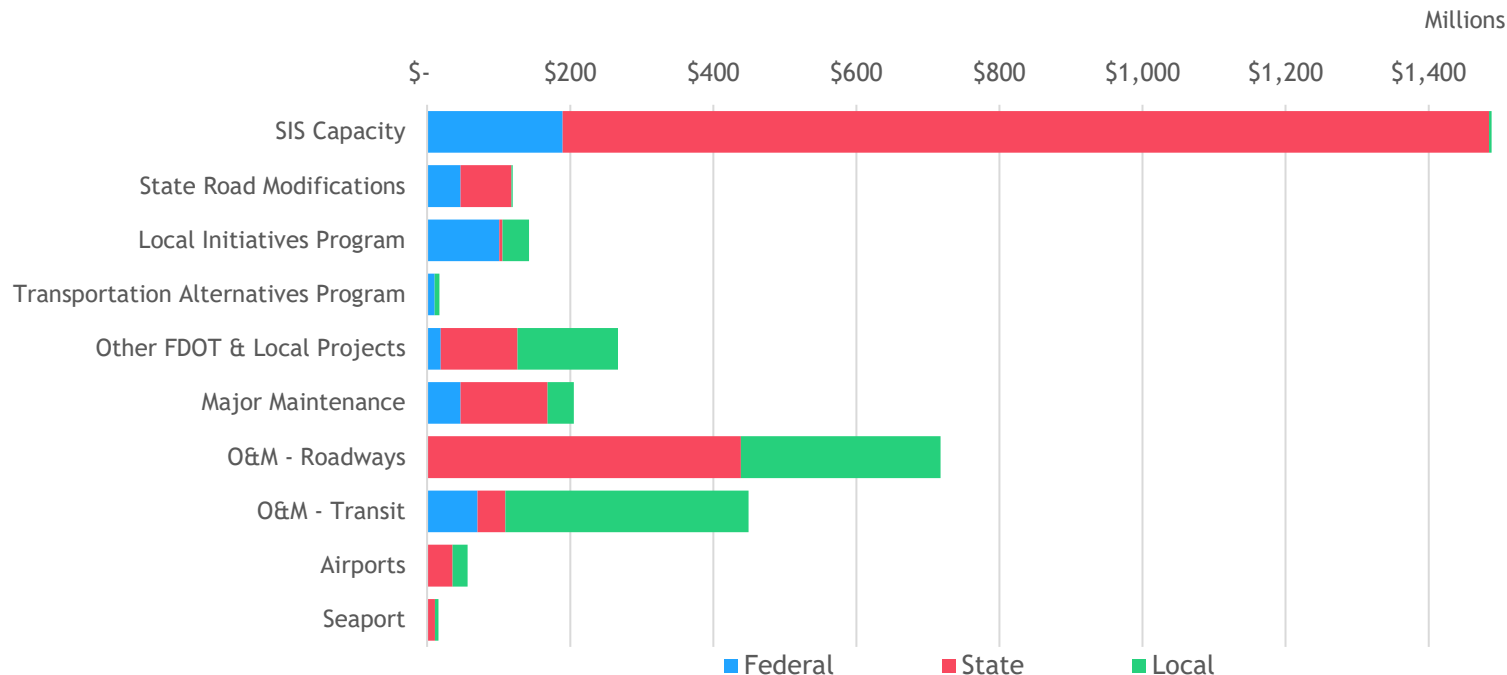
The Transportation Improvement Program (TIP) is the five-year funding program for transportation projects covering all modes of travel in Palm Beach County. The TIP is developed through a continuous, cooperative and comprehensive effort involving the Florida Department of Transportation (FDOT), the Board of County Commissioners, the Port of Palm Beach and municipalities within the County. The TIP was developed in cooperation with the public transit operators such as South Florida Regional Transportation Authority (SFRTA) and Palm Tran. Consultation is also carried out with the Miami-Dade TPO, the Broward MPO, the Martin County MPO, and the St. Lucie TPO during the TIP process. The document complies with the requirements set forth in Section 134 of Title 23, USC and 23 CFR 450.324.

The TIP identifies transportation improvements funded by federal, state and local sources. The TIP incorporates FDOT's Fiscal Year (FY) 23-27 Work Program along with local capital improvement plans and operating budgets, and generally moves forward the projects in the timeframe from previous TIPs. Please note that the identified projects may experience unforeseen changes and the TIP may be amended or modified throughout the year.

To provide continuity and ease of use, the projects in the TIP have been aggregated by section, as shown in the graph and table below.

Project Section	# of Projects	Funding	% of Total Funds
SIS Capacity	37	\$1,488,020,385	43.01%
State Road Modifications	31	\$118,469,501	3.42%
Local Initiatives Program	24	\$125,588,721	3.63%
Transportation Alternatives Program	13	\$16,756,519	0.48%
Other FDOT & Local Projects	98	\$266,598,652	7.71%
Major Maintenance	87	\$204,904,507	5.92%
O&M - Roadways	99	\$717,779,813	20.75%
O&M - Transit	9	\$449,211,748	12.98%
Airports	24	\$56,760,774	1.64%
Seaport	2	\$15,800,000	0.46%
<b>TOTAL TIP FY 2022-2026</b>	<b>424</b>	<b>\$3,459,890,620</b>	<b>100%</b>

### PROJECT SECTIONS BY FUNDING SOURCE



#### **Time Frame**

This document includes a five-year implementation schedule for Fiscal Year 2023 through Fiscal Year 2027 following the federal fiscal calendar beginning October 1st and ending September 30th (i.e. Fiscal Year 2023 addresses the dates of October 1, 2022 to September 30, 2023). Projects utilizing state funds are based on a fiscal year beginning July 1st and ending June 30th.

#### **Certification Review**

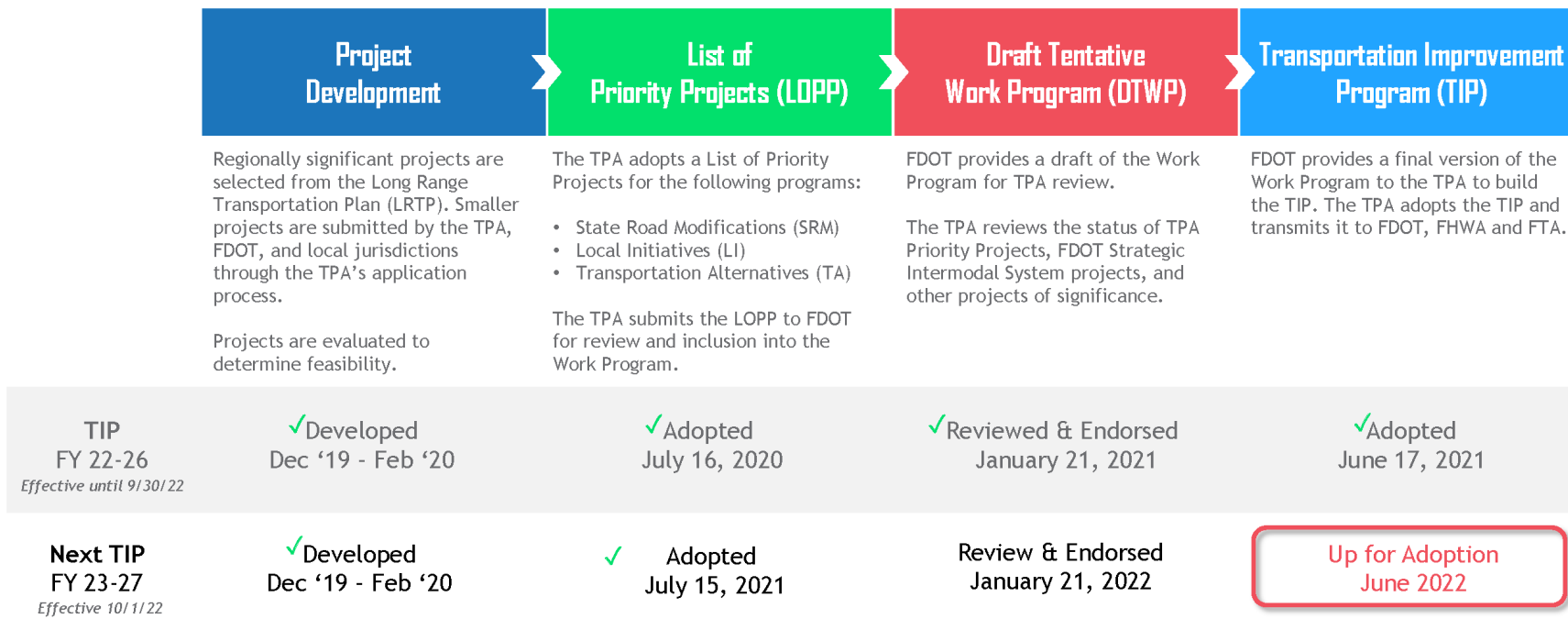
The Palm Beach TPA undergoes a certification review process annually with FDOT and a quadrennial review with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The certification review process ensures the TPA is carrying out the metropolitan planning process in adherence with federal and state regulations. The last joint FHWA and FTA Certification Review was completed on October 28, 2019 and the next review is anticipated to be completed in August 2023. The last Joint State/TPA Certification Review was completed on February 26, 2021.



**Prioritization of Projects**

The TIP includes specific investment projects that support the TPA’s established goals in the adopted 2045 Long Range Transportation Plan (LRTP). State Road Modifications, Local Initiatives, and Transportation Alternatives are scored based on the goals of the LRTP and prioritized for inclusion in the TIP. Project selection is made in accordance with the requirements of 23 CFR 450.332.

The adopted LRTP is Cost Feasible; it prioritizes projects based on anticipated available revenue. The LRTP is referenced and seeks consistency with local comprehensive plans to the maximum extent feasible. The TPA adopted a list of Priority Projects from the LRTP in July and transmitted them to FDOT for use in preparing the tentative Work Program - these are included in Appendix B and highlighted in the summary of projects section. FDOT then developed the Draft Tentative Work Program and provided the program of projects for creation of the TIP. The TIP development process is seen in the diagram below. Major projects were screened through the State’s Efficient Transportation Decision Making (ETDM) review process. This review provides for an early examination of the projects, allowing for timely and effective decision making and early National Environmental Policy Act (NEPA) reviews and approvals.



The LRTP Report Card, below, provides the implementation status breakdown of cost feasible projects identified in the adopted 2045 LRTP. The table summarizes projects by category, number of projects, and their status: underway or complete, programmed through construction in the TIP, programmed but no construction programmed in TIP, and not yet programmed. Specific projects are not identified for Local Initiatives, Transportation Alternatives, and Air, Rail & Sea in the LRTP.

Project Category	LRTP 2045 Cost Feasible Plan	Fiscal Year 23-27 TIP			Not Programmed
		Underway/ Complete	In TIP with CST Phase	In TIP w/o CST Phase	
SIS, Turnpike	40	2	15	15	11
State Road Modifications	25+	0	12	12	18
*Local Initiatives	N/A	20	19	0	5
*Transportation Alternatives	N/A	5	15	0	N/A
County, City, Private	85	7	19	6	53
*Air, Rail, Sea	N/A	N/A	31	0	N/A

\*N/A is noted because specific projects for the Local Initiatives, Transportation Alternatives, and Air, Rail and Sea categories are not indicated in the LRTP as line items.

### **Public Participation Process**

The public participation process for the Draft FY 2023-2027 TIP is in accordance with the policies and procedures of the TPA’s Public Participation Plan. Appendix C provides detailed information on the schedule and outreach opportunities for the public to review the Draft FY 2023-2027 TIP. More information on the TPA’s public participation process can be found at [palmbeachtpa.org/PPP](http://palmbeachtpa.org/PPP)

### **Congestion Management Process**

Projects and system-wide effectiveness for all modes of transportation are evaluated through the Congestion Management Process (CMP). A CMP is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet TPA needs. The process is integrated into the TPA’s performance measures that cover multiple modes of transportation including travel time reliability of people and trucks, transit v. car vehicle commute time, and walk, bike, transit commuter mode splits.

## PROJECT SECTIONS IN THE TIP

The projects in the TIP are presented in major categories that are explained in greater detail below.

**SIS Capacity** - Strategic Intermodal System projects are prioritized by FDOT to support regional mobility.

**State Road Modifications** - The TPA Governing Board annually prioritizes highway, transit, freight and additional projects on state roadways based on the Goals, Objectives and Values in the LRTP.

**Local Initiatives Program** - Lower cost, non-regionally significant projects submitted to the TPA annually by local agencies and prioritized using a project scoring system based on the goals, objectives and values in the LRTP and prioritized through the TPA Governing Board.

**Transportation Alternatives Program** - Active transportation projects submitted to the TPA annually by local agencies and prioritized through the TPA Governing Board.

**Other FDOT and Local Projects** - These projects are advanced by agencies other than the TPA with outside discretionary funding sources (e.g. local gas taxes, local impact fees, county incentive grant funds, highway safety program funds, etc.).

**Major Maintenance** - Projects proposed by the maintaining agencies based on the condition of the transportation infrastructure. These are larger projects representing an opportunity to enhance existing facilities through scope modifications or additions.

**O&M - Roadways** - Operations and maintenance projects proposed by the maintaining agencies based on the condition of the transportation infrastructure and the need to operate it efficiently.

**O&M - Transit** - Projects proposed by the transit agencies to continue to operate existing services.

**Airports, Railroads and Seaports** - Projects identified by facility owner/operators consistent with their respective master plans.

## FEDERAL PERFORMANCE MEASURES

Performance measures connects investment and policy decisions to achieve the goals adopted in the TPA's Long Range Transportation Plan (LRTP). The TPA's aim is to provide measures that use data-driven, quantitative criteria to set and analyze achievable targets. Using a performance-based method ensures the most efficient investment public funds by increasing accountability, transparency, and providing for better investment decisions geared towards specific outcomes. The TPA is required to adopt targets for established federal performance measures based on national goals enacted by Congress in Moving Ahead for Progress in the 21st Century (MAP-21). The TPA's adopted federal performance measures and targets are summarized in the table on the following page. Please refer to Appendix D for more information on the federal performance measures.

## Federal Performance Measures and Targets

Category	Performance Measure	TPA Target
Safety	Fatalities	Zero (2022)
	Serious Injuries	Zero
	Rate of Serious Injuries per 100M vehicle miles travelled (VMT)	Zero
	Rate of Fatalities per 100M VMT	Zero
	Nonmotorized Fatalities and Serious Injuries	Zero
System Performance	Percent of reliable person-miles traveled on the Interstate	≥ 85% (2022)
	Percent of reliable person-miles traveled on the non-Interstate NHS	≥ 93%
	Truck travel time reliability ratio (TTTR) on the Interstate	≤ 1.75
Bridges	Percent of NHS bridges classified as in Good condition by deck area	≥ 50% (2022)
	Percent of NHS bridges classified as in Poor condition by deck area	≤ 5%
Pavement	Percent of Interstate pavements in Good condition	≥ 60% (2022)
	Percent of Interstate pavements in Poor condition	≤ 5%
	Percent of non-Interstate NHS pavements in Good condition	≥ 40%
	Percent of non-Interstate NHS pavements in Poor condition	≤ 5%
Transit (Palm Tran) <i>Vehicles</i>	Percent of Vehicles exceeding useful life	(2022)
	Vehicles - Articulated Bus	≤ 0%
	Vehicles - Fixed Route Bus	≤ 0%
	Vehicles - Paratransit Bus	≤ 0%
	Vehicles - Paratransit Van	≤ 0%
<i>Equipment</i>	Percent of Equipment exceeding useful life	
	Equipment - Automobiles	≤ 0%
	Equipment - Trucks	≤ 0%
<i>Facilities</i>	Percent of Facilities exceeding useful life	≤ 0%
Transit (SFRTA) <i>Equipment</i>	Support & Maintenance Vehicles older than 8yrs	≤ 22%
	Other vehicles scoring lower than 2.5 (1-5 scale)	≤ 22%
<i>Rolling Stock</i>	Locomotives, Coach cars, self-propelled cars older than 39 yrs.	≤ 25%
	Bus (Cutaway) older than 10 yrs.	≤ 25%
	Rail fixed-guideway track with performance restrictions	≤ 3.5%
<i>Infrastructure Facilities</i>	Passenger terminals scoring lower than 2.5 (1-5 scale)	≤ 22%
	Maintenance facilities scoring lower than 2.5 (1-5 scale)	≤ 22%
	Administrative offices scoring lower than 2.5 (1-5 scale)	≤ 22%
Transit Safety (Palm Tran)	Fixed Route / Paratransit	Fixed Route/Paratransit
	Fatalities	Zero/Zero (2022)
	Fatality Rate per 100k vehicle revenue miles (VRM)	Zero/Zero
	Injuries	63/34
	Injury Rate per 100k VRM	0.9/0.4
	Safety Events	43/32
	Safety Event Rate per 100k VRM	0.6/0.3
System Reliability (VRM per failure)	14,000/7,700	

## SUMMARY OF PROJECTS

The following tables highlight the status of TPA Priority Projects, projects scheduled for construction in FY 2020, and new projects added by FDOT between the Adopted FY 21-25 TIP and the FY 22-26 TIP. A typical project includes a Project Development and Environment (PD&E) phase, a Design (PE) phase, a Right of Way (ROW) phase and a Construction (CST) phase. An explanation of all potential project phases included in the TIP is provided below.

### Project Phases

<b>CODE</b>	<b>NAME</b>
CAP	Capital
CST	Construction Scheduled
DSB	Design Build
ENV	Environmental
INC	Contract Incentives
MNT	Maintenance
MSC	Miscellaneous Construction Scheduled

<b>CODE</b>	<b>NAME</b>
OPS	Operations
PDE	Project Development and Environmental
PE	Preliminary Engineering Scheduled
PLN	Planning Scheduled
ROW	Right of Way Acquisition Scheduled
RRU	Railroad & Utilities

For a list of additional terms and their definitions, see Appendix A.

**Table 1: State Road Modifications**

Projects are predominantly on state roadways using state funding sources, including but not limited to District Dedicated Revenue (DDR) and Primary Highways & Public Transportation Funds (DS).  
 Projected funding availability is approximately \$20.4 Million/year.

*Shown in \$1,000s*

Year - Rank	Applicant/ Lead Agency	Proj. No.	Location	Description	Total Cost	<FY 23	TIP FY 2023-2027					Add'l Funds Needed	Notes					
							FY23	FY24	FY25	FY 26	FY 27							
04-1	FDOT	2296643 2296645 2296646	SR-7 from 60th St to Northlake Blvd	Construct new 4L road	\$72,772	\$68,727	CEI	\$109	PE	\$29	CST	\$737		CST funding retained in FY22				
							PE	\$228	ROW	\$100	ENV	\$2,841						
04-2	FDOT	2296644 2296647	SR-7 from Okeechobee Blvd to 60th St	Widen from 2L to 4L	\$24,897	\$24,793	CEI	\$104						CST funding retained in FY22				
14-1	FDOT/ SFRTA	4170317	Tri-Rail: West Palm Beach to Jupiter	Extend commuter rail service onto the FEC corridor via the Northwood Crossover and construct 5 new stations – 45th St, 13th St, Park Ave, PGA Blvd, and Toney Penna Dr	\$109,507	\$1,157				PDE	\$1,350		\$107,000	PDE Delayed FEC easement/ access fee and O&M commitment required				
14-3	FDOT	2296584	Atlantic Ave from SR-7 to E of Lyons Rd	Widen from 2L to 4L, including separated bike lanes and 6' sidewalks	\$27,887	\$4,816	ROW	\$6,580	ROW	\$12								
16-1	FDOT	4405752 4405754 4405755	Atlantic Ave from W of Lyons Rd to Jog Rd	Widen from 4L to 6L, including separated bike lanes and 6' sidewalks	\$103,303	\$6,633			ROW	\$2,808	ROW	\$13,757	ROW	\$2,174	ROW	\$14,702	\$58,942	FDOT to finalize typical & reduce ROW at Jog Rd.
									PE	\$94	PE	\$94		CST	\$4,099			
16-3	Lake Worth Beach/ FDOT	4400461	Lake Worth Rd from Erie St to A St	Construct Pedestrian enhancements, reconfigure traffic circle	\$1,792	\$536	CST	\$1,255										
17-1	FDOT/ Palm Tran	4383861	US-1: Camino Real Rd to Indiantown Rd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities														
17-1a	Palm Tran	4383863	US-1: Palmetto Park Rd to Northlake Blvd	Implement Transit Signal Prioritization for entire corridor	\$2,000		CST	\$2,000										
17-1b	Palm Tran/ FDOT	4383864 4464431	US-1: Palmetto Park Rd to Northlake Blvd	Construct 14 enhanced transit shelters within existing ROW	\$6,400		PE	\$938	PE	\$238			CST	\$5,225				
17-1c	Boca Raton/ FDOT	4383865	US-1: Camino Real to NE 8th St/Mizner Blvd in Boca Raton	Lane Repurposing from 6L to 4L between Camino Real and SE Mizner Blvd; associated multimodal facilities	\$5,418				PE	\$652	PE	\$1,533				\$3,233		
17-1d	WPB/ FDOT	4383866	US-1: 25th St to 45th St in West Palm Beach	Reconstruct roadway to include pedestrian and bicycle facilities and safety enhancements	\$13,008				PE	\$558	PE	\$58	PE	\$1,500		\$10,893	WPB coordinating with DOT and community on revised concept	
17-1e	TPA/ FDOT	4383862	US-1: 59th St to Northlake Blvd in Riviera Beach and Lake Park	Reconstruct as 4L, add bike lanes and medians; move barrier wall on bridge to protect bike lanes;-add street lights/ped-scale lights where feasible	\$6,869	\$1,520					CST	\$5,349						

**Table 1: State Road Modifications**

*Shown in \$1,000s*

Year - Rank	Applicant/Lead Agency	Proj. No.	Location	Description	Total Cost	<FY 23	TIP FY 2023-2027					Add'l Funds Needed	Notes
							FY23	FY24	FY25	FY 26	FY 27		
17-1g	Lake Worth Beach/ FDOT	TBD	US-1: Dixie/Federal Junction to Gregory Rd in Lake Worth Beach	Lane Repurposing from 4L to 3L; associated multimodal facilities	\$5,674							\$5,674	LWB authorized traffic study
17-2	Boynton Beach/ FDOT	4440791	Boynton Beach Blvd from I-95 to US-1	Reconstruct: narrow vehicle lanes, construct 9' sidewalk on N, 15' shared use path on S, pedestrian lighting	\$7,489	\$884		CST \$6,577		CST \$29			
17-5	FDOT	4416321	Lake Worth Rd from Raulerson Dr to Palm Beach St College Ent	Resurfacing with separated bike lanes, new mid-block crossings, enhanced crosswalks	\$8,628	\$797	CST \$26						CST September 2022
18-1	TPA & Palm Tran /FDOT	4417581	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities									
18-1a	Palm Tran	4417582	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Implement Transit Signal Prioritization for entire corridor	\$1,000			CAP \$1,000					
18-1b	Palm Tran/ FDOT	4417583	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Construct 36 enhanced transit shelters within existing ROW	\$7,979				PE \$742	PE \$37		\$7,200	
18-2	FDOT	4417561 4417562	SR-80 from SR-15 to CR-880	Add street lighting	\$24,639	\$1,639	CST \$15,268				CST \$7,732		Uses LI Funds. PBC has signed maintenance commitment.
18-3	FDOT	4417571	US-27 Connector from US-27 to SR-715	Construct new 2L road	\$250	\$250							Study underway
19-1	TPA & Palm Tran /FDOT	TBD	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities									
19-1a	Palm Tran	TBD	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	Implement Transit Signal Prioritization	\$1,000							\$1,000	
20-1	Boca Raton/ FDOT	4482641	Federal Hwy at Spanish River Blvd	Convert EB to SB right turn only to right/through with bike lane and mast arm conversion	\$1,715					PE \$279	PE \$21	\$1,415	

**Table 1: State Road Modifications**

Shown in \$1,000s

Year - Rank	Applicant/ Lead Agency	Proj. No.	Location	Description	Total Cost	<FY 23	TIP FY 2023-2027					Addt'l Funds Needed	Notes
							FY23	FY24	FY25	FY 26	FY 27		
20-2 & 20-4	Palm Beach County/ FDOT	4479441	Atlantic Ave at Military Trl; Belvedere at Military Trl; Forest Hill Blvd at I-95	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure. Upgrade to mast arm signals; enhanced pedestrian signals and detection; upgrade ITS elements and roadway lighting; curb ramp and sidewalk upgrades to meet ADA.	\$11,095					PE \$147	PE \$18	\$9,985	
		4480731	US-1 at Silver Beach Rd, Military at Investment Ln, Okeechobee at Quadrille Blvd, Lakeview Ave at Quadrille Blvd							PE \$287	PE \$21		
		4481071	US-1 at SE 1st St, 7th Ave N, 10th Ave N, 13th Ave N; Boynton Beach Blvd at US-1, Congress Ave, Seacrest Blvd, Military Trl, Hagen Ranch Rd; Congress Ave at Dolan Rd; Atlantic Ave at Hamlet Dr; Lake Ave at SR-A1A (include w/ FM 4476631)							PE \$609	PE \$27		
20-3	Boca Raton/ FDOT	4480641	Glades Rd/SR-808 at Town Center Blvd; I-95 NB off ramp at W Palmetto Park Rd; I-95 SB off ramp at Palmetto Park Rd; US-1 at Royal Palm Way; US-1 at Hidden Valley Blvd	Replace span wire traffic signals with mast arms and upgrade supporting infrastructure	\$5,827					PE \$458	PE \$21	\$4,994	
		4481351	US-1 at Glades Rd, NE 15th Ter, and NE 24th Ter							PE \$329	PE \$24		
20-5	Palm Beach County/ FDOT	4479451	SR-715 from Hatcher Rd to Paul Rardin Park SR-715 from Airport Rd to SW 14th St	Construct 6' sidewalk on W side of roadway.	\$752					PE \$229	PE \$17	\$507	
20-6	TPA/ FDOT	4398451	SR-715 from SR-80 to W of Canal St South	Add buffered bicycle lanes, missing sidewalk connections to SR-80 and to PB State College entrance, and roadway lighting to resurfacing project.	\$5,661	\$983	CST \$4,678						\$1.16M added to supplement resurfacing
20-8	Lake Worth Beach/ FDOT	4461041	Lake Ave/Lucerne Ave/SR-802 from E of A St to E of Golfview Rd	Add stamped concrete crosswalks, replacement of sidewalk pavers, and improved stormwater drainage to resurfacing project.	\$5,548	\$324		CST \$5,224					\$200K added to supplement resurfacing



**Table 1: State Road Modifications**

*Shown in \$1,000s*

Year - Rank	Applicant/ Lead Agency	Proj. No.	Location	Description	Total Cost	<FY 23	TIP FY 2023-2027					Add'l Funds Needed	Notes
							FY23	FY24	FY25	FY 26	FY 27		
21-1	TPA/ FDOT	4498771	Forest Hill Blvd from W of Jog Rd to Military Trl	Add roadway lighting on N side and pedestrian lighting, bus bay layover facility, enhanced crosswalks at three signalized intersections, green markings in bicycle conflict zones	\$2,616						PE \$700	\$1,916	
21-2	TPA/ FDOT	4498791	Congress Ave from Lake Worth Rd to Forest Hill Blvd	Add pedestrian lighting, enhanced crosswalks at six signalized intersections, and bus stop amenities	\$2,966						PE \$464	\$2,502	
21-3	Boca Raton/ FDOT	4495531 4498751	SR-A1A at Spanish River Blvd and Camino Real (include w/ FM 4476611); US-1 at Jeffery St, NE 32nd St, NE 20th St, Fire Station #1, NE Mizner Blvd, SE Mizner Blvd, and Camino Real; Yamato Rd at NW 2nd Ave (include w/ FM 447657.1); Glades Rd at NW 2nd Ave and Pinehurst Ln; I-95 NB Ramp at Peninsula Corp Dr; I-95 SB Ramp at Peninsula Corp Dr	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure	\$5,090						PE \$880	\$4,210	
21-4	TPA/ FDOT	4476701	SR-7 from Glades Rd to Bridgebrook Dr	Add shared use pathway on W side, sidewalk on E side (combine with FM 4479931), pedestrian lighting, and green markings in bicycle conflict zones to resurfacing project	\$11,382				CST \$7,549			\$3,832	FDOT to incorporate requested scope items
21-5	TPA/ FDOT	4358041 4476671	Boynton Beach Blvd from Congress Ave to E of I-95	Modify resurfacing project and interchange capacity project to provide wider sidewalks and separated bike lanes on both sides of roadway	\$57,807		ROW \$5,746	ROW \$12,898	CST \$36,705	CST \$159			FDOT incorporated requested scope items
21-6	FDOT		Indiantown Rd at Central Blvd	Conduct PD&E to evaluate congestion mitigation alternatives with minimal adverse impacts to pedestrians, bicycles, and local businesses	\$2,500							\$2,500	Funding not available for this project
<b>Cost Summary</b>					<b>\$543,471</b>	<b>\$113,058</b>	<b>\$37,083</b>	<b>\$48,819</b>	<b>\$70,743</b>	<b>\$19,165</b>	<b>\$20,995</b>	<b>\$225,801</b>	

**Table 2: Local Initiatives Program**

This program is for projects on non-state roadways that are federal-aid eligible. Sources of funding are from the approximately \$22.8 Million/year of the federal Surface Transportation Block Grant (STBG) program, known locally as SU funds, that is allocated to the TPA for prioritization. STGB funds allocated to FDOT, known as SA, sometimes supplement the projects.

*Shown in \$1,000s*

Year - Rank	Applicant/ Lead Agency	Proj. No.	Location	Description	Total Cost	< FY 23	TIP FY 2023-2027					Addt'l Funds Needed	Notes
							FY 23	FY 24	FY 25	FY 26	FY 27		
--	Palm Beach TPA	4393253 4393254 4393255	Surface Transportation (SU) funds to support TPA Planning & Administration as outlined in greater detail in the UPWP		\$18,829		PL \$1,852 SU \$1,733	PL \$1,852 SU \$1,820	PL \$1,852 SU \$1,911	PL \$1,852 SU \$2,006	PL \$1,852 SU \$2,100		
13-6	Palm Tran	4317611	Palm Tran system-wide	Implement Fare Technology, Regional Interoperability	\$5,325	\$5,325							Implementation 2021
14-3	Riviera Beach/ FDOT	4383841	Australian Ave from 1st St to Blue Heron Blvd	Construct pedestrian scale lighting	\$3,463	\$3,463							Under Construction Exp Complete Spring 2023
14-6	SFRTA	4297671	Tri Rail Northern Layover Facility: CSX tracks E of I-95 in Mangonia Park/WPB	Construct new facility to enhance O&M for existing system and support Jupiter extension	\$40,733	\$36,150	DSB \$4,583						Tri-Rail advertised for Design. Proposals due in June 2022.
15-1	Lake Worth Beach	4420941	Boutwell Rd from Lake Worth Rd to 10th Ave N	Add turn lanes and other operational improvements	\$3,100	\$3,100							
15-2	West Palm Beach	4383901	West Palm Beach: 25th St to Tri-Rail Station to SR 80	Purchase seven (7) vehicles to support new N/S trolley service	\$1,505	\$1,505							Implementation TBD
15-3	Palm Tran	4383921	Various locations along existing Palm Tran bus routes	Construct 30 transit shelters	\$600	\$600							Implementation TBD
15-4	West Palm Beach	4383961	Various locations along existing WPB trolley lines	Construct seven (7) trolley shelters	\$571	\$571							Implementation TBD
15-5	Delray Beach/ FDOT	4383941	Homewood Blvd from Old Germantown Rd to Lowson Blvd	Install designated bike lanes and sidewalks	\$2,920	\$2,920							Under Construction Exp Complete Dec 2022
15-6	Delray Beach/ FDOT	4383951	George Bush Blvd from NE 2nd Ave to A1A (excluding Intracoastal Waterway bridge)	Widen to provide two 10' travel lanes, 5' designated bike lanes and 5-6' sidewalks. Add street lighting and drainage.	\$4,071	\$4,071							Under Construction Exp Complete Mar 2023
16-3	Delray Beach/ FDOT	4400431	Brant Bridge over C-15 Canal in Delray Beach	Replace bridge and install 10' shared use paths	\$2,713	\$2,713							Under Construction Exp Complete Dec 2022
17-1 & 17-5	West Palm Beach/ FDOT	4415701	36th St & bridge from Australian Ave to Poinsettia Ave in West Palm Beach	Construct buffered bike lanes, pedestrian enhancements and bridge	\$6,523	\$1,323		CST \$5,183	CEI \$17				
17-2	Delray Beach	4415331	Lindell Blvd from Linton Blvd to Federal Hwy/US 1	Construct sidewalks and separated bike lanes	\$12,143		CST \$12,143						
17-3	Jupiter	4415721	Indiantown Rd from US 1 to A1A	Construct 4' designated bike lanes and 10' shared use path	\$431								Project cancelled

**Table 2: Local Initiatives Program**

*Shown in \$1,000s*

Year - Rank	Applicant/Lead Agency	Proj. No.	Location	Description	Total Cost	< FY 23	TIP FY 2023-2027					Addt'l Funds Needed	Notes
							FY 23	FY 24	FY 25	FY 26	FY 27		
17-4	Palm Tran	4415711	Various Palm Tran bus stops	Replace 40 transit shelters	\$800								Implementation TBD
17-6	Delray Beach	4415321	Barwick Rd from Atlantic Ave to Lake Ida Rd	Construct sidewalks and separated bike lanes	\$10,446		CST \$10,446						
17-7	Delray Beach	4415861	Brant Bridge connector from Lindell Blvd to Brant Bridge	Construct sidewalks and separated bike lanes	\$2,540	\$5			CST \$2,535				
18-1	Westgate CRA/ Palm Beach County	4443711	Westgate Ave from Wabasso Dr to Congress Ave	Lane repurposing from 5L to 3L to add designated bike lanes and widen sidewalks	\$4,832								Project pending CRA loan approval
18-2	West Palm Beach	4443761	Parker Ave from Forest Hill Blvd to Nottingham Blvd	Construct buffered/separated bicycle lanes and pedestrian lighting	\$7,408	\$5	CST \$5,760	CST \$1,642					
18-3	Palm Beach County	4443701	Lyons Rd/ Sansbury Way from Forest Hill Blvd to Okeechobee Blvd	Construct separated bicycle lanes	\$6,096								CST Summer 2022
18-5	Boca Raton	4443791	Yamato Rd: W of Jog to I-95, and 16 Intersections in the downtown area	Install Adaptive Traffic Control Systems	\$2,625								CST Summer 2022
18-6	Delray Beach	4443771	Germantown Rd from Old Germantown Rd to Congress Ave	Construct sidewalks and separated bike lanes	\$11,635	\$5		CST \$500	CST \$11,130				
19-1	Palm Tran	4460981	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 3 electric buses and install electric charging at maintenance facility	\$4,336			CAP \$4,336					
19-2	Palm Beach County	4460861	Cresthaven Blvd from S Jog Rd to S Military Trl	Construct 7' buffered bike lanes and three intersection modifications	\$4,603		PE \$5		CST \$4,598				
19-3	Palm Beach/Palm Beach County	4460881	Royal Poinciana & Coconut Royal Poinciana & South County Royal Palm & Coconut Royal Palm & South County	Connect 4 signals to Palm Beach County traffic signal network	\$445								Project cancelled
19-4	West Palm Beach	4460901	25th St from Australian Ave to Broadway Ave	Lane Repurposing from 4 lanes to 3, construct R/R gate enhancements, ADA upgrades, buffered bike/designated bike lanes, lighting, sidewalks	\$7,038		PE \$5		CST \$7,033				

**Table 2: Local Initiatives Program**

*Shown in \$1,000s*

Year - Rank	Applicant/Lead Agency	Proj. No.	Location	Description	Total Cost	< FY 23	TIP FY 2023-2027					Addt'l Funds Needed	Notes
							FY 23	FY 24	FY 25	FY 26	FY 27		
19-5	Loxahatchee Groves/Palm Beach County	4460921	Okeechobee Blvd at Folsom Rd	Construct roundabout and sidewalks/lighting	\$1,438			CST \$1,438					
19-6	Wellington	4460821	Greenview Shores Blvd from Binks Forest Dr to Wellington Tr	Construct 4' designated bike lanes	\$1,258		PE \$5		CST \$1,253				
20-1	Palm Tran	4482951	Palm Tran electric buses & Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 4 electric buses and install electric charging at maintenance facility	\$5,000						CAP \$5,000		
20-2	SFRTA	4481031	SFRTA - Tri-Rail Service	Purchase one (1) passenger rail car	\$5,000					CAP \$5,000			
20-3	Lake Worth Beach	4483541	South East Coast Street and S. H Street	Reconstruct roadways to one-way pair with 4' designated bike lanes	\$7,889				PE \$5		CST \$7,884		
20-4	Wellington	4482991	Greenbriar Blvd from Aero Club Drive to Greenview Shored Blvd.	Construct 4' designated bike lanes	\$2,453			PE \$5		CST \$2,421			
20-5	Wellington	4483061	C-2 Canal from Greenview Shores Blvd to Bent Creek Rd	Construct 10' shared use pathway	\$616			PE \$5		CST \$549			
20-6	Royal Palm Beach	4483051	Various Locations - Residential Roads	Construct ADA Improvements - Sidewalks and Curb Ramps	\$671			PE \$5		CST \$666			
21-1	SFRTA	4498501	SFRTA - Tri-Rail Service	Purchase one (1) passenger rail car	\$2,500						CAP \$2,500		
21-2	Palm Beach County	4498471	Prosperity Farms from 800' N of Northlake Blvd to Donald Ross Rd	Construct 4' designated bike lanes	\$7,700			PE \$5		CST \$2,447	CST \$3,528		
21-3	ITID	TBD	Temple Blvd from Seminole Pratt to 140th; Hall Blvd from Keylime to Northlake Blvd; 140th Ave N from Orange Blvd to Temple Blvd	Construct 10' unpaved pathways and widen sidewalks	\$3,335							\$3,335	Insufficient LI Funding
21-4	West Palm Beach	TBD	Mercer Ave from Australian Ave to Centrepark Blvd	Construct 10' shared use paths, designated bike lanes, and missing sidewalks	\$6,642							\$6,642	Insufficient LI Funding
<b>Cost Summary</b>					<b>\$210,233</b>	<b>\$61,756</b>	<b>\$36,533</b>	<b>\$16,792</b>	<b>\$30,333</b>	<b>\$14,941</b>	<b>\$22,864</b>	<b>\$9,977</b>	

**Table 3: Transportation Alternatives Program**

This program is for non-motorized projects on or off the federal-aid eligible network. Sources of funding are from the approximately \$3.1 Million/year of the federal STBG Transportation Alternatives (TA) set-aside program, known locally as TA, that is allocated to the TPA for prioritization.

Shown in \$1,000s

Year Rank	Applicant/Lead Agency	Proj. No.	Location	Description	Total Cost	< FY 23	TIP FY 2023-2027					Addt'l Funds Needed	Notes
							FY 23	FY 24	FY 25	FY 26	FY 27		
16-2	West Palm Beach/ FDOT	4400151	North Shore Bridge in West Palm Beach	Construct pedestrian bridge west of existing roadway bridge	\$1,289	\$423		CST \$927					
19-1	Westgate CRA/ Palm Beach County	4460771	Seminole Blvd from Okeechobee Blvd to Oswego Ave	Construct 10-12' shared use paths, high visibility crosswalks, and pedestrian lighting	\$1,645	\$5	CST \$1,640						
19-2	Boynton Beach	4460781	SE 1st St from Boynton Beach Blvd to Woolbright Rd	Construct 10' shared use path on western side of roadway	\$3,247	\$5	CST \$3,242						
19-3	Loxahatchee Groves/Palm Beach County	4460801	Okeechobee Blvd from A Rd to Folsom Rd	Construct 6' unpaved path with fence on south side of roadway	\$190	\$5		CST \$1,185					
19-4	Palm Beach Gardens	4460841	Various existing pedestrian crossings	Install pedestrian activated flashers at 12 existing crossings	\$412	\$5	CST \$407						
20-1	Lake Worth Beach	4483011	Various Locations - Local Roads	Construct ADA Curb Ramps and Sidewalk	\$1,095	\$5		CST \$1,090					
20-2	Palm Beach Gardens	4483021	Kyoto Gardens Drive from Military Trail to Alt A1A	Construct 5' bike lane and 8' pathway on north side of roadway	\$1,203	\$5	CST \$1,015						
20-3	Westgate CRA/ Palm Beach County	4483031	Cherry Rd from Military Trl to Quail Dr	Construct 10-12' shared use path and pedestrian lighting on north side of roadway	\$1,889			CST \$1,889					
20-4	Palm Tran	4483041	Countywide - 110 bus stops	Install 5' sidewalk connections and ADA bus stop enhancements	\$281			CAP \$281					
21-1	Palm Beach Gardens	4490051	Burns Rd from Military Trl to Alt A1A	Construct 9.5' separated two-way bicycle track	\$1,405		PE \$5		CST \$1,400				
21-2	Boca Raton	4489991	El Rio Trail from Glades Rd to Yamato Rd	Install lighting	\$1,274		PE \$5		CST \$1,269				
21-3	ITID	4490021	Grapeview Blvd from Key Lime Blvd to 60th St and Key Lime Blvd from Hall to M-1 Canal	Construct 10' shared use path and 8' pathway	\$1,663		PE \$5		CST \$1,658				
21-4	Wellington	4490061	C-8 Canal from Forest Hill Blvd to Stribling Way	Construct 10' shared use path	\$739		PE \$5		CST \$734				
<b>Cost Summary</b>					<b>\$16,332</b>	<b>\$453</b>	<b>\$6,324</b>	<b>\$5,372</b>	<b>\$5,061</b>				

**Table 4: Other FY 2023 Construction/Implementation Projects**

Project Number	Location	Description	5-YR Total Cost
4192511	BEELINE HWY/SR-710 FROM NORTHLAKE BLVD TO BLUE HERON BLVD/SR-708	Widen from 4 lanes to 6 lanes.	\$155,792,473
4461021	SR-15 FROM N OF 1ST ST TO PALM BEACH/MARTIN COUNTY LINE	Resurfacing	\$16,121,438
4443401 4369631	I-95 AT 6TH AVE S	Reconstruct interchange (add lanes) to increase capacity.	\$14,949,652
20239905	LYONS RD FROM S OF FLAVOR PICT RD TO BOYNTON BEACH BLVD	Widen to 4 lanes, add designated bike lanes	\$12,000,000
4428911	US-1 OVER EARMAN RIVER BRIDGE	Replacement of existing bridge, including sidewalks	\$9,965,705
4397581	I-95 AT INDIANTOWN RD	Reconstruct and signalize I-95 NB off ramp	\$7,972,406
4461771	SR-7/US-441 FROM NORTH OF SOUTHERN BLVD/SR-80 TO OKEECHOBEE BLVD/SR-704	Resurfacing	\$7,088,993
20175152	60TH ST N FROM AVOCADO BLVD TO E OF 120TH AVE N	Widen to 3 lanes	\$6,000,000
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	Resurfacing	\$4,658,284
4417551	US-1/SR-5 FROM BROWARD COUNTY LINE TO SPANISH RIVER BLVD	ATMS deployment on US-1 in Southern Palm County. Part of TSM&O Master Plan.	\$4,583,800
4461012	SR-80/US-98 FROM EAST OF PARKER AVE TO WEST OF WASHINGTON RD	Bridge Deck Expansion Joint Rehab and Resurfacing	\$4,441,394
4457691	A1A / BLUE HERON BLVD OVER INTRACOASTAL WATERWAY	Partial deck replacement. Bridge #930269	\$4,156,094
20239901	KIRK RD FROM SUMMIT BLVD TO GUN CLUB RD	Widen to 3 and 5 lanes	\$3,950,000
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	Resurfacing	\$3,861,549
4460971	BEELINE HWY/SR-710 FROM E OF PRATT & WHITNEY TO E OF RAILROAD TRACKS	Resurfacing	\$3,439,416
20229917	GUN CLUB RD FROM FOREST ESTATES DR TO LWDD E-3 CANAL	Widen to 3 lanes.	\$3,320,000
4331093	I-95 FROM BROWARD COUNTY LINE TO LINTON BLVD - EXPRESS LANES	Bold landscape for Palmetto Park Rd Interchange, Spanish River Blvd Interchange, and Yamato Road/SR-794 Interchange	\$3,236,864
4407051	PORT OF PALM BEACH UPLAND CARGO IMPROVEMENTS	Demolish existing obsolete office building and adjacent parking lot and redevelop as refrigerated container laydown area.	\$2,800,000
2017517	FLORIDA MANGO RD FROM S OF BARBADOS RD TO MYRICA RD	Widen to 3 lanes, includes LWDD L-7 Canal Culvert Replacement	\$2,600,000
4397591	I-95 AT BELVEDERE RD NB	Add a second NB to EB off-ramp.	\$2,440,470

**Table 5: New FDOT Projects**

*Shown in \$1,000s*

Lead Agency	Proj. No.	Location	Description	Total Cost	< FY 23	DTWP FY 2023-2027					Notes
						FY 23	FY 24	FY 25	FY 26	FY 27	
FDOT	4484151	US-1 from Belvedere Rd to Lakeview Ave	Resurfacing	\$2,500		PE \$334	PE \$14		CST \$2,153		
FDOT	4484171	A1A from N of Ibis Way to S of Southern Blvd	Resurfacing	\$2,637		PE \$288	PE \$15		CST \$2,334		
FDOT	4484351	S Dixie Highway E from RCA Blvd to N of Donald Ross Road	Resurfacing	\$9,816		PE \$1,094	PE \$60		CST \$8,623	CEI \$39	
FDOT	4484361	Lake Worth Rd from W of Cypress Edge Dr to W of Cypress Isles Way	Resurfacing	\$2,324		PE \$329	PE \$13		CST \$1,983		
FDOT	4484371	Boynton Beach Blvd from Orchid Grove Trail to W of Palm Isles Dr	Resurfacing	\$2,090		PE \$361	PE \$25		CST \$1,654	CEI \$50	
FDOT	4492791	Okeechobee Blvd from Riverwalk Blvd to Jog Road	Add and upgrade street lighting	\$309		PE \$92			CST \$217		
FDOT	4492831	Atlantic Ave at Homewood Blvd, Okeechobee Blvd at Haverhill	Traffic Signal Upgrade	\$5,074		PE \$413	PE \$35		CST \$4,574	CEI \$53	
FDOT	4493181	Bridge from 6th Ave S to Lake Worth Rd	Bridge Repair	\$9,273				CST \$9,273			
FDOT	4493471	Congress Ave at 10th Ave North	Traffic Signal Upgrade	\$323		PE \$323					
FDOT	4502131	I-95 and W Atlantic Ave	Landscaping	\$2,720			CST \$2,720				
				<b>\$37,065</b>		<b>\$3,233</b>	<b>\$2,881</b>	<b>\$9,273</b>	<b>\$21,537</b>	<b>\$141</b>	

## FUNDING SUMMARY

The TIP is financially constrained for each fiscal year. Federally funded projects identified in the TIP can be implemented using current proposed revenue sources based on the FDOT Tentative Work Program and locally dedicated transportation revenues. All Projects funded by FDOT with federal or non-federal dollars are included in a balanced 36-month forecast of cash and expenditures and a five-year finance plan supporting the FDOT Work Program. All local government projects (non-federally funded) that are included in the TIP are part of member local government's capital improvement programs. The following table provides a summary of federal, state and local funding codes as well as the dollar amounts allocated to projects within each funding code by fiscal year. Note that all project costs are shown in year of expenditure dollars, meaning the costs reflect the adjusted value of the work at the time the funds will be expended on the project.



**Total Programmed by Funding Code**

Fund Code / Name		2023	2024	2025	2026	2027	Total
<b>Federal</b>							
<b>NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP)</b>							
ACNP	AC NATIONAL HWY FUNDS	73,524,095	29,535,522	23,380,162	28,606,021	20,103,050	175,148,850
ACNR	AC NATIONAL HWY RESURFACING	9,243,035	11,730,081	12,985,717	-	-	33,958,833
<b>SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM</b>							
GFSU	GENERAL FUND - STPBG >200K (Urban)	10,143,671	-	-	-	-	10,143,671
SA	STP, ANY AREA STATEWIDE	7,630,952	10,843,302	2,326,261	1,022,233	-	21,822,748
SU	STP, PALM BEACH MPO	19,162,381	16,928,570	18,450,009	18,294,954	17,865,077	90,700,991
TALT	TRANSPORTATION ALTS- ANY AREA STATEWIDE	1,641,082	2,284,213	1,919,558	-	-	5,844,853
TALU	TRANSPORTATION ALTS PALM BEACH MPO	1,519,039	1,513,546	1,519,462	-	-	4,552,047
<b>HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)</b>							
ACSS	ADVANCE CONSTRUCTION (SS,HSP)	2,839,050	2,305,114	1,798,415	9,481,430	52,727	16,476,736
ACID	ADVANCE CONSTRUCTION SAFETY (HSID)	-	-	-	-	-	-
ACLD	ADVANCE CONSTRUCTION SAFETY (HSLD)	-	-	-	-	-	-
<b>OTHER FEDERAL PROGRAMS</b>							
ACFP	AC NATIONAL FREIGHT PROG (NFP)	-	-	1,115,000	11,352,888	-	12,467,888
ACBR	AC FED BRIDGE FUNDS	2,827,305	386,730	-	-	-	3,214,035
CM	CONGESTION MITIGATION FOR AIR QUALITY	370,465	538,019	73,013	-	-	981,497
FAA	FEDERAL AVIATION ADMIN	300,000	-	-	-	-	300,000
<b>FEDERAL TRANSIT ADMINISTRATION</b>							
5307	FEDERAL TRANSIT URBAN AREA FORMULA FUNDS	15,187,500	15,187,500	15,187,500	15,348,000	-	60,910,500
5311	FEDERAL TRANSIT RURAL AREA FORMULA FUNDS	312,878	312,878	2,230,000	353,000	-	3,208,756
5339	FTA BUS & BUS FACILITIES INFRASTRUCTURE	1,900,000	1,900,000	1,900,000	600,000	-	6,300,000
DU	STATE PRIMARY/FEDERAL REIMB	-	-	-	-	-	-
ARPA	AMERICAN RESCUE PLAN ACT	2,086,445	-	-	-	-	2,086,445
GFBF	GENERAL FUND - BRIDGE REPAIR	7,300,300	-	-	-	-	7,300,300
PL	PLANNING FUNDS	2,819,022	2,480,796	2,522,914	2,565,873	2,565,873	12,954,478
<i>Federal Subtotal</i>		<i>158,807,220</i>	<i>95,946,271</i>	<i>85,408,011</i>	<i>87,624,399</i>	<i>40,586,727</i>	<i>468,372,628</i>

**Total Programmed by Funding Code**

Fund Code / Name		2023	2024	2025	2026	2027	Total
<b>State</b>							
BNBR	AMENDMENT 4 BONDS (BRIDGES)	-	-	-	-	-	-
BNIR	INTRASTATE R/W & BRIDGE BONDS	13,878,128	11,965,439	-	-	-	25,843,567
BRRP	STATE BRIDGE REPAIR & REHAB	9,345,892	-	9,152,542	396,784	-	18,895,218
CIGP	COUNTY INCENTIVE GRANT PROGRAM	459,353	326,616	533,749	-	-	1,319,718
D	UNRESTRICTED STATE PRIMARY	20,797,542	21,223,525	19,617,888	19,852,059	19,489,577	100,980,591
DDR	DISTRICT DEDICATED REVENUE	56,016,500	49,907,255	57,074,681	39,562,396	27,809,225	230,370,057
DI	ST. - S/W INTER/INTRASTATE HWY	9,088,822	-	-	12,108,896	111,320,213	132,517,931
DIH	STATE IN-HOUSE PRODUCT SUPPORT	2,860,971	2,368,275	2,223,708	1,028,728	839,255	9,320,937
DIS	STRATEGIC INTERMODAL SYSTEM	-	-	8,361,630	-	-	8,361,630
DITS	STATEWIDE ITS - STATE 100%.	1,585,024	3,667,723	1,681,552	1,731,998	1,378,157	10,044,454
DPTO	STATE - PTO	10,493,229	16,726,069	16,670,702	737,270	-	44,627,270
DS	STATE PRIMARY HIGHWAYS & PTO	17,249,799	14,046,859	556,816	1,396,046	2,656,293	35,905,813
DSBD	I-95 EXPRESS LANES	-	-	-	-	-	-
FCO	PRIMARY/FIXED CAPITAL OUTLAY	-	-	-	-	-	-
PKBD	TURNPIKE MASTER BOND FUND	-	208,046,011	176,785,751	-	194,598,754	579,430,516
PKYI	TURNPIKE IMPROVEMENT	41,981,360	114,157,856	151,294,691	145,673,954	12,221,168	465,329,029
PKYO	TURNPIKE TOLL COLLECTION/OPER.	54,716,207	57,716,207	54,716,207	57,716,207	54,716,207	279,581,035
PORT	SEAPORTS	1,400,000	-	-	-	-	1,400,000
SCRC	SMALL COUNTY OUTREACH PROGRAM - RURAL	1,059,685	-	-	-	-	1,059,685
SIWR	2015 SB2514A-STRATEGIC INT SYS	-	-	175,000	-	2,666,557	2,841,557
SPN	SPONSORSHIP AGREEMENTS	-	-	-	-	-	-
STED	2012 SB1998-STRATEGIC ECON COR	54,583,767	-	26,064,000	11,190,000	55,594,091	147,431,858
TCOR	TRANSIT CORRIDOR	-	-	-	-	-	-
TDTF	TRANS DISADV - TRUST FUND	3,424,322	3,450,516	3,466,233	3,475,663	-	13,816,734
TLWR	2015 SB2514A-TRAIL NETWORK	-	-	-	-	-	-
TMBD	I-95 EXPRESS LANES	-	1,451,696	725,848	725,848	725,848	3,629,240
TOBD	I-95 EXPRESS LANES	-	700,000	700,000	-	700,000	2,100,000
TRIP	TRANS REGIONAL INCENTIVE PROGM	-	-	-	3,664,806	-	3,664,806
TRWR	TRIP, WHEELS ON THE ROAD	-	2,168,194	-	1,027,788	-	3,195,982
<i>State Subtotal</i>		<i>298,940,601</i>	<i>507,922,241</i>	<i>529,800,998</i>	<i>300,288,443</i>	<i>484,715,345</i>	<i>2,121,667,628</i>

**Total Programmed by Funding Code**

Fund Code / Name		2023	2024	2025	2026	2027	Total
<b>Local</b>							
ADR	ADVERTISING REVENUE	725,000	725,000	725,000	725,000	-	2,900,000
ADV	AD-VALOREM	56,485,118	57,823,856	59,227,668	60,694,488	-	234,231,130
BOCA	BOCA RATON	375,000	375,000	375,000	375,000	-	1,500,000
CENW	CENTURY WEST	375,000	375,000	375,000	375,000	-	1,500,000
DOSS	DIVISION OF SENIOR SERVICES	-	-	-	-	-	-
FBR	FAREBOX REVENUE	12,162,929	12,357,888	12,556,746	9,113,000	-	46,190,563
LGT	LOCAL OPTION GAS TAX	97,121,585	92,764,890	78,275,179	66,300,422	1,012,450	335,474,526
IF	IMPACT FEE	29,536,800	17,087,000	12,900,000	2,750,000	-	62,273,800
IST	INFRASTRUCTURE SUR TAX	11,281,865	10,546,905	8,550,000	8,900,000	400,000	39,678,770
LF	LOCAL FUNDS	48,316,118	20,891,963	54,910,663	13,891,981	3,232,504	141,243,229
LST	LOCAL SALES TAX	1,350,000	-	-	-	-	1,350,000
MF	MOBILITY FEE	-	140,000	437,146	-	-	577,146
PRV	PRIVATE FUNDS	267,200	-	-	-	-	267,200
RTA	SFRTA	666,000	666,000	666,000	666,000	-	2,664,000
<i>Local Total</i>		<i>258,662,615</i>	<i>213,753,502</i>	<i>228,998,402</i>	<i>163,790,891</i>	<i>4,644,954</i>	<i>869,850,364</i>

<b>Summary</b>							
Federal		158,807,220	95,946,271	85,408,011	87,624,399	40,586,727	468,372,628
State		298,940,601	507,922,241	529,800,998	300,288,443	484,715,345	2,121,667,628
Local		258,662,615	213,753,502	228,998,402	163,790,891	4,644,954	869,850,364
<b>Grand Total</b>		<b>716,410,436</b>	<b>817,622,014</b>	<b>844,207,411</b>	<b>551,703,733</b>	<b>529,947,026</b>	<b>3,459,890,620</b>

## UNDERSTANDING THE PROJECT DETAILS

The following informational guide assists the reader in understanding the layout and content of the Project Details provided on the following pages.

Phase	Fund Source	2023	2024	2025	2026	2027	Total	
	1	2			3	4	5	
36TH STREET FROM AUSTRALIAN AVE TO POINSETTA AVE		-Proj# 4415701			Length: 1.070 MI	*Non-SIS*		
6	Type of Work: BIKE LANE/SIDEWALK				7	Lead Agency: WEST PALM BEACH		
9	Description: Buffered bicycle lanes and pedestrian enhancements. Includes construction of bicycle and pedestrian bridge.							
10	PE CST CST	11	SU LF SU	12	0 0 0 0	0 7,000 0 0	0 0 0 0	0 7,000 3,875,805 4,987,000 0 8,862,805
	Total							7,000 3,875,805 4,987,000 0 8,869,805
	13	Prior Years Cost	14	Future Years Cost	15	Total Project Cost	8,869,805	

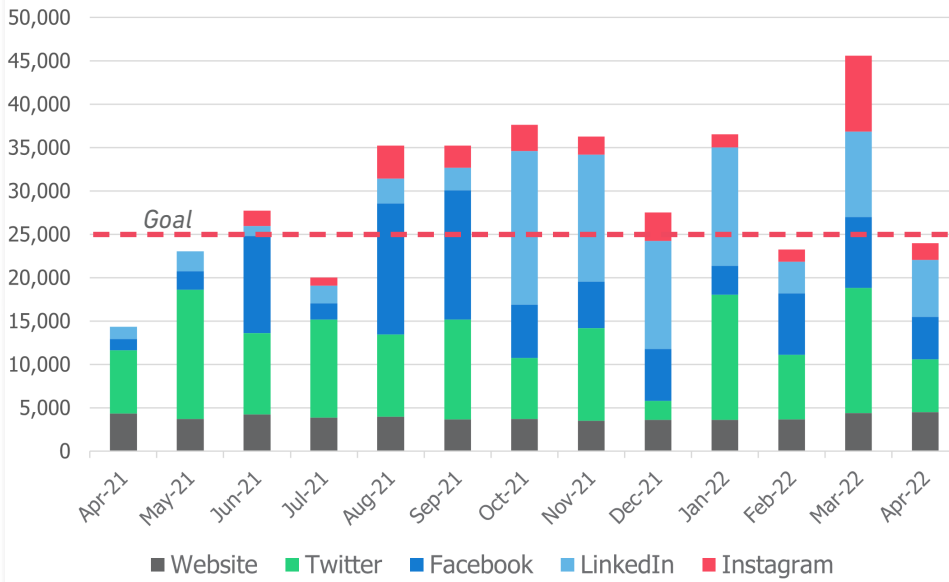
1. Project Name and limits.
2. FDOT Financial Management Number.
3. Length of the project in miles.
4. Identifies whether the project is part of the Strategic Intermodal System.
5. Identifies whether the project is a Regionally Significant Project.
6. Shows the Type of Work accomplished by the project.
7. Lead agency for the project.
8. Identifies how the project is referenced in the Long Range Transportation Plan (LRTP).
9. Provides any explanatory description or notes for the project.
10. Phase of the project.
11. Funding source. See Fund Summary for descriptions.
12. Programmed cost estimates for each fiscal year.
13. Funds already encumbered/expended for the project in previous years.
14. Funds expected to be necessary for the project in future years beyond the five-year period addressed in the TIP.
15. Total project cost including prior years, the current TIP and future years.

# Public Involvement Activity Report 4.A.1

April 2022

## FY 22 Strategic Plan Goal 1.B Expand Social Media Following

### Social Media Impressions



## FY 22 Strategic Plan Goal 1.D: Increase public awareness of the TPA Goal: 40 TPA-related media stories Current: 37 TPA-related media stories

### Total April Media Coverage



**Total Radio Audience**

384,120

**Total Publicity Value**

USD \$684



**Total Online + Print Audience**

3,886,656

**Total Online + Print Publicity**

USD \$27,073

[View this month's media report](#)

### Palm Beach Post: State Road 80 Lights

**'A long time coming': Deadly highway at last will get \$24.6 million for more than 1,000 lights**

Mike Diamond Palm Beach Post  
Published 5:02 a.m. ET April 14, 2022

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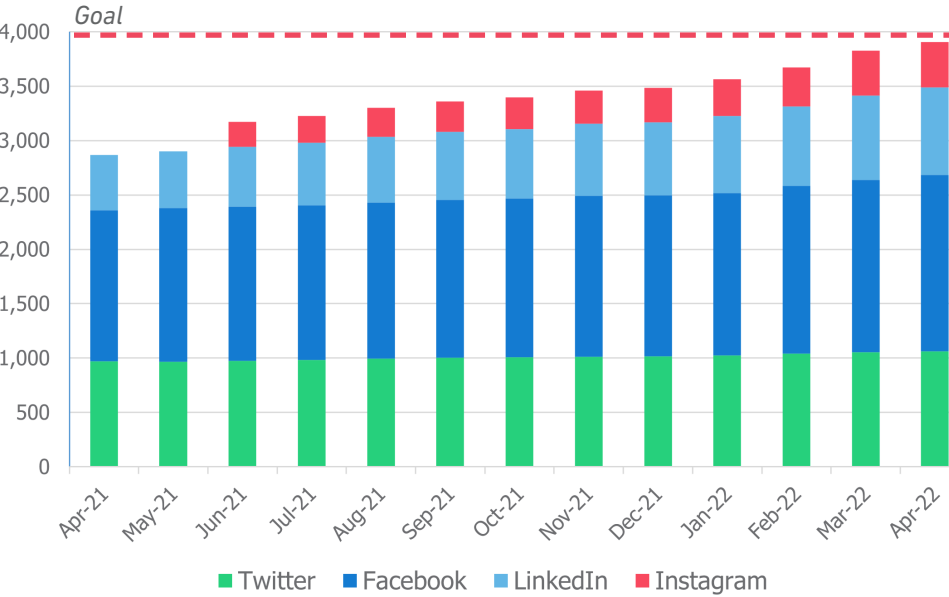


### WPBF: State Road 80 Lights



## FY 22 Strategic Plan Goal 1.B Expand Social Media Following

### Social Media Followers



## Project Scheduling Report – May 2022

### Phases occurring within the next 90 days

#### Palm Beach TPA & FDOT District 4

The purpose of this report is to ensure stakeholders are aware of upcoming activities for each project to allow for increased input. The TPA has consolidated the FDOT report to focus on TPA priorities and scheduling activities that are occurring within the next 90 days. The full list of scheduling activities is described below.

Scheduled Activity	Description
Multimodal Scoping Checklist (MMSC)	FDOT's Office of Modal Development (OMD) notifies impacted agencies to enter comments about the project scope. The local agency can confirm or discuss context class, minor comments about multimodal features.
Resolution from Agency (for Off-System Projects Only)	If an off-system project is administered by FDOT, the local agency's governing board must pass a resolution endorsing FDOT's delivery of the project.
Review of Scope with Agency	Meet with local agency to review and confirm scope prior to FDOT advertising for consultant acquisition.
Execution Date (Design)	FDOT Design starts.
Project Kickoff Meeting	FDOT Design Team coordinates with local agency. Contact the FDOT project manager for date/time/location of the meeting.
Initial Field Review	Field Review meeting. Typically occurs at the project site.
Initial Engineering	30% plans to reviewers. Stakeholders provide review and feedback on the approved Typical Section.
Public Information Workshop	FDOT conducts public information workshop.
Constructability Plans	60% plans to reviewers. At this time most of the Design is complete, no scope discussion, review focuses on items to be constructed, their construction impacts, and materials to be used.
Plans Specification and Estimates (PSE) Meeting	FDOT PM arranges field review with all reviewers to evaluate the final engineering plans with respect to actual field conditions.
Biddability Plans to Reviewers	90% plans. At this time, Design is complete. Verifying quantities and pay items.
Production	100% plans. Plans are complete.
Local Agency Program (LAP) Commitment	Agency and FDOT commits the project funds and budget to the Legislature and the Governor's office.
Letting	Bids are opened and the apparent low bid contract is determined. Construction typically begins 4 to 6 months after letting.
Construction Notice to Proceed (NTP)	Construction starts. Construction dates for FDOT administered projects can be found through the FDOT Operations Center.

For more information on a project, please contact the FDOT District 4 office at 954.486.1400 and ask to be transferred to the FDOT Project Manager for the specific project. For the FDOT copy of the report with the full project schedule, contact Larry Wallace at [larry.wallace@dot.state.fl.us](mailto:larry.wallace@dot.state.fl.us) or 954.777.4208.

Please note, the dates shown in this report are a snapshot and dates can change frequently. Updated reports are requested monthly from FDOT.

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
<b>SIS Capacity</b>					
4369631	I-95 AT 6TH AVE S	INTERCHANGE - ADD LANES	FDOT	Biddability	5/4/2022
4132581	I-95 AT LANTANA RD	INTERCHANGE - ADD LANES	FDOT	Initial Engineering	5/6/2022
4475471	FOREST HILL BLVD/SR-882 AT I-95 INTERCHANGE	INTERSECTION IMPROVEMENT	FDOT	Kickoff Meeting	5/19/2022
4441211	I-95 AT BELVEDERE RD SB OFF RAMP	PRELIMINARY ENGINEERING	FDOT	Public Information Workshop	5/24/2022
4127331	I-95 AT 10TH AVE N	INTERCHANGE - ADD LANES	FDOT	Initial Engineering	5/25/2022
4441211	I-95 AT BELVEDERE RD SB OFF RAMP	PRELIMINARY ENGINEERING	FDOT	PSE Meeting	6/1/2022
4397581	I-95 AT INDIANTOWN RD	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	6/7/2022
4441211	I-95 AT BELVEDERE RD SB OFF RAMP	PRELIMINARY ENGINEERING	FDOT	Biddability	6/10/2022
4397581	I-95 AT INDIANTOWN RD	INTERCHANGE - ADD LANES	FDOT	PSE Meeting	6/14/2022
4372791	I-95 AT WOOLBRIGHT RD	INTERCHANGE - ADD LANES	FDOT	Initial Engineering	6/22/2022
4353842	I-95 AT LINTON BLVD	INTERCHANGE IMPROVEMENT	FDOT	Initial Field Review	6/24/2022
4435901	I-95 AT PGA BLVD	ADD SPECIAL USE LANE	FDOT	Construction Notice to Proceed (NTP)	7/13/2022
4465511	BEELINE HWY/SR-710 FROM MARTIN COUNTY LINE TO OLD DIXIE HIGHWAY	ARTERIAL TRAFFIC MGMT SYSTEMS	FDOT	Initial Engineering	7/25/2022
<b>State Road Modifications</b>					
4405752	ATLANTIC AVE/SR-806 FROM EAST OF LYONS RD TO TURNPIKE	PD&E/EMO STUDY	FDOT	Initial Field Review	5/13/2022
2296584	ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD	ADD LANES & RECONSTRUCT	FDOT	Public Information Workshop	5/18/2022
4383864	US-1 FROM PALMETTO PARK RD TO NORTHLAKE BLVD	PUBLIC TRANSPORTATION SHELTER	FDOT	Agency Scope Review	5/25/2022
4416321	LAKE WORTH RD/SR-802 FR RAULERSON DR TO PALM BEACH STATE COLLEGE ENT	RESURFACING	FDOT	Letting	5/25/2022
4440791	BOYNTON BEACH FROM I-95 TO US-1 AND NEARBY STREETS	BIKE LANE/SIDEWALK	FDOT	Constructability Plans	6/22/2022
4405755	ATLANTIC AVE/SR-806 FROM CUMBERLAND DR TO JOG RD	ADD LANES & RECONSTRUCT	FDOT	Initial Engineering	7/5/2022
2296584	ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD	ADD LANES & RECONSTRUCT	FDOT	Constructability Plans	7/15/2022
<b>Local Initiatives Program</b>					
4400451	CITYWIDE PEDESTRIAN FACILITIES FOR INDIAN TRAIL IMPROVEMENT DISTRICT	PED FACILITIES	FDOT	Letting	5/25/2022
4460921	OKEECHOBEE BLVD AT FOLSOM RD	ROUNDAABOUT	PALM BEACH COUNTY	Kickoff Meeting	6/9/2022
4443771	GERMANTOWN RD FROM OLD GERMANTOWN RD TO S CONGRESS AVE	BIKE PATH/TRAIL	DELRAY BEACH	Kickoff Meeting	6/16/2022
4400451	CITYWIDE PEDESTRIAN FACILITIES FOR INDIAN TRAIL IMPROVEMENT DISTRICT	PED FACILITIES	FDOT	Construction Notice to Proceed (NTP)	6/27/2022
<b>Transportation Alternatives Program</b>					
4460771	SEMINOLE BLVD FROM OSWEGO AVE TO OKEECHOBEE BLVD	SIDEWALK	PALM BEACH COUNTY	Production	5/2/2022

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4460781	SE 1ST ST FROM BOYNTON BEACH BLVD TO WOOLBRIGHT RD	BIKE PATH/TRAIL	BOYNTON BEACH	Production	5/2/2022
4460801	OKEECHOBEE BLVD FROM A RD TO FOLSOM RD	BIKE PATH/TRAIL	PALM BEACH COUNTY	Kickoff Meeting	6/9/2022
<b>Other FDOT &amp; Local Projects</b>					
4378781	MILITARY TRAIL/SR 809 AT FOREST HILL BLVD	INTERSECTION IMPROVEMENT	FDOT	Letting	5/6/2022
4470011	INTERSECTION LIGHTING RETROFIT IMPROVEMENT	LIGHTING	FDOT	Initial Field Review	5/11/2022
4475451	OKEECHOBEE BLVD/SR-704 FROM EAST OF MILITARY TRL TO I-95	LIGHTING	FDOT	Kickoff Meeting	5/19/2022
4475531	US-1/DIXIE HWY FROM NORTH OF LUCERNE AVE TO WPB CANAL	LIGHTING	FDOT	Kickoff Meeting	5/19/2022
4481361	SR-25/US-27 AT 27 MILES NORTH OF THE I-75/US-27 INTERCHANGE	NEW BRIDGE - NO ADDED CAPACITY	FDOT	Initial Field Review	5/24/2022
4456281	INTERSECTION LIGHTING IMPROVEMENTS- PALM BEACH COUNTY	LIGHTING	FDOT	Initial Engineering	5/24/2022
4417551	US-1/SR-5 FROM BROWARD COUNTY LINE TO SPANISH RIVER BLVD	ARTERIAL TRAFFIC MGMT SYSTEMS	FDOT	Production	6/6/2022
4438431	LAKE WORTH RD/SR-802 AT HAVERHILL RD	WIDEN/RESURFACE EXIST LANES	FDOT	Biddability	6/9/2022
4378781	MILITARY TRAIL/SR 809 AT FOREST HILL BLVD	INTERSECTION IMPROVEMENT	FDOT	Construction Notice to Proceed (NTP)	7/6/2022
4475511	I-95 FROM 12TH AVE S TO 10TH AVE N	LIGHTING	FDOT	Initial Field Review	7/7/2022
4475491	FOREST HILL BLVD/SR-882 FROM OLIVE TREE BLVD TO JOG RD	LIGHTING	FDOT	Initial Field Review	7/8/2022
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 @ HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Multimodal Checklist	7/26/2022
<b>Major Maintenance</b>					
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Initial Field Review	5/2/2022
4460971	BEELINE HWY/SR-710 FROM E OF PRATT & WHITNEY TO E OF RAILROAD TRACKS	RESURFACING	FDOT	Production	5/2/2022
4461761	A1A FROM S OF JOHN D MACARTHUR ENTRANCE TO PORTAGE LANDING NORTH	RESURFACING	FDOT	Initial Engineering	5/4/2022
4457691	A1A / BLUE HERON BLVD OVER INTRACOASTAL WATERWAY	BRIDGE-REPAIR/REHABILITATION	FDOT	Public Information Workshop	5/4/2022
4461771	SR-7/US-441 FROM NORTH OF SOUTHERN BLVD/SR-80 TO OKEECHOBEE BLVD/SR-704	RESURFACING	FDOT	PSE Meeting	5/16/2022
4461731	FEDERAL HWY FROM S OF 10TH AVE SOUTH TO 6TH AVE N	RESURFACING	FDOT	Initial Engineering	5/16/2022
4476711	OKEECHOBEE BLVD/SR-704 FROM W OF I-95 TO AUSTRALIAN AVE	RESURFACING	FDOT	Initial Field Review	5/26/2022
4476671	BOYNTON BEACH BLVD/SR-804 FROM N CONGRESS AVE TO NW 8TH ST	RESURFACING	FDOT	Kickoff Meeting	6/2/2022
4476601	SR-5/FEDERAL HWY FROM 6TH AVE N TO ARLINGTON RD	RESURFACING	FDOT	Kickoff Meeting	6/2/2022
4461011	SR-80/US-98 FROM EAST OF PARKER AVE TO WEST OF WASHINGTON RD	RESURFACING	FDOT	Production	6/6/2022
4460991	US-1 FROM N QUADRILLE BLVD TO PALM BEACH LAKES BLVD	RESURFACING	FDOT	PSE Meeting	6/6/2022
4457691	A1A / BLUE HERON BLVD OVER INTRACOASTAL WATERWAY	BRIDGE-REPAIR/REHABILITATION	FDOT	Biddability	6/6/2022
4461012	SR-80/US-98 FROM EAST OF PARKER AVE TO WEST OF WASHINGTON RD	BRIDGE REHABILITATION	FDOT	Production	6/6/2022



FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4461771	SR-7/US-441 FROM NORTH OF SOUTHERN BLVD/SR-80 TO OKEECHOBEE BLVD/SR-704	RESURFACING	FDOT	Biddability	6/9/2022
4428911	US-1 OVER EARMAN RIVER BRIDGE	BRIDGE REPLACEMENT	FDOT	Biddability	6/9/2022
4476581	US-1 FROM BAILEY ST TO HARBOURSIDE DR	RESURFACING	FDOT	Initial Field Review	6/10/2022
4414661	SPANISH RIVER BLVD/SR-800 OVER ICWW	BRIDGE-REPAIR/REHABILITATION	FDOT	PSE Meeting	6/15/2022
4439941	SR-15/US-441 FROM SOUTH OF SHIRLEY DR TO EAST MAIN ST	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	6/24/2022
4414661	SPANISH RIVER BLVD/SR-800 OVER ICWW	BRIDGE-REPAIR/REHABILITATION	FDOT	Biddability	7/1/2022
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	RESURFACING	FDOT	Public Information Workshop	7/5/2022
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	RESURFACING	FDOT	Public Information Workshop	7/5/2022
4484371	BOYNTON BCH BLVD/SR-804 FROM ORCHID GROVE TRAIL TO W OF PALM ISLES DR	RESURFACING	FDOT	Agency Scope Review	7/6/2022
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Agency Scope Review	7/6/2022
4460991	US-1 FROM N QUADRILLE BLVD TO PALM BEACH LAKES BLVD	RESURFACING	FDOT	Biddability	7/7/2022
4461031	MILITARY TRAIL FROM SOUTH OF DEVONS RD TO NORTH OF FLAG DR	RESURFACING	FDOT	Biddability	7/7/2022
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	RESURFACING	FDOT	PSE Meeting	7/12/2022
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	RESURFACING	FDOT	PSE Meeting	7/12/2022
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	RESURFACING	FDOT	Biddability	7/21/2022
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	RESURFACING	FDOT	Biddability	7/21/2022