



TPA GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, September 15, 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: 845-3326-3920 and Password: 507237
- Via web browser at PalmBeachTPA.org/Board-Meeting
- Via phone at 1-646-558-8656 using the above Webinar ID and Password
- View a live simulcast at PalmBeachTPA.org/LIVE

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

1. REGULAR ITEMS

- A. Call to Order and Roll Call
- B. 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 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. Executive Director's Report
- G. MOTION TO APPROVE Consent Agenda Item
 - 1. Meeting Minutes for July 21, 2022
 - 2. Receive and file TPA Executive Committee Meeting Minutes for August 29, 2022
 - 3. Appointments to TPA Advisory Committees through September 2025
 - a. Jason M. Kaufman, P.E. as Representative for the City of Delray Beach on the Technical Advisory Committee (TAC). Mr. Kaufman's resume and a summary of qualifications is attached.
 - 4. Appointment renewals to TPA Advisory Committees through September 2025
 - a. Amy Alvarez for the City of Delray Beach on the VZAC.
 - 5. Adoption of the attached resolution amending the TPA Operating Procedures with modifications to designate an Agency Clerk to maintain and respond to Public Records Requests and adopt the agency seal. Sections 1 and 2 of the draft Operating Procedures are attached.
 - 6. Adoption of the attached resolution amending the TPA Operating Procedures with modifications for at large members of the Citizens' Advisory Committee; appointing said members; providing for interpretation/severability; and providing an effective date. A General Counsel memorandum and Section 4.2 of the draft Operating Procedures are attached.
 - 7. The First Amendment to the Executive Director's Employment Agreement is attached. Also attached is a General Counsel memorandum and the original Employment Agreement.

2. ACTION ITEMS

- A. MOTION TO ADOPT a Resolution approving Amendment #1 to the TPA's Fiscal Year (FY) 23-27 Transportation Improvement Program (TIP)

The TIP is the five-year funding program for transportation projects in Palm Beach County. The Florida Department of Transportation (FDOT) has requested approval of an amendment to the FY 23-27 TIP to include the following:

- FY 22 projects not encumbered as programmed are rolled forward into FY 23.
- Changes length of project #2296584 Atlantic Ave (SR-7 to Lyons Rd) and project #4465511 Beeline Hwy (Martin County line to Old Dixie Hwy).

Staff will present the attached amendments. The full report can be viewed at PalmBeachTPA.org/TIP.

TAC: Recommended adoption 18-3 with dissent from City of Boynton Beach and City of West Palm Beach Representatives due to inclusion of the State Road 7 Extension.

CAC: There was not a quorum to recommend adoption.

VZAC: Recommended adoption 11-3 with dissent from the City of West Palm Beach Representative due to inclusion with State Road 7 extension, the Disabled Community Representative due to concerns with mixed-use paths, and the Palm Tran Representative due to operational concerns at the Forest Hill Intersection.

A roll call vote is required.

- B. MOTION TO ADOPT a Resolution approving Amendment #1 to the FY 2023-2024 Unified Planning Work Program (UPWP)

The UPWP is the 2-year business plan and budget for the TPA's planning activities. The proposed amendment:

- Adds activity and moves funds from Task 1 to Task 7 in FY 2023 to install building security equipment originally scheduled to occur in FY 2022.
- Adds clarifying details to Task 7 travel activity to support a TPA peer exchange.
- Reduces funds in Task 2 in FY 2024 due to an estimated carry-forward funding balance that cannot be included until close-out of the previous UPWP.
- Reallocates local funds in Task 9 to enhance staff performance with a corresponding reduction in the balance available to add to the TPA Reserve Fund.

TPA staff will present the attached changes.

TAC: Recommended approval unanimously.

CAC: There was not a quorum to recommend approval.

VZAC: This item was not presented to VZAC.

3. INFORMATION ITEMS

- A. Palm Beach County Engineering Update

Palm Beach County Engineering staff will provide an update on the Board of County Commissioners 5 Year Road Program. The draft presentation is attached.

- B. Palm Tran Update

Palm Tran staff will provide an update on their Zero Emission Transition Plan.

4. ADMINISTRATIVE ITEMS

- A. Routine TPA Reports

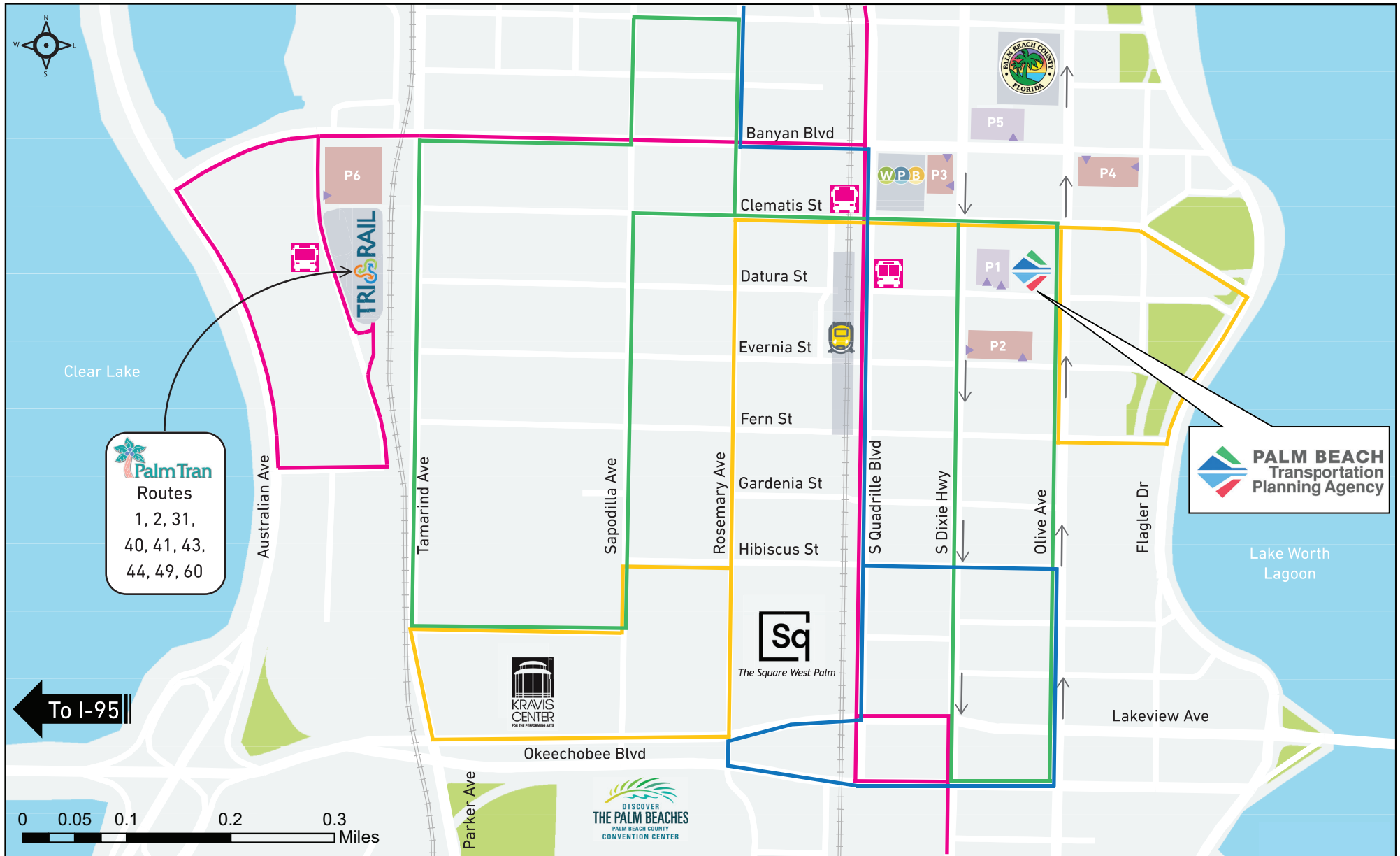
1. Public Involvement Activity Reports – July and August 2022
2. FDOT Scheduling Report – September 2022

- B. Financial Reports

1. FY 21 Auditor Cover Letter
2. FY 21 Audited Financial Statements

- C. Next Meeting – **October 20, 2022**

- D. Adjournment



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



WEST PALM BEACH
DowntownWPB.com

Yellow Trolley

Green Trolley

Blue Trolley

TRI-RAIL
Tri-Rail.com

brightline



GoBrightline.com
Brightline Station



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



TPA GOVERNING BOARD MEMBERS

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: Ron Delaney, 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 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**

July 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*

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR WEINROTH called the meeting to order at 9:03 a.m.

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

Member	Attendance	Member	Attendance	Member	Attendance
Steve Wilson	P	Reinaldo Diaz	P	Shirley Lanier	A
Yvette Drucker	A	Joni Brinkman	P	Fred Pinto	A
Andrea O'Rourke (Alt)	P	Katherine Waldron	P	Michael Napoleone	P
Angela Cruz	A	Melissa McKinlay	A	Christy Fox	P
Shelly Petrolia	A	Maria Marino	A	Joseph Peduzzi	P
Joel Flores	A	Maria Sachs	A	Chelsea Reed	P
Jim Kuretski	A	Dave Kerner (Alt)	P	Robert Weinroth	P

P = Present A = Absent

1.B. Invocation and Pledge of Allegiance

Mayor Wilson led the invocation and pledge.

1.C. Modifications to the Agenda

The Recording Secretary stated the following members requested to join the meeting remotely:

- Vice Mayor Cruz and Mayor Flores out of caution due to feeling sick.
- Commissioner McKinlay due to attending the National Association of Counties Annual Conference in Colorado.
- Mayor Pinto due to a COVID-19 exposure.

There were no objections to the virtual participation and the members was permitted to join the meeting.

The Recording Secretary also noted a staff request for a modification to Agenda Item 3.B.1 to include Palm Tran updates for July, in addition to June.

Mayor Petrolia joined the meeting in-person.

MOTION to Approve Modifications to the Agenda made by Vice Chair Reed, seconded by Mayor Petrolia, and carried unanimously 16-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Shirley Lanier	A
Yvette Drucker	A	Joni Brinkman	Y	Fred Pinto	Y
Andrea O'Rourke (Alt)	Y	Katherine Waldron	Y	Michael Napoleone	Y
Angela Cruz	Y	Melissa McKinlay	Y	Christy Fox	Y
Shelly Petrolia	Y	Maria Marino	A	Joseph Peduzzi	Y
Joel Flores	Y	Maria Sachs	A	Chelsea Reed	Y
Jim Kuretski	A	Dave Kerner (Alt)	Y	Robert 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 shared comments on the TPA Executive Director Recruitment process. He noted disappointments with the recruitment firm and concerns shared during the July Executive Committee meeting.

1.F. Interim Executive Director's Report

VALERIE NEILSON, TPA Interim Executive Director, reviewed the Report that can be viewed at PalmBeachTPA.org/Board.

There were no public comments on this item.

VICE CHAIR REED thanked TPA staff for the work completed for the Annual Report.

Council Member Drucker joined the meeting in-person.

1.G. APPROVED: Consent Agenda Items

1. Meeting Minutes for June 16, 2022
2. Receive and file TPA Executive Committee Meeting Minutes for June 6, 2022
3. Appointments to TPA Advisory Committees through July 2025
4. Michael Corbit as Representative for the Workforce Development Board on the Palm Beach County Transportation Disadvantaged Local Coordinating Board (TD LCB). A summary of qualifications is attached.
5. Thomas Hernandez as Representative for the Town of Jupiter on the Technical Advisory Committee (TAC). A summary of qualifications is attached.
6. Appointment renewals to TPA Advisory Committees through July 2025.
7. Aaron Hoffman as Representative and Carl Baker as Alternate for the Port of Palm Beach on the TAC.
8. Rescind Healthier Jupiter's membership from the Vision Zero Advisory Committee (VZAC) as the agency ceased operations as of July 1, 2022.
9. Adoption of the attached resolution ratifying Fiscal Year (FY) 2021-2022 Unified Planning Work Program (UPWP) Revision #4 Amendment.

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

MOTION to Approve the Consent Agenda made by Councilman Napoleone seconded by Vice Chair Reed, and carried unanimously 17-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Shirley Lanier	A
Yvette Drucker	Y	Joni Brinkman	Y	Fred Pinto	Y
Andrea O'Rourke (Alt)	Y	Katherine Waldron	Y	Michael Napoleone	Y
Angela Cruz	Y	Melissa McKinlay	Y	Christy Fox	Y
Shelly Petrolia	Y	Maria Marino	A	Joseph Peduzzi	Y
Joel Flores	Y	Maria Sachs	A	Chelsea Reed	Y
Jim Kuretski	A	Dave Kerner (Alt)	Y	Robert Weinroth	Y

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

2. ACTION ITEMS

2.A. **APPROVED:** the TPA Executive Director Employment Agreement

No presentation was provided for this item.

There were no public comments on this item.

CHAIR WEINROTH confirmed Mayor Flores was online and asked for his comments on the candidate interviews. He noted the Executive Committee voted 4-1 to extend an employment offer for the Executive Director position to Ms. Neilson, with Commissioner Marino dissenting due to staff departures concerns.

MAYOR FLORES noted a lack of preparation from candidates besides Ms. Neilson.

COMMISSIONER KERNER thanked Ms. Neilson for her service to the agency and inquired about the process for determining her salary.

VICE CHAIR REED noted staff departures were, in-part, due to finding other better paying opportunities.

MAYOR PETROLIA inquired if the Executive Committee asked staff about the departures.

COMMISSIONER FOX noted it is natural to have a staffing shift with a leadership change.

MOTION to Approve the TPA Executive Director Employment Agreement made by Commissioner Kerner and seconded by Vice Chair Reed. A roll call vote was taken and passed unanimously 17-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Shirley Lanier	A
Yvette Drucker	Y	Joni Brinkman	Y	Fred Pinto	Y
Andrea O'Rourke (Alt)	Y	Katherine Waldron	Y	Michael Napoleone	Y
Angela Cruz	Y	Melissa McKinlay	Y	Christy Fox	Y
Shelly Petrolia	Y	Maria Marino	A	Joseph Peduzzi	Y
Joel Flores	Y	Maria Sachs	A	Chelsea Reed	Y
Jim Kuretski	A	Dave Kerner (Alt)	Y	Robert Weinroth	Y

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

2.B. **ADOPTED:** a Resolution Approving the Fiscal Year (FY) 24-28 List of Priority Projects (LOPP)

JASON PRICE, TPA TIP Coordinator, and ANDREW UHLIR, TPA Deputy Director of Program Development, provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/Board. Jason noted the LOPP guides development of the Florida Department of Transportation (FDOT) Five-Year Work Program and the TPA's Transportation Improvement Program (TIP). The FY 24-28 LOPP is organized into State Road Modifications, Local Initiatives Projects, and Transportation Alternative Projects.

There were no public comments on this item.

Member discussion ensued on potential Okeechobee Blvd. Projects.

MOTION to Adopt a Resolution Approving the FY 24-28 LOPP made by Councilman Napoleone and seconded by Commissioner Kerner and passed 15-2 as depicted in the table below.

Commissioners Fox and Peduzzi dissented due to the inclusion of the State Road 7 extension projects.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Shirley Lanier	A
Yvette Drucker	Y	Joni Brinkman	Y	Fred Pinto	Y
Andrea O'Rourke (Alt)	Y	Katherine Waldron	Y	Michael Napoleone	Y
Angela Cruz	Y	Melissa McKinlay	Y	Christy Fox	N
Shelly Petrolia	Y	Maria Marino	A	Joseph Peduzzi	N
Joel Flores	Y	Maria Sachs	A	Chelsea Reed	Y
Jim Kuretski	A	Dave Kerner (Alt)	Y	Robert Weinroth	Y

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

2.C. **APPROVED:** The FY 23 Strategic Plan

ANDREW UHLIR provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/Board. Andrew noted the TPA's Strategic Plan identified specific and relevant actions that advance the TPA's mission and vision.

There were no public comments on this item.

CHAIR WEINROTH asked if Goal 6.A. will include team building for staff and HR Procurement. The Unified Planning Work Program encompasses team building and HR Procurement.

MOTION to Approve the FY 23 Strategic Plan made by Commissioner Kerner and seconded by Councilman Napoleone and passed 17-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Shirley Lanier	A
Yvette Drucker	Y	Joni Brinkman	Y	Fred Pinto	Y
Andrea O'Rourke (Alt)	Y	Katherine Waldron	Y	Michael Napoleone	Y
Angela Cruz	Y	Melissa McKinlay	Y	Christy Fox	Y
Shelly Petrolia	Y	Maria Marino	A	Joseph Peduzzi	Y
Joel Flores	Y	Maria Sachs	A	Chelsea Reed	Y
Jim Kuretski	A	Dave Kerner (Alt)	Y	Robert Weinroth	Y

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

3. **INFORMATION ITEMS**

3.A. **DISCUSSED:** Traffic Signal Priority Update

Commissioner Katherine Waldron left the meeting.

CLINTON FORBES, Palm Tran Executive Director, LEVI MCCOLLUM, Palm Tran Director of Transit Planning, and SHRIRAM RAMARATNAM, Palm Tran Consultant, provided an update on the TPA funded Transit Signal Priority Project. The PowerPoint presentation can be viewed at PalmBeachTPA.org/Board.

There were no public comments on this item.

Member discussion ensued on autonomous vehicles, Paradise Pass, fleet statistics, and route timing.

Mayor Pro Tem Joni Brinkman, Deputy Mayor Andrea O'Rourke, Commissioner Christy Fox, Commissioner

Joseph Peduzzi, and Commissioner Dave Kerner left the meeting. A physical quorum was no longer present.

3.B. Partner Agency Updates

CLINTON FORBES, Palm Tran Executive Director, LEVI MCCOLLUM, Palm Tran Director of Transit Planning, provided an update on their operations and ridership.

DAVID RICKS, County Engineer for Palm Beach County, provided an update. He discussed collaboration with Palm Tran and the Fire Department on traffic signalization. He also responded to TPA Advisory Committee member concerns regarding the TPA's Okeechobee Blvd. & SR-7 Multimodal Corridor Study, explaining further detailed analysis will be conducted by FDOT to determine feasibility, cost, and impacts.

There were no public comments on this item.

CHAIR WEINROTH thanked Mr. Ricks for his update.

4. ADMINISTRATIVE ITEMS

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

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

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

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

4.A.3. Routine TPA Reports – Quarterly Fatal Crash Analysis

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

4.A.4. Routine TPA Reports – FY 22 Annual Report

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

4.B. Next Meeting – September 15, 2022

4.C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 10:32 a.m.

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 July 21, 2022, meeting of the Board, dated this 15th day of September 2022.

Chair Robert S. Weinroth
Palm Beach County Mayor

EXHIBIT A
Transportation Planning Agency Governing Board
Attendance Record

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

** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

EXHIBIT A (cont'd)

Representative Alternate(s) Local Government	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
Gregg Weiss, Vice Mayor Mack Bernard, Commissioner Palm Beach County	NO MEETING HELD – SCHEDULED BREAK	MEETING CANCELLED	P	P	P	NO MEETING HELD – SCHEDULED BREAK	P	P	P	P	P	ALT
Shirley Lanier, Councilwoman City of Riviera Beach			A	P	P		P	A	P	P	A	E
Fred Pinto, Mayor Village of Royal Palm Beach			P	P	P		E	P	P	P	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	P	P		P	P	**P	P	P	P
Joseph Peduzzi, Commissioner City of West Palm Beach			A	P	P		P	P	P	P	P	P

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Donna Ackerman White
David Bernherdt
Andrea McCue
Shanell Coppin
Thuha Nguyen
Nancy Condemi
Aby Hines
Peter Cruise
James Brown
Victoria Williams
Christine Fasiska
Marsha Taylor
John Krane
Steve Braun
Carol Scott
Jacquelyn Burrows
John Scarlatos
Jason Kaufman
Steven B. Grant
Je'Riise Hansen
Patrick Rutter
David Ricks
Khurshid Mohyuddin
Paul Gougelman
Valentina Facuse
Matthew Komma
Alaura Hart

REPRESENTING

Board of County Commissioners (BCC) – District 3
BCC – District 3
City of Greenacres
City of Greenacres
City of Westlake
Colliers Engineering and Design
Colliers Engineering and Design
Florida Atlantic University (FAU)
Florida's Turnpike Enterprise
Florida's Turnpike Enterprise
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT Consultant
General Public
General Public
League of Cities
Palm Beach County
Palm Beach County Engineering
Palm Beach County Planning, Zoning and Building
Palm Beach TPA – Weiss Serota et al
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA

EXHIBIT A (cont'd)OTHERS PRESENT

Matthew Masa
Valerie Neilson
Margarita Pierce
Jason Price
Cassidy Sparks
Andrew Uhler
Amanda Williams
Yash Nagal
Levi McCollum
Deborah Posey-Blocker
Clinton Forbes
Shriram Ramaratnam
Jamie Brown
Jose Perez
Loraine Cargill
Jeff Hmara

REPRESENTING

Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Tran
Palm Tran
Palm Tran
Palm Tran
Palm Tran Consultant
School District of Palm Beach County
School District of Palm Beach County
Tri-Rail/SFRTA
Village of Royal Palm Beach



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

August 29, 2022

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

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

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR WEINROTH called the meeting to order at 3:04 p.m.

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

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

P = Present A = Absent

1.B. APPROVED: Modifications to the Agenda

There were no modifications to the agenda.

Modification to the Agenda approved by unanimous consent.

1.C. General Public Comments

There were no general public comments received.

1.D. Comments from the Chair and Member Comments

There were no member comments received.

1.E. Executive Director's Report

BRIAN RUSCHER, TPA Deputy Director of Multimodal, introduced himself to the committee.

CHAIR WEINROTH inquired on the Human Resources services request for proposals and contact for staff.

Member discussion ensued on the mural being painted at the TPA offices and catalytic converters being stolen from Palm Tran facilities.

1.F. APPROVED Meeting Minutes from July 14, 2022

MOTION to Approve Meeting Minutes made by Mayor Flores, seconded by Commissioner Marino, 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. RECOMMENDED APPROVAL: of the First Amendment to the Executive Director's Employment Agreement Subject to Revision**

Paul Gougelman, TPA General Counsel, provided a brief overview of the first amendment.

CHAIR WEINROTH and Paul Gougelman, TPA General Counsel, confirmed the section regarding seeking outside employment while employed by the TPA had been removed from the effective employment agreement.

COUNCILMAN NAPOLEONE asked about any implications of paying a lump sum for severance pay, instead of monthly payments.

PAUL GOUGELMAN, TPA General Counsel, stated a revised Amendment would be provided to the TPA Governing Board at the September 15, 2022 meeting.

There were no general public comments on this item.

MOTION to Recommend Approval of the First Amendment to the Executive Director's Employment Agreement Subject to Revision made by Vice Chair Reed, seconded by Commissioner Marino, 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. RECOMMENDED APPROVAL: of an Amendment to the TPA Operating Procedures Sections 1 and 2

CHAIR WEINROTH confirmed the change to the Operating Procedures would allow the Executive Director to designate an Agency Clerk.

Member discussion ensued about staff hours spent on records requests and the proposed staff to fulfill Agency Clerk duties.

There were no public comments on this item.

MOTION to Recommend Approval of an Amendment to the TPA Operating Procedures Sections 1 and 2 made by Vice Chair Reed, seconded by Mayor Flores, 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.A. TPA Advisory Committee Membership

Member discussion ensued on advisory committee attendance and grandfathered representatives on the Citizens Advisory Committee. Direction was given to amend the Operating Procedures per staff recommendation of the suggested approaches provided by TPA General Counsel.

There were no public comments on this item.

3.B. TPA Governing Board Apportionment

Member discussion ensued on additional Governing Board membership, representation for smaller municipalities, and at-large seats. No further action was requested on this item.

There were no public comments on this item.

4. ADMINISTRATIVE ITEMS

4.A. Next Meeting – October 3, 2022

4.C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 4:14 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 August 29, 2022, meeting of the Committee, dated this 3rd day of October 2022.

Chair Robert S. Weinroth
Palm Beach County Mayor

EXHIBIT A
TPA Executive Committee
Attendance Record

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

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Brian Ruscher
Melissa Murray
Valerie Neilson
Cassidy Sparks
Amanda Williams
Paul Gougelman

REPRESENTING

Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA
Palm Beach TPA – Weiss Serota et al.



CITY OF DELRAY BEACH

DEPARTMENT OF PUBLIC WORKS

434 S Swinton AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7295

Delray Beach
Florida



1993 • 2001 • 2017

August 10, 2022

1.G.3

Palm Beach Transportation Planning Authority

301 Datura Street

West Palm Beach, FL 33401

To Whom it May Concern,

The City of Delray Beach's Public Works Department is proud to serve on Palm Beach County's Technical Advisory Committee (TAC). The City's currently designated primary member, Mr. Richard Pereira, recently retired and the City wishes to replace him on this committee with Mr. Jason Kaufman, Engineering Division Manager. Mr. Kaufman has more than 14 years of engineering design experience and in excess of 10 years of municipal engineering project management and design. Mr. Kaufman is a licensed professional engineer, and we feel that his extensive experience in municipal transportation design and project management experience will make him a valuable member of the TAC Committee.

Mr. Kaufman's contact information is provided below:

Jason M. Kaufman, P.E.

Engineering Division Manager

City of Delray Beach Public Works Department

434 S. Swinton Avenue, Delray Beach 33444

Office: (561) 243-6235

kaufmanj@mydelraybeach.com

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Missie Barletto

Public Works Director

SERVICE • **P**ERFORMANCE • **I**NTEGRITY • **R**ESPONSIBLE • **I**NNOVATIVE • **T**EAMWORK

JASON M. KAUFMAN, P.E.

Professional Summary

Licensed Professional Engineer with over 14 years of experience planning, designing and managing public and private infrastructure projects with a keen interest in multimodal mobility, ADA accessibility and safety for all users of transportation networks. Utilizes expertise in traffic operations, site design, accessibility, hydrology, hydraulics, budget preparation, construction estimation and project administration to successfully deliver completed projects on time and within budget.

Professional Certifications

Professional Engineer – State of Connecticut #29693

Professional Experience

City of Delray Beach Department of Public Works

Delray Beach, Florida

Engineering Division Manager

June 2022 – Present

- Manages Engineering Division employees including engineers, project managers, construction inspectors and administrative staff. Responsible for assigning projects and providing training, mentorship and performance feedback.
- Serve as City's representative for grants administered by Florida DOT.

Town of Greenwich Department of Public Works

Greenwich, Connecticut

Senior Civil Engineer

October 2017 – June 2022

- Team lead for staff of 2-3 Engineering Division employees and up to 4 summer/winter interns. Responsible for managing their daily tasks and providing training, mentorship and performance feedback.
- Represented the Engineering Division to seek approvals from Federal, State and other Town agencies. Successfully presented to and obtained buy-in from residents for proposed capital improvements.
- Performed traffic engineering and parking studies for Public Works and Department of Parking Services based on safety and operational concerns raised by residents.
- Lead designer and project manager for redesign of Greenwich Avenue and Elm Street intersection in the heart of central Greenwich including raised intersection, curb extensions and over 1,800 sf of new pervious surfaces. In addition, currently designed and managed conceptual layouts and budget requests for 6 other intersections along Greenwich Ave, the Town's principal downtown area.
- Managed Pedestrian Facilities Inventory & Accessibility Review project to collect data on approximately 265 miles of road / 80 miles of sidewalk / 1,200 pedestrian ramps and created federally compliant ADA Transition Plan. Responsible for maintaining up-to-date inventory of completed work based on Transition Plan recommendations.
- Managed design and construction of bridge replacement project on Davis Avenue, valued over \$4,000,000 in construction costs and over \$400,000 in design costs.
- Managed design and construction of bridge replacement project on Sunshine Avenue, valued at \$1,500,000 in construction costs and over \$350,000 in design / construction administration costs.
- Developed RFQs and managed selection process of consultants for design of Greenwich Avenue streetscape, roadway improvements, ADA assessment and bridge replacement projects.
- Responsible for managing up to 15 capital projects at any given time and for overseeing the inventory, placement and analysis of traffic counters throughout Town.

Civil Engineer II

January 2015 – October 2017

- Responsible for planning, budgeting, estimation, contract development, design, construction management and inspection of capital improvement projects / coordination with consultants, contractors, other Town departments and state agencies.
- Supervised up to 3 summer interns and was responsible for managing daily tasks / providing training and mentorship.
- Managed drainage improvement project in Old Greenwich section of Town, valued at \$5,000,000 in construction costs and \$1,000,000 in design / construction administration costs.
- Designed and managed drainage, site, parking and ADA accessibility improvement project at Greenwich Town Hall and adjacent Greenwich Common Park, valued over \$1,500,000.

Civil Engineer I

January 2013 – January 2015

- Responsible for reviewing applicant's development plans for compliance with Town of Greenwich drainage and roadway design standards. Completed over 150 permit review on behalf of Planning & Zoning Department, Inland Wetlands & Watercourses Department and Highway Division.
- Designed and managed roadway and pedestrian improvements, valued over \$600,000, adjacent to entrance of award winning Cos Cob Park.
- Responsible for design of DPW capital improvement projects relating to drainage, roadways and sidewalks. Prepared budget estimates, construction documents, technical specifications and construction cost estimates.

Colliers Engineering & Design (formerly Maser Consulting, PA)
Senior Design Engineer

Chestnut Ridge, NY / Mount Arlington, NJ
February 2012 – January 2013

- Municipal Engineering: Prepared engineering drawings and technical specifications for various in-house engineering projects on behalf of municipalities in New York and New Jersey, reviewed applicant's development site plans.
- Reviewed shop drawings and coordinated with contractors and municipalities.
- Private Development: Completed site plan packages including but not limited to site layout, grading, stormwater management system design, calculations and reports, construction details and NYS Soil Erosion & Sediment Control.
- Contributed to site plans throughout approval process; responded to municipal comments and coordinated with clients.
- Construction Administration: South Main Street Downtown Revitalization, a 3,000 L.F. project in New City, NY.
- Reviewed shop drawings, coordinated with contractors, supervised field inspections, directed field design changes associated with drainage, curbs, sidewalks, lighting and traffic control.

Stonefield Engineering & Design, LLC
Project Engineer

Rutherford, New Jersey
March 2011 – February 2012

- Performed site engineering services including site layout, grading, truck turning, stormwater management system design, stormwater management reports, soil erosion and sediment control plans, lighting and drafting.
- Performed grading and site design for Bank of America's Americans with Disabilities Act (ADA) Upgrade Program. Completed ADA designs for approximately 35 bank branches and post construction compliance inspections. Completed extensive site design packages for Bank of America's ATM and Parking Lot Resurfacing programs.
- Brought project from kickoff, through design and permitting, to final approval from town and county.
- Contributed to development of CAD standards, construction detail library, design templates and guidelines.

DTS Provident Design Engineering, LLP (formerly TRC Engineers, Inc.)
Engineer

Hawthorne, New York
June 2008 – March 2011

- Performed Site Engineering services including site plan approvals, roadway & intersection design, storm drainage & sanitary sewer systems design, earthwork, erosion and sediment control design, AutoCAD drafting, NYS Department of Environmental Protection permitting and Stormwater Pollution Prevention Plan (SWPPP) preparation.
- Performed Traffic Engineering services including Traffic Impact Studies, HCS+ and Synchro capacity analysis on roughly 10 New York and New Jersey developments and geometric roadway design.
- NYS Department of Environmental Conservation State Pollutant Discharge Elimination System (SPDES) – performed inspections to ensure compliance with NYS erosion and sediment control practices.

Professional Certifications and Awards

Florida Stormwater Association (FSA), Stormwater Operator Level 2 Certification, 2022
Achievement in Civil Engineering (ACE) Award, Excellence in Sustainable Development, Greenwich Avenue & Elm Street Intersection Improvements, 2021
UConn Technology Transfer Center – Connecticut Transportation Leadership Program, Completed in Fall 2020
Town of Greenwich Leadership Institute, Completed in Spring 2019
Construction Zone Safety Inspection, UCONN, 2017
Achievement in Civil Engineering (ACE) Sustainability Award, Connecticut Society of Civil Engineers, Cos Cob Park, A Coastal Brownfield Site Remediation, 2016
Achievement in Civil Engineering (ACE) Environmental Award of Merit, Connecticut Society of Civil Engineers, Cos Cob Park, A Coastal Brownfield Site Remediation, 2016
Flagger Certification, American Traffic Safety Services Association (ATSSA), 2015
Building the Public Sector: One Leader at a Time, American Public Works Association (APWA), 2015

Education

Rensselaer Polytechnic Institute, School of Engineering
Bachelor of Science, Civil Engineering, May 2008

Troy, New York
GPA: **3.39/4.0**

Dean's List: Fall 2004, Spring 2005, Fall 2005, Spring 2006, Fall 2006, Spring 2007, Fall 2007, Spring 2008

Professional Affiliations

American Public Works Association (APWA) - Member
American Society of Civil Engineers (ASCE) - Member
Chi Epsilon, Civil Engineering Honor Society – Member

TPA RESOLUTION 2022-15

A RESOLUTION APPROVING AN AMENDMENT TO THE OPERATING PROCEDURES OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA); MAKING FINDINGS; AMENDING OR CREATING SECTION 1.3 Q., 1.5, 1.6, AND 2.3 G. OF THE TPA OPERATING PROCEDURES; PROVIDING A DEFINITION FOR “PUBLIC RECORD”; PROVIDING FOR AN AGENCY CLERK AND DUTIES; ADOPTING THE AGENCY SEAL; PROVIDING FOR INTERPRETATION/SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), a public agency created in accordance with and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 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, the TPA has previously adopted by-laws regulating the conduct of its Governing Board and advisory committees entitled “Operating Procedures”; 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 Governing Board desires to create the *ex officio* position of Agency Clerk and to describe the duties of the Agency Clerk; and

WHEREAS, the Governing Board desires to describe and adopt an official seal for the agency; and

WHEREAS, the Governing Board desires to define the term “public records,” such that it is as described in Chapter 119, Florida Statutes; and

WHEREAS, the 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. Section 1.3 Q. of the TPA Operating Procedures adopted May 19, 2022, be and the same is hereby created as set forth below:

- Q. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, 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. Accord §119.011(12), F.S.

SECTION 3. Sections 1.5 and 1.6 of the TPA Operating Procedures adopted May 19, 2022, be and the same is hereby amended to create a new Section 1.5 as set forth below:

1.5 Agency Clerk.

- A. The Executive Director shall appoint a designated member of the TPA staff to serve, ex officio, as the Agency Clerk. Alternatively, the Executive Director may appoint the executive director to serve, ex officio, as the agency clerk. The duties and responsibilities of the agency clerk shall be to: maintain the official seal of the agency; index and file agency resolutions, orders, operating procedures, and official agency records; send notices of workshops and meetings; transcribe minutes of the Governing Board and committee and subcommittee meetings and workshops; maintain and be the custodian of agency files and records; make certifications of true copies and actions; attest to the signatures of MPOAC officers; and perform such other duties as determined by the executive director. See §339.175(2)(e), F.S.
- B. Upon completion of the preparation of an agenda for a meeting of the Governing Board, or any committee or subcommittee, the agency clerk shall make available the agenda for the meeting for distribution on request by any interested person who pays the reasonable cost for a copy of said agenda; to any person named in said agenda; and to any class of individuals to whom intended action is directed.
- C. The agency clerk shall give written notice of said meeting by all applicable members and the general public prior to any meeting or workshop of the Governing Board, the Executive Committee, or any other committee of the TPA. In addition, the agency clerk shall prepare and make available a copy of said notice or the agenda package: for distribution on request to any interested person who pays the reasonable cost for a copy of said notice; to any person named in said notice; to members of the applicable board or committee; and to any class of individuals to whom action is directed. Meeting notices should be advertised on the TPA web-site at least seven (7) days prior to any non-emergency meeting. All notices to members shall be sent to the official address of the member delegate and alternate delegate at such current address on file with the agency clerk. Agenda packages may be sent via e-mail.
- D. The agency clerk shall be responsible for coordinating responses for all public records.
- E. The agency clerk, or a person having custody of public records, may designate

another officer or employee of the TPA to permit the inspection and copying of public records, but the agency clerk or other person having custody of a public record, must disclose the identity of the designee to the person requesting to inspect or copy public records. Accord, §119.07(1)(b), F.S.

- F. Photographing public records shall be done under the supervision of the agency clerk, who may adopt and enforce reasonable rules governing the photographing of such records. Photographing of public records shall be done in the room where the public records are kept. If, in the judgment of the agency clerk, this is impossible or impracticable, photographing shall be done in another room or place, as nearly adjacent as possible to the room where the public records are kept, to be determined by the agency clerk. Where provision of another room or place for photographing is required, the expense of providing the same shall be paid by the person desiring to photograph the public record as provided by law. Accord, §119.07(3)(c) and (d), F.S.
- G. If the furnishing of a public record can be accomplished with little or no effort or cost to the TPA, the agency clerk is authorized to waive the collection of a fee for copying and providing the public record.
- H. The TPA shall prominently post the contact information for the agency's agency clerk and custodian of public records in the TPA's primary administrative building in which public records are routinely created, sent, received, maintained, and requested and on the agency's website. The signage shall advise anyone requesting a public record to advise the agency clerk as custodian of public records of any request for a public record. See §119.12(2), F.S.

1.6 Agency Seal.

The agency seal is hereby adopted. The seal shall consist of two concentric circles, one inside the other. In the center of the inner circle, the agency's logo shall be displayed, together with the words "OFFICIAL SEAL" set forth. Between the inner and outer circles shall be the agency name "Palm Beach Transportation Planning Agency".

SECTION 4. Section 2.2 G. of the TPA Operating Procedures adopted May 19, 2022, be and the same is hereby amended as set forth below:

~~G. Agency clerk—The TPA Executive Director shall act as the Agency Clerk pursuant to Section 339.175(2)(e), F.S.~~

SECTION 5. 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) That in interpreting this Resolution, underlined words indicate additions to existing text, and ~~stricken through~~ words include deletions from existing text.

SECTION 6. 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 ____ day of _____, 2022.

ATTEST:

Amanda K. Williams, TPA Executive Assistant

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

By: _____

Robert Weinroth, as its Chair

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Paul R. Gougelman, TPA General Counsel



PALM BEACH Transportation Planning Agency

Operating Procedures

Approved by TPA Board on ~~June 16~~ September 15, 2022

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.
- Q. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, 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. Accord §119.011(12), F.S.

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.

1.5 Agency Clerk

- A. The Executive Director shall appoint a designated member of the TPA staff to serve, ex officio, as the Agency Clerk. Alternatively, the Executive Director may appoint the executive director to serve, ex officio, as the agency clerk. The duties and responsibilities of the agency clerk shall be to: maintain the official seal of the agency; index and file agency resolutions, orders, operating procedures, and official agency records; send notices of workshops and meetings; transcribe minutes of the Governing Board and committee and subcommittee meetings and workshops; maintain and be the custodian of agency files and records; make certifications of true copies and actions; attest to the signatures of MPOAC officers; and perform such other duties as determined by the executive director. See §339.175(2)(e), F.S.
- B. Upon completion of the preparation of an agenda for a meeting of the Governing Board, or any committee or subcommittee, the agency clerk shall make available the agenda for the meeting for distribution on request by any interested person who pays the reasonable cost for a copy of said agenda; to any person named in said agenda; and to any class of individuals to whom intended action is directed.
- C. The agency clerk shall give written notice of said meeting by all applicable members and the general public prior to any meeting or workshop of the Governing Board, the Executive Committee, or any other committee of the TPA. In addition, the agency clerk shall prepare and make available a copy of said notice or the agenda package: for distribution on request to any interested person who pays the reasonable cost for a copy of said notice; to any person named in said notice; to members of the applicable board or committee; and to any class of individuals to whom action is directed. Meeting notices should be advertised on the TPA web-site at least seven (7) days prior to any non-emergency meeting. All notices to members shall be sent to the official address of the member delegate and alternate delegate at such current address on file with the agency clerk. Agenda packages may be sent via e-mail.
- D. The agency clerk shall be responsible for coordinating responses for all public records.
- E. The agency clerk, or a person having custody of public records, may designate another officer or employee of the TPA to permit the inspection and copying of public records, but the agency clerk or other person having custody of a public record, must disclose the identity of the designee to the person requesting to inspect or copy public records. Accord, §119.07(1)(b), F.S.
- F. Photographing public records shall be done under the supervision of the agency clerk, who may adopt and enforce reasonable rules governing the photographing of such records. Photographing of public records shall be done in the room where the public records are kept. If, in the judgment

of the agency clerk, this is impossible or impracticable, photographing shall be done in another room or place, as nearly adjacent as possible to the room where the public records are kept, to be determined by the agency clerk. Where provision of another room or place for photographing is required, the expense of providing the same shall be paid by the person desiring to photograph the public record as provided by law. Accord, §119.07(3)(c) and (d), F.S.

- G. If the furnishing of a public record can be accomplished with little or no effort or cost to the TPA, the agency clerk is authorized to waive the collection of a fee for copying and providing the public record.
- H. The TPA shall prominently post the contact information for the agency's agency clerk and custodian of public records in the TPA's primary administrative building in which public records are routinely created, sent, received, maintained, and requested and on the agency's website. The signage shall advise anyone requesting a public record to advise the agency clerk as custodian of public records of any request for a public record. See §119.12(2), F.S.

1.6 Agency Seal

The agency seal is hereby adopted. The seal shall consist of two concentric circles, one inside the other. In the center of the inner circle, the agency's logo shall be displayed, together with the words "OFFICIAL SEAL" set forth. Between the inner and outer circles shall be the agency name "Palm Beach Transportation Planning Agency".

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 review and recommend updates to TPA policies and procedures as requested by the Executive Director;
 - 4. Meet as necessary to participate in TPA procurement selection committees as requested by the Executive Director;
 - 5. 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

6. 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.

TPA RESOLUTION 2022-16

A RESOLUTION APPROVING AN AMENDMENT TO THE OPERATING PROCEDURES OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION d/b/a THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA); MAKING FINDINGS; AMENDING SECTION 4.2 OF THE TPA OPERATING PROCEDURES; PROVIDING FOR CERTAIN AT LARGE MEMBERS OF THE CITIZENS' ADVISORY COMMITTEE; APPOINTING SAID MEMBERS; PROVIDING FOR INTERPRETATION/SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA), is a public agency created in accordance with and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 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, the TPA has previously adopted by-laws regulating the conduct of its Governing Board and advisory committees entitled "Operating Procedures"; 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 Governing Board desires to temporarily provide for two at large appointed positions for members on the Citizens' Advisory Committee; and

WHEREAS, these positions are created to temporarily grandfather appointments of Terry Brown and Greg Fagan; and

WHEREAS, Terry Brown and Greg Fagan be and the same are hereby appointed for terms ending September 30, 2025; and

WHEREAS, the Governing Board finds this amendment and these appointments 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. Recitals. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. Amendment of Operating Procedures. Section 4.2 A. of the TPA Operating Procedures adopted May 19, 2022, be and the same is hereby amended as set forth below:

4.2 Membership

A. Number of CAC Members - The CAC is comprised of up to twenty-three (23) ~~twenty-one (21)~~, and no less than eleven (11) CAC Members, representing a diverse segment of Palm Beach County's citizenry. Effective September 30, 2025, the CAC membership shall be 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. During the period until September 30, 2025, there shall be two at-large appointees who shall be nominated and appointed to serve by the TPA Governing Board. Should either at large appointee resign, be removed from the CAC, or die, said at large appointee's position shall cease to exist and the total CAC membership shall be reduced accordingly.

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.

SECTION 3. Appointments. Terry Brown and Greg Fagan are hereby appointed to the Citizens' Advisory Committee for respective terms ending September 30, 2025.

SECTION 4. 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) That in interpreting this Resolution, underlined words indicate additions to existing text, and stricken through words include deletions from existing text.

SECTION 5. Effective Date. 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 ____ day of _____, 2022.

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

ATTEST:

By: _____
Robert Weinroth, as its Chair

Amanda K. Williams, Executive Assistant

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.

By: _____
Paul R. Gougelman, TPA General Counsel



MEMORANDUM

TO: Chairman and Members, TPA Governing Board

FROM: Paul Gougelman, TPA General Counsel

SUBJECT: Citizen's Advisory Committee ("CAC") Membership

DATE: August 29, 2022

BACKGROUND: The Executive Director have raised an issue regarding CAC membership of two individuals, namely Terry Brown and Greg Fagan. Mr. Brown is a resident of South Ocean Ridge, and Mr. Fagan is a resident of Palm Beach Gardens. Messrs. Brown and Fagan were both appointed prior to adoption of the current TPA Operating Procedures. Both Messrs. Brown and Fagan have a good CAC meeting attendance record.

Neither Mr. Brown nor Mr. Fagan were nominated by a TPA Governing Board member. They were appointed at a time when TPA By-Laws did not fully follow Florida law regarding the appointment and composition of the CAC. "The previous by-laws did not tie these individuals to a specific Board member and were broader."¹

With regard to the CAC membership of these two individuals, Former Executive Director Nick Uhren apparently wanted to address their membership at such time as the "CAC meets the full 21-member goal, as we [the CAC] were struggling to meet the minimum requirements for membership and active attendance from others."² Apparently, Mr. Uhren believed that, "their term is set to expire when we reach the full 21-member committee, there are no other term limits associated with them."

As a result, the Executive Committee at their August meeting discussed options to resolve the two members, and the consensus of the Executive Committee was that the TPA Operating Procedures should be amended to "grandfather" two (2) at-large positions in for three (3) years from the date of adoption of the grandfathering position. Messrs. Brown and Fagan have both had a good attendance record and have been faithful CAC Members.

Messrs. Brown and Fagan would, during the three (3) year period ending September 30, 2025, need to find a Governing Board Member to sponsor them as a nominee to the CAC, if either of them wish to continue membership on the CAC. At the end of three (3) years,

¹ See E-Mail from Margie Pierce, Executive Assistant, to Valerie Neilson, Interim Executive Director (June 7, 2022).

² *Id.*

the at-large positions would automatically be terminated, and all CAC members would need to be nominated by individual Governing Board Members. In interim, if either Member resigns, dies, or is removed from office, their actual at-large position would cease to exist. By September 30, 2025, the CAC would be reduced to its previously intended membership of 21 members, with each member being nominated by a TPA Governing Board Member Delegate.

ACTION REQUESTED: The TPA Executive Committee requests that the Governing Board discuss the proposed attached amendment and consider adoption of same.

BACKGROUND LEGAL ANALYSIS: Section 339.175(6)(e)1., Florida Statutes, provides:

(e)1. Each M.P.O. shall appoint a citizens' advisory committee, the members of which serve at the pleasure of the M.P.O. The membership on the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented.

23 USC Section 134, which is the federal law which provides for the creation and operation of MPOs, does *not* specifically require the creation of a CAC.³ Similarly, the implementing

³ However, 23 USC Section 134(h)(6)(A) does set the stage for the creation of a CAC by providing:

(6) PARTICIPATION BY INTERESTED PARTIES.—

(A) In general.—

Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, affordable housing organizations, and other interested parties with a reasonable opportunity to comment on the transportation plan.

23 CFR Section 450.316(a) implements the foregoing provision of federal law.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle

regulations adopted by the Federal Highway Administration ("FHWA") do not require the creation of a CAC. The point is that the concept of a CAC is a creature of Florida law.⁴

Prior to the TPA's adoption of its current Operating Procedures, the TPA operated pursuant to a set of By-Laws adopted on February 18, 2016. Section 9.A. provided the operative regulations relating to appointment of the CAC membership. That provision stated:

A. 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. Membership and conduct are established by separate by-laws adopted by the TPA Governing Board.

Notwithstanding the last sentence in Section 9.A., there was apparently no additional direction on the selection of CAC members in the By-Laws.

In early 2022, the TPA By-Laws were replaced by the currently imposed TPA Operating Procedures. Section 4.2 A. provides that the CAC is composed of between 11 and 21 members. Each TPA Governing Board may nominate a candidate to sit on the CAC. The TPA Governing Board is responsible for considering the actual appointment of the nominated CAC candidate-member. §339.175(6)(e)1., Fla.Stat.

transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

⁴ Florida law regarding MPOs was first adopted in 1979. §1, Chap. 79-219, Laws of Fla. The provision regarding creation of a CAC was adopted in that statute and has undergone virtually no change since its initial adoption. Section 334.215(16), Florida Statutes, provided:

(16) The M.P.O. shall appoint a citizens' advisory committee whose members shall serve at its pleasure. The citizens' advisory committee shall be selected to provide a broad cross section of citizens with an interest in the development of an efficient, safe and cost-effective transportation system. Minorities, the elderly and the handicapped shall be adequately represented. However, the M.P.O. may, with department and federal concurrence, adopt an alternate program or mechanism which will insure adequate citizen involvement in the transportation planning process.

All CAC Members must be Palm Beach County residents and electors.⁵ CAC Members cannot be elected officials or directly employed by an elected official.⁶ A CAC Member is prohibited from serving on any other advisory committee.⁷ According to the TPA Operating Procedures, CAC Members serve a three year term.⁸ Notwithstanding that provision, it should be noted that Florida law, which supersedes TPA Operating Procedures, provides that CAC Members serve at the pleasure of the MPO.⁹

Section 4.2 A. and B. of the currently effective Operating Procedures states:

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

⁵ §4.2 A., TPA Operating Procedures (adopted 2022).

⁶ *Id.*

⁷ *Id.*

⁸ §4.2 B., TPA Operating Procedures (adopted 2022).

⁹ §339.175(6)(e)1., Fla.Stat.

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.

To assure that Messrs. Brown and Fagan may continue to serve on the CAC, the Operating Procedures amendment should be considered by the TPA Governing Board.

PRG/mb

pc: Valerie Neilson, Executive Director



PALM BEACH
Transportation
Planning Agency

Operating Procedures

Approved by TPA Board on ~~June 16~~September 15, 2022

Mayor Robert S. Weinroth, TPA Chair

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4.2 Membership

- A. Number of CAC Members - The CAC is comprised of up to ~~twenty-three (23)~~ ~~twenty-one (21)~~, and no less than eleven (11) CAC Members, representing a diverse segment of Palm Beach County's citizenry. Effective September 30, 2025, the CAC membership shall be 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. During the period until September 30, 2025, there shall be two at-large appointees who shall be nominated and appointed to serve by the TPA Governing Board. Should either at large appointee resign, be removed from the CAC, or die, said at large appointee's position shall cease to exist and the total CAC membership shall be reduced accordingly.

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.

MEMORANDUM

TO: Chairman and Members, Executive Committee
And Governing Board

FROM: Paul Gougelman, TPA General Counsel

SUBJECT: First Amendment to Executive Director's Employment Agreement

DATE: August 29, 2022

In July, the TPA Governing Board approved the employment agreement with the TPA's new Executive Director. After the Agreement was executed, Ms. Neilson's attorney had a chance to review the Agreement more carefully and recommended to Ms. Neilson some very minor amendments to the Agreement for clarification. I have no objection to the amendments and find them to be minor in nature.

The Executive Committee discussed and unanimously approved these revisions at its August meeting. It is recommended that the TPA Governing Board consider approval of those amendments. I am available for any questions.

PRG/mb

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT – EXECUTIVE DIRECTOR

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT - EXECUTIVE DIRECTOR is entered into this ____ day of September, 2022, by and between the Palm Beach MPO, d/b/a the Palm Beach Transportation Planning Agency (herein: the "TPA"), an agency created pursuant to federal and state law, through its Governing Board ((herein: the "Governing Board") whose address is 301 Datura Street, West Palm Beach, Florida, 33401, and Valerie Neilson, whose address is 6022 Night Heron Court, Greenacres, Florida 33415 (herein: the "Director").

WITNESSETH:

WHEREAS, the TPA entered into an employment agreement with the Executive Director to fulfill the duties of the Palm Beach TPA Executive Director position on July 21, 2022 (the "Employment Agreement"); and

WHEREAS, the TPA and Executive Director desire to amend the aforementioned Agreement,

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

1. Recitals. Each and all of the foregoing recitals be and the same are hereby incorporated in this Agreement.

2. Section 5. Paid Leave, of the Employment Agreement is amended as follows:

5. **PAID LEAVE.** The Director shall be entitled to Paid Leave in accordance with the TPA's Personnel Handbook, except that Vacation Leave shall be accrued at a rate of 18 days earned per year at 6+ years of agency employment (5.5 hours of vacation leave per pay period) until the Director reaches 10+ years of agency employment at which time Vacation Leave shall be accrued at a rate of 24 days earned (7.4 hours of vacation leave per pay period). The Director shall also be provided an initial Sick Leave balance calculated at 5% of the employee's scheduled hours per pay ~~per pay~~ period, not to exceed four (4) hours per pay period (*i.e.* maximum accumulation of 480 hours). The Director shall be allowed annually to sell back to the TPA a maximum of four (4) weeks of accumulated Vacation Leave in excess of the maximum accumulated amount specified in the TPA's Personnel Handbook, at the hourly salary rate at the time of the sale. The Director shall be permitted to carry over any existing paid leave and sick leave earned but unused while serving as the Interim Executive Director.

3. Section 7.a. b., and e. Termination and Severance Pay, of the Employment Agreement is amended as follows:

7. TERMINATION AND SEVERANCE PAY.

a. Termination of Director for Cause. The TPA may terminate the Director “for cause.” In the event that the TPA terminates the Director for cause as set forth above, the Director shall receive no severance payment from the TPA. In the event the TPA terminates the Director for cause then the Director will be given a written copy of the particulars and shall have the right to appear in public before the Governing Board and present evidence and argument concerning said allegations. After such hearing, if a majority of the entire Governing Board finds there is cause to terminate the Director and terminates the Director, then the Director shall *not* be entitled to severance pay. Said hearing shall be held within sixty (60) days of the notice of termination, unless the TPA and the Director agree to a later date.

For the purpose of this Section 7. a., the term “for cause” shall include any of the following: (i) Malfeasance; (ii) Misfeasance; (iii) Neglect of duty; (iv) Conviction for, or admission to having committed the crime of a misdemeanor involving dishonesty or moral turpitude or a felony. A plea of *nolo contendere* shall for the purposes of this Agreement be construed to be the admission to having committed the crime of a misdemeanor involving dishonesty or moral turpitude or a felony. A determination by a court of law withholding judgment for the purposes of this Agreement shall be construed to be the conviction of a misdemeanor or a felony; (v) Unprofessional, unethical, immoral, or fraudulent conduct, if said conduct has a material adverse effect on the TPA’s business or reputation; (vi) Engaging in sexual harassment as admitted to by the Director or as determined by a governmental body or a judicial or administrative forum, after a hearing at which the Director was given an opportunity to be heard in her defense; (vii) a material failure or refusal by the Director to comply with the TPA policies and procedures or directives of the TPA Governing Board or Executive Committee, which failure or refusal is not cured by the Director within thirty (30) days after written notice to the Director from the TPA Governing Board, or Executive Committee, of such failure or refusal; (viii) The Director’s sanctioning of conduct by any TPA employee under the Director’s authority that constitutes a material violation of the TPA policies, procedures, or directives, that is not reproofed by the Director in a reasonable manner within a reasonable period of time after notice to the Director by the TPA Governing Board or Executive Committee;

(ix) A material failure or refusal by the Director to faithfully and diligently perform the usual and customary duties of the Director's employment and to adhere to the provisions of this Agreement, which failure or refusal is not cured by the Director within thirty (30) days after written notice to the Director from the TPA Governing Board, or Executive Committee, of such failure or refusal; (x) Misconduct as defined in Section 443.036(29), Florida Statutes (2022), as amended from time to time. "Misconduct" is defined in Section 443.036(29), as:

irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed *in pari materia* with each other:

(a) Conduct demonstrating conscious disregard of an employer's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the employer expects of his or her employee. Such conduct may include, but is not limited to, willful damage to an employer's property that results in damage of more than \$50, or theft of employer property or property of a customer or invitee of the employer.

(b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent or shows an intentional and substantial disregard of the employer's interests or of the employee's duties and obligations to his or her employer.

(c) Chronic absenteeism or tardiness in deliberate violation of a known policy of the employer or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.

(d) A willful and deliberate violation of a standard or regulation of this state by an employee of an employer licensed or certified by this state, which violation would cause the employer to be sanctioned or have its license or certification suspended by this state.

(e)1. A violation of an employer's rule, unless the claimant can demonstrate that:

a. He or she did not know, and could not reasonably know, of the rule's requirements;

b. The rule is not lawful or not reasonably related to the job environment and performance; or

c. The rule is not fairly or consistently enforced.

2. Such conduct may include, but is not limited to, committing criminal assault or battery on another employee, or on a customer or invitee of the employer or committing abuse or neglect of a patient, resident, disabled person, elderly person, or child in her or his professional care.

b. Termination of Director without Cause and for TPA's Convenience. The TPA, by a majority of the entire Governing Board membership at a properly noticed meeting, may terminate the employment of Director without cause by directing written notice of termination to Director by certified U.S. mail, return receipt requested and postage prepaid or by hand delivery to the Director. Such termination may be accomplished without a disciplinary hearing other than for name clearing purposes.

In the event of such termination while the Director is ready, willing and able to perform the duties of TPA Executive Director, and although the TPA does not need cause for termination as provided in sub-section b., the TPA shall pay Director a sum equal to 20 weeks of severance pay (*i.e.*, calculated based on the then current annual rate of pay ~~divided by 52 weeks times 20 weeks~~) that the Director would earn for employment pursuant to this Agreement. Consistent with Section 215.425, Florida Statutes (2022), as used in this Section 7.b., the term "severance pay" means the actual or constructive compensation, including salary, benefits, or perquisites, for employment services yet to be rendered which is provided to an employee who has recently been or is about to be terminated. The term does not include compensation for:

1. Earned and accrued annual, sick, compensatory, or administrative leave;
2. Early retirement under provisions established in an actuarially funded pension plan subject to part VII of Chapter 112, Florida Statutes; or
3. Any subsidy for the cost of a group insurance plan available to an employee upon normal or disability retirement that is by policy available to all employees of the unit of government pursuant to the unit's health insurance plan. This subparagraph may not be construed to limit the ability of the TPA to reduce or eliminate such subsidies.

Payment of the severance pay shall be paid to the Director after deductions for income tax, social security, and other applicable payments due, if any. This termination or severance pay shall be paid in lump sum within forty-five (45) days from the notice of termination. Alternatively, at the promptly made election of the Director, payment may be made by and in the amount of regular payroll checks until all monies provided for by this paragraph and Section 215.425, Florida Statutes, have been paid to the Director, less any deductions provided by law. Upon termination and payment of the severance pay, it is agreed by the Director and the TPA that

the TPA shall be relieved of any further liability to the Director for pay, charges, penalties, damages, compensation or otherwise. Pursuant to Section 215.425(4), Florida Statutes, the Director may not receive severance pay when the Director has been fired for misconduct as defined in Section 443.036(29), Florida Statutes, by the TPA.

* * *

e. Permanent Disability. If the Director is permanently disabled or is otherwise unable to perform the Director's duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) days beyond any leave protected by the Family Medical Leave Act and accrued sick leave and annual, the TPA shall have the option to terminate this Agreement. The Director shall be compensated upon termination as provided in Section 5. b. above. Upon payment of said compensation, the TPA shall be free of all liability to the Director.

4. Interpretation. In interpreting this amendment to the Employment Agreement, underlined words indicate additions to existing text, and ~~stricken through~~ words include deletions from existing text.

5. Effective Date. This Agreement shall become effective upon approval by the TPA Governing Board and execution by both parties.

IN WITNESS WHEREOF, the TPA has caused this Agreement to be signed by its authorized officer, and this Agreement has been executed in duplicate, the day, month, and year set forth below.

ATTEST:

TPA:

Amanda K. Williams, TPA
Agency Clerk

PALM BEACH MPO, d/b/a Palm Beach
Transportation Planning Agency

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Robert Weinroth, its Chair

Weiss Serota Helfman Cole
& Bierman, P.L.

Date: _____, 2022

By: _____
Paul R. Gougelman, Esq
TPA General Counsel

EXECUTIVE DIRECTOR:

Valerie Neilson

Date: _____, 2022

EMPLOYMENT AGREEMENT – EXECUTIVE DIRECTOR

THIS AGREEMENT is made and entered into this 21st day of July, 2022, between the Palm Beach MPO, d/b/a the Palm Beach Transportation Planning Agency (herein: the “TPA”), an agency created pursuant to federal and state law, through its Governing Board ((herein: the “Governing Board”) whose address is 301 Datura Street, West Palm Beach, Florida, 33401, and Valerie Neilson, whose address is 6022 Night Heron Court, Greenacres, Florida 33415 (herein: the “Director”). This Agreement implements the desire of the TPA to employ Valerie Neilson as its Executive Director, and Valerie Neilson's desire to accept such employment with the TPA. This Agreement sets out the parties' understanding of the general terms and conditions of such employment.

IN WITNESS WHEREOF, IT IS AGREED AS FOLLOWS:

1. TERM.

a. Initial Term. The TPA hereby employs Valerie Neilson as its Executive Director, and Valerie Neilson hereby accepts such employment, for a period of three (3) years beginning on August 1, 2022, and expiring on July 29, 2025 (herein: the “Initial Term”).

b. Renewal. Upon completion of the Initial Term specified in Section 1.a above, including any extensions, the TPA shall have the option to renew this Agreement for one subsequent two (2) year term, unless either party provides ninety (90) day advance written notice of intent not to renew the Agreement for a subsequent term. In the event either party gives notice of nonrenewal pursuant to this Section 1.b, this Agreement will expire at the end of the Initial Term. The effect of this renewal provision is that the TPA and the Director shall have an ongoing agreement for a total five (5) year Agreement.

2. DUTIES.

a. General Duties. The Director shall be responsible to the Executive Committee and the Governing Board to supervise the TPA staff in performing or to perform:

(1) The general duties and responsibilities outlined in and consistent with the mission of the TPA, its adopted Unified Planning Work Program, TPA Strategic Plan, and all relevant federal, state and local laws:

(2) All duties and responsibilities as set forth in the Interlocal Agreement for Creation of the Metropolitan Planning Organization recorded on October 26, 2015, in Official Records Book 27885, Page 1538, Public Records of Palm Beach, Florida, as amended or superseded from time to time;

(3) All duties and responsibilities as set forth in TPA Operating Procedures adopted on May 19, 2022, as amended or superseded from time to time;

(4) All duties and responsibilities as set forth in TPA Personnel Handbook adopted on July 18, 2019, as amended or superseded from time to time;

(5) All duties and responsibilities as set forth in TPA Procurement Policy adopted on December 14, 2017, as amended or superseded from time to time;

(6) All duties and responsibilities as set forth in TPA Financial Policies adopted on June 16, 2022, as amended or superseded from time to time;

(7) Such additional tasks as may be assigned to the Director from time to time by the TPA; and

(8) The job duties set forth in the Executive Director Job Description, attached hereto as Exhibit "A" and incorporated herein by this reference. The Executive Director Job Description may be revised from time to time at the discretion of the TPA. At the request of the Director, issues such as compensation may be re-opened for further negotiation by the TPA operating through its Executive Committee and the Director, if the job description is materially amended or amended to add additional job duties.

b. Supervision and Discipline of the Director. The Governing Board by virtue of this Agreement delegates to the TPA Executive Committee the authority to supervise the Director, to approve the Director's time sheets, to evaluate the Director from time to time, to recommend to the Governing Board pay adjustments, to recommend to the Governing Board amendments to this Agreement, and to suspend or discipline the Executive Director, all as may be appropriate from time to time. Extension of this Agreement, termination of this Agreement, or termination of the Director, shall be powers reserved to the Governing Board, as may be appropriate.

Director to Serve as Chief Executive Officer. The Director shall serve as the chief executive officer of the TPA with authority to hire, evaluate, promote, discipline, demote, and/or terminate any TPA employee. The Director shall be employed to perform work pursuant to this Agreement, as a salaried/full-time employee routinely performing at least forty (40) hours of work, usually Monday through Friday, TPA holidays excluded. The Director is responsible for conducting the transportation planning process to enhance the transportation network of Palm Beach County over the short and long-term future, which includes engaging the public, planning the system, prioritizing funding, implementing projects, and collaborating with partners. Additionally, the Director shall perform such other duties customary to the position and as may be reasonably designated by the Governing Board, the Executive Committee, and/or the TPA Chair, from time to time; provided, that such other duties do not constitute a material departure from the general duties and responsibilities set forth and referenced in this Section 2. Except as otherwise provided herein with regard to preparation of the annual evaluation of the Director, the Executive Committee and the Governing Board shall be the sole judge of the performance of the Director; provided, that the Governing Board may from time to time delegate its powers to the TPA Executive Committee.

c. Devotion to Duty. The Director shall remain in exclusive employment of the TPA until termination of this Agreement and shall not accept or become employed by any other employer until said termination. The term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on the Director's time off, not in excess of ten (10) hours per week in a non-conflicting capacity in accordance with the provisions of Section 112.311, *et seq.*, Florida Statutes, and other applicable laws and regulations. During the term of this Agreement, the Director shall not participate in any political campaign or hold office in any political party or organization.

3. SALARY AND BENEFITS.

a. Base Salary. The TPA shall pay the Director an initial gross base salary of \$183,750.00 annually, payable in regular installments each year. Any Cost of Living Adjustments (herein: "COLA") approved by the Governing Board for all TPA employees shall also be applied to the Director's base salary, which upon approval shall become the new base salary of the Director. Payment of the foregoing annual salary shall be made in substantially equal installments on a monthly or bi-weekly basis, in the same manner as paid to general employees of the TPA. If the Director is ever terminated, terminates this Agreement, or is suspended without pay, further payments of wages are terminated or suspended, except as otherwise provided in this Agreement. The foregoing sentence shall survive the termination of this Agreement.

b. Merit Increases. The TPA Executive Committee will conduct an annual performance review and determine if a merit increase is to be recommended to the Governing Board based upon performance and considering national and Florida MPO Executive Director compensation data as well as pay for comparable community positions. A merit increase may be a percentage increase applied to the base salary, as adjusted from time to time, and/or a one-time incentive award, at the discretion of the TPA. The parties recognize that a supplemental one-time payment, at the sole discretion of the TPA Governing Board, is a reasonable manner of recognition for the Director's value to the TPA and superior performance. The parties further recognize that one-time, lump-sum performance bonuses shall be paid consistent with Section 215.425, Florida Statutes, as amended from time to time, and subject to the standards and requirements set forth in any personnel management system prepared from time to time for the TPA, all as amended from time to time or superseded. The Executive Committee will present the proposed merit increase, if any, to the TPA Governing Board for its approval or disapproval in its absolute discretion. Documentation of the performance review shall be placed in the Director's personnel file.

c. Deferred Income. In addition to the base salary, the Director shall earn \$13,750.00 annually in deferred income while employed under this Agreement. The deferred income contribution shall be made in prorated payments during each pay period to a Deferred Income Account chosen jointly by the Director and the TPA. All contributions to and interest earned by this account are governed by and subject to federal and state statutes. The Director's right to such account shall not be affected by the termination of employment with the TPA for any reason whatsoever. The Director shall also accrue benefits pursuant to the Florida Retirement System as a TPA employee.

e. Benefits. The Director shall be entitled to all benefits accruing to TPA employees pursuant to the TPA's Personnel Handbook, as amended from time to time, except to the extent modified by this Agreement. In the event that a new fringe benefit is made available to other similarly situated TPA employees, at the request of the Director, this Agreement may be re-opened for negotiation of a possible extension of that benefit to the Director.

4. RULES OF CONDUCT. The Director shall be governed by the policies adopted by the TPA and included in the TPA's Personnel Handbook, as amended or revised from time to time.

5. PAID LEAVE. The Director shall be entitled to Paid Leave in accordance with the TPA's Personnel Handbook, except that Vacation Leave shall be accrued at a rate of 18 days earned per year at 6+ years of agency employment (5.5 hours of vacation leave per pay period) until the Director reaches 10+ years of agency employment at which time Vacation Leave shall be accrued at a rate of 24 days earned (7.4 hours of vacation leave per pay period). The Director shall also be provided an initial Sick Leave balance calculated at 5% of the employee's scheduled hours per pay period, not to exceed four (4) hours prepay period (*i.e.* maximum accumulation of 480 hours). The Director shall be allowed annually to sell back to the TPA a maximum of four (4) weeks of accumulated Vacation Leave in excess of the maximum accumulated amount specified in the TPA's Personnel Handbook, at the hourly salary rate at the time of the sale. The Director shall be permitted to carry over any existing paid leave and sick leave earned but unused while serving as the Interim Executive Director.

6. PROFESSIONAL DEVELOPMENT. In support of the TPA's interests, the Director shall attend and participate in appropriate professional meetings, conferences, and seminars at the local, state, and national levels with the reasonable expenses for such attendance borne by the TPA in accordance with the TPA's policies and state and federal law. The TPA shall pay membership fees and dues as funded in the discretion of the Governing Board by the annual TPA budget for the Director. Said professional meetings, conferences, and seminars shall be for the purpose of improving the Director's performance of required duties, and to maintain professional knowledge and skills. The Director may hold offices or accept responsibilities in professional organizations in professional organization; provided, that such responsibilities do not interfere with the performance of the required duties as Director.

7. TERMINATION AND SEVERANCE PAY.

a. Termination of Director for Cause. The TPA may terminate the Director "for cause." In the event that the TPA terminates the Director for cause as set forth above, the Director shall receive no severance payment from the TPA. In the event the TPA terminates the Director for cause then the Director will be given a written copy of the particulars and shall have the right to appear in public before the Governing Board and present evidence and argument concerning said allegations. After such hearing, if a majority of the entire Governing Board finds there is cause to terminate the Director and terminates the Director, then the Director shall not be entitled to severance pay. Said hearing shall be held within sixty (60) days of the notice of termination, unless the TPA and the Director agree to a later date.

For the purpose of this Section 7. a., the term "for cause" shall include any of the following: (i) Malfeasance; (ii) Misfeasance; (iii) Neglect of duty; (iv) Conviction for, or admission to having committed the crime of a misdemeanor or a felony. A plea of *nolo contendere* shall for the purposes of this Agreement be construed to be the admission to having committed the crime of a misdemeanor or a felony. A determination by a court of

law withholding judgment for the purposes of this Agreement shall be construed to be the conviction of a misdemeanor or a felony; (v) Unprofessional, unethical, immoral, or fraudulent conduct, if said conduct has a material adverse effect on the TPA's business or reputation; (vi) Engaging in sexual harassment as admitted to by the Director or as determined by a governmental body or a judicial or administrative forum, after a hearing at which the Director was given an opportunity to be heard in her defense; (vii) a material failure or refusal by the Director to comply with the TPA policies and procedures or directives of the TPA Governing Board or Executive Committee, which failure or refusal is not cured by the Director within thirty (30) days after written notice to the Director from the TPA Governing Board, or Executive Committee, of such failure or refusal; (viii) The Director's sanctioning of conduct by any TPA employee under the Director's authority that constitutes a material violation of the TPA policies, procedures, or directives, that is not reproofed by the Director in a reasonable manner within a reasonable period of time after notice to the Director by the TPA Governing Board or Executive Committee; (ix) A material failure or refusal by the Director to faithfully and diligently perform the usual and customary duties of the Director's employment and to adhere to the provisions of this Agreement, which failure or refusal is not cured by the Director within thirty (30) days after written notice to the Director from the TPA Governing Board, or Executive Committee, of such failure or refusal; (x) Misconduct as defined in Section 443.036(29), Florida Statutes (2022), as amended from time to time. "Misconduct" is defined in Section 443.036(29), as:

irrespective of whether the misconduct occurs at the workplace or during working hours, includes, but is not limited to, the following, which may not be construed *in pari materia* with each other:

(a) Conduct demonstrating conscious disregard of an employer's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the employer expects of his or her employee. Such conduct may include, but is not limited to, willful damage to an employer's property that results in damage of more than \$50, or theft of employer property or property of a customer or invitee of the employer.

(b) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the employer's interests or of the employee's duties and obligations to his or her employer.

(c) Chronic absenteeism or tardiness in deliberate violation of a known policy of the employer or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.

(d) A willful and deliberate violation of a standard or regulation of this state by an employee of an employer licensed or certified by this state, which violation would cause the employer to be sanctioned or have its license or certification suspended by this state.

(e)1. A violation of an employer's rule, unless the claimant can demonstrate that:

a. He or she did not know, and could not reasonably know, of the rule's requirements;

b. The rule is not lawful or not reasonably related to the job environment and performance; or

c. The rule is not fairly or consistently enforced.

2. Such conduct may include, but is not limited to, committing criminal assault or battery on another employee, or on a customer or invitee of the employer or committing abuse or neglect of a patient, resident, disabled person, elderly person, or child in her or his professional care.

b. Termination of Director without Cause and for TPA's Convenience. The TPA, by a majority of the entire Governing Board membership at a properly noticed meeting, may terminate the employment of Director without cause by directing written notice of termination to Director by certified U.S. mail, return receipt requested and postage prepaid or by hand delivery to the Director. Such termination may be accomplished without a disciplinary hearing other than for name clearing purposes.

In the event of such termination while the Director is ready, willing and able to perform the duties of TPA Executive Director, and although the TPA does not need cause for termination as provided in sub-section b., the TPA shall pay Director a sum equal to 20 weeks of severance pay (*i.e.*, calculated based on the then current annual rate of pay divided by 52 weeks times 20 weeks) that the Director would earn for employment pursuant to this Agreement. Consistent with Section 215.425, Florida Statutes (2022), as used in this Section 7.b., the term "severance pay" means the actual or constructive compensation, including salary, benefits, or perquisites, for employment services yet to be rendered which is provided to an employee who has recently been or is about to be terminated. The term does not include compensation for:

1. Earned and accrued annual, sick, compensatory, or administrative leave;

2. Early retirement under provisions established in an actuarially funded pension plan subject to part VII of Chapter 112, Florida Statutes; or

3. Any subsidy for the cost of a group insurance plan available to an employee upon normal or disability retirement that is by policy available to all employees of the unit of government pursuant to the unit's health insurance plan. This subparagraph may not be construed to limit the ability of the TPA to reduce or eliminate such subsidies.

Payment of the severance pay shall be paid to the Director after deductions for income tax, social security, and other applicable payments due, if any. This termination or severance pay shall be paid in lump sum within forty-five (45) days from the notice of termination. Upon termination and payment of the severance pay, it is agreed by the Director and the TPA that the TPA shall be relieved of any further liability to the Director for pay, charges, penalties, damages, compensation or otherwise. Pursuant to Section 215.425(4), Florida Statutes, the Director may not receive severance pay when the Director has been fired for misconduct as defined in Section 443.036(29), Florida Statutes, by the TPA.

c. Termination by Director. In the event that the Director voluntarily resigns before the expiration of the term of the Agreement, the Director shall provide the TPA with ninety (90) days written notice of such resignation. Upon receipt of such notice, the TPA may, at its option, require the Director to terminate employment at an earlier date than set forth in the resignation notice, but the Director shall be entitled to receive the remaining

salary and benefits provided for herein during the aforesaid ninety (90) day notice period. The Director may terminate employment with the TPA by directing *written* notice of termination to the Chairman of the Governing Board by personal, hand delivery or by certified U.S. mail, return receipt requested and postage prepaid. In the event of such termination, the Director shall not be entitled to receive the severance pay. The agrees to give at least sixty (60) calendar days written notice from the date of dispatch of the afore-mentioned notice prior to termination, unless the Governing Board waives all or part of said time period. If the Director gives less than sixty (60) calendar days' notice of her intent to terminate employment, the TPA shall be entitled to retain as liquidated damages any sums that would otherwise be due to the Director as termination compensation or severance pay under Section 5. of this Agreement. This section shall survive the termination of this Agreement.

d. Suspension. The Governing Board or the TPA Executive Committee, reserves the right to suspend the Director with or without compensation under the conditions of the Personnel Policy of the TPA, as amended from time to time. In an emergency situation, the Chair may temporarily suspend the Director until further action may be undertaken by the Executive Committee or the Governing Board. A copy of the TPA regulations relating to discipline and applicable to the Director is Section 3.6 of the Personnel Handbook, as amended from time to time. Notwithstanding the foregoing and in addition thereto, the Director may be temporarily suspended with or without pay from employment while the Governing Board or the Executive Committee, investigates any facts or circumstances which might constitute a basis for a "for cause" termination, for malfeasance, for misfeasance, or for neglect of duty. In the event of any suspension, the TPA shall give the Director written notice thereof stating in reasonable detail the nature of such facts or circumstances it is investigating. Although a suspension pursuant hereto may take place immediately, the Director may contest the suspension and has a right to a prompt hearing within a reasonable period of time before the Governing Board, the Executive Committee, or either bodies' designee, as determined by the TPA.

e. Permanent Disability. If the Director is permanently disabled or is otherwise unable to perform the Director's duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) days beyond any accrued sick leave and annual leave, the TPA shall have the option to terminate this Agreement. The Director shall be compensated upon termination as provided in Section 5. b. above. Upon payment of said compensation, the TPA shall be free of all liability to the Director.

f. This section shall survive the termination of this Agreement.

8. AUTOMOBILE AND EQUIPMENT.

a. The TPA shall provide the Director with a laptop computer for business use. Upon termination of this Agreement, the laptop computer shall be returned to the TPA in the same condition as when the computer was issued, normal wear and tear accepted.

b. The DIRECTOR shall receive no automobile reimbursement, but the DIRECTOR is eligible to receive travel reimbursement for TPA-related business travel

subject to applicable Federal, State of Florida, and TPA policy requirements and provided that funds have been budgeted in the TPA's annual budget document.

9. INSURANCE COVERAGE. The TPA shall make all life, accidental death, health and short and long term disability insurance coverage which is generally available to the TPA staff available to the Director upon the same terms and conditions; provided, that the meets all health, insurance, and other screening criteria routinely applied to similarly situated employees.

10. INDEMNIFICATION. To the extent permitted by Section 111.07, Florida Statutes, the TPA will provide an attorney to defend any civil action arising from a complaint for damages or injury suffered as a result of any act or omission of action by or of the Director for an act or omission arising out of and in the scope of its employment or function, unless, the Director has acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. Defense of such civil action includes, but is not limited to, any civil rights lawsuit seeking relief personally against the Director for an act or omission under color of state law, custom, or usage, wherein it is alleged that the Director has deprived another person of rights secured under the Federal Constitution or laws. Any attorney's fees paid from public funds for the Director who is later found to be personally liable by virtue of acting outside the scope of its employment, or was acting in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property, are subject to recovery by the TPA in a civil action against the Director, or as a provision of this Agreement must be promptly remunerated to the TPA by the Director. This section shall survive the termination of this Agreement.

11. 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 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: Chairman
Palm Beach Transportation Planning Agency
301 Datura Street
West Palm Beach, FL 33401

If to the Director: Valerie Neilson
6022 Night Heron Court
Greenacres, Florida 33415

c. 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 11.b. by hand delivery, or by U.S. certified mail, postage prepaid, return receipt requested.

d. 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 11., but the change is not effective until the change notice is actually received by the other party.

e. 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.

12. GENERAL CONTRACTUAL PROVISIONS.

a. The text of this document shall constitute the entire agreement between the parties. This Agreement shall become effective when signed by the last party to the Agreement.

b. The invalidity or unenforceability of any provision of this Agreement shall in no way affect the validity or enforceability of any other provision. Said invalid or unenforceable word, sentence, or term, shall be stricken from this Agreement, and this Agreement shall be read as if said invalid or unenforceable word, sentence, or term, does not exist.

c. This Agreement shall be construed in accordance with the laws of the State of Florida.

d. This Agreement shall not be read or construed more harshly against either party hereto, because both parties have participated in the wording and negotiation of the terms of this Agreement.

e. Venue and the forum for any legal proceedings on this Agreement shall be in the Circuit Court, 15th Circuit, in and for Palm Beach County, Florida, or the U.S. District Court, Southern District of Florida.

e. The paragraph headings are for reference and convenience only and shall have no effect in any construction of this Agreement.

g. This Agreement supersedes all other agreements, either oral or written, between the parties regarding the subject matter hereof. All rights granted to the Director under this Agreement are personal, and neither this Agreement nor any of the rights arising hereunder may be transferred or assigned by the Director, voluntarily or

involuntarily, without the consent of the TPA. Notwithstanding the foregoing, the TPA may assign any or all of the duties, responsibilities, rights, or privileges in this Agreement, through legal constructs, including Interlocal Agreements to other agencies of its choosing, contingent on compliance with applicable federal and state laws.

13. 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, the Director certifies that said Director, the Director's 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.

14. DISCRIMINATORY VENDOR LIST. The Director hereby certifies that it has not been placed on Florida's Department of Management Services' Discriminatory Vendor List as provided under Section 287.134, Florida Statutes.

15. TITLE VI – NONDISCRIMINATION POLICY STATEMENT. During the performance of this Agreement, the Director agrees for the Director, the Director's assignees and successors in interest states and affirms as follows:

a. Compliance with Regulations. The Director shall comply with the nondiscrimination regulations applicable to federally assisted programs of the U.S. Department of Transportation ("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. As required by 49 CFR 26.13, the Director is advised that the TPA shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any DOT-assisted contract or in the administration of its DBE ("Disadvantage Business Enterprise") program or the requirements of 49 CFR Part 26. The TPA shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

b. Nondiscrimination. The Director, 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 familial status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Director shall not participate either directly or indirectly in the discrimination prohibited by the Regulations established at 49 CFR 21, as they may be amended from time to time, 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 Director, 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 Director of the Director's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or familial status.

d. Information and Reports. The Director 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 ("FDOT"), Federal Highway Administration ("FHWA"), Federal Transit Administration ("FTA"), Federal Aviation Administration ("FAA"), and/or the Federal Motor Carrier Safety Administration ("FMCSA") to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Director is in the exclusive possession of another who fails or refuses to furnish this information, the Director shall so certify to FDOT, FHWA, FTA, FAA, and/or FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance. In the event of the Director's noncompliance with the nondiscrimination provisions of this Agreement, FDOT may impose such contract sanctions as it or FHWA, FTA, FAA, and/or FMCSA may determine to be appropriate, including, but not limited to: 1. Withholding of payments to the Director until the Director complies; and/or 2. Cancellation, termination or suspension of the Agreement, in whole or in part.

f. Incorporation of Provisions. The Director shall include the provisions of paragraphs a. through e. of this Section in every subcontract, including procurements of materials and leases of equipment, the Director personally enters into as opposed to as an official of the TPA, unless exempted by the Regulations, or directives issued pursuant thereto. This provision does not authorize a subcontract. The Director shall take such action with respect to any subcontract or procurement as FDOT, FHWA, FTA, FAA, and/or FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event the Director becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Director may request FDOT to enter into such litigation to protect the interests of FDOT, and, in addition, the Director may request the United States to enter into such litigation to protect the interests of the United States.

g. The Director 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 Director does hereby represent and certify that the Director 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 Director shall report to the Executive Committee all grievance or complaints pertaining to the Director's actions and obligations under this Section to the TPA.

16. CONFLICT OF INTEREST.

a. The Director represents that the Director 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 *et seq.*, Florida Statutes. The Director further represents that no person having any such interest shall be employed to assist in the performance of this Agreement.

b. The Director shall promptly notify the TPA Governing Board's Chair, in writing, by U.S. certified mail, return receipt requested or by hand delivery, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the Director'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 Director 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 Director. The TPA Board Chair may notify the Director of its opinion as to whether a conflict exists under the circumstances identified by the Director. If, in the opinion of the TPA Governing Board Chair or the TPA's Executive Committee, the prospective business association, interest or circumstance would constitute a conflict of interest by the Director, then the Director shall immediately act to resolve or remedy the conflict. If the Director shall fail to do so, the TPA may terminate this Agreement for cause.

c. The Director shall not enter into any contract, subcontract, or arrangement personal to the Director in connection with its work with the TPA or any property included or planned to be included in the TPA work, with any officer, agent or employee of the TPA or any business entity of which the officer, agent, or employee or the officer's, agent's or employee's spouse or child is an officer, partner, agent, or proprietor or in which such officer, agent or employee or the officer's, agent's or employee's spouse or child, or any combination of them, has a material interest. "Material Interest" means direct or indirect ownership of one percent (1%) or more of the total assets or capital stock of any business entity.

d. The Director shall not enter into any contract or arrangement personal to the Director in connection with the TPA's work, 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, agent, or employee of the TPA.

e. The Director agrees for itself in the Director's personal capacity and shall insert in all contracts entered into in connection with the TPA work or any property included or planned to be included in the TPA work, 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."

17. CONTINGENT FEES. The Director warrants that it has not employed or retained any company or person, 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 Director, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

18. 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 Director 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.

b. If any funds other than federal appropriated funds have been paid to the Director 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 Director 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 Director shall include the two (2) above-stated clauses modified to show the particular contractual relationship, in all subcontracts personal to the Director that it enters into related to the Work.

19. RESTRICTIONS, PROHIBITIONS, CONTROLS, AND LABOR PROVISIONS.

a. Federal Participation. It is understood and agreed that, in order to permit TPA participation in the expenditure of Federal PL Funds, this Agreement may be subject to the approval of FHWA or FDOT. It is understood and agreed that, in order to permit TPA participation in the expenditure of Federal PL Funds, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the Work to be performed hereunder without the approval of FHWA or as otherwise provided for in this section.

b. Inspection, Review, Approval, and Audit. It is understood and agreed that all rights of the FDOT or FHWA relating to inspection, review, approval, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.

c. Record-keeping and documentation retention. The DOT and the TPA shall prepare and retain all records in accordance with the federal and state requirements,

including but not limited to 2 CFR Part 200, 23 CFR Part 420, 49 CFR Part 18, 49 CFR 18.42, and Chapter 119, Florida Statutes, all as amended from time to time.

d. Prohibited Interests. Neither the TPA nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement in connection with this Agreement, in which a member, officer, or employee of the TPA, either during his or her tenure or for one year thereafter, has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to the TPA and such disclosure is entered in the minutes of the TPA, the TPA may waive the prohibition contained in this paragraph; provided, that any such present member, officer, or employee shall not participate in any action by the TPA or the locality relating to such contract, subcontract, or arrangement.

20. NO GOVERNMENT OBLIGATION TO THIRD PARTIES.

a. The Director agrees, absent express written consent of the Federal Government, that the Federal Government is not a party to this Agreement 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 Employment Agreement or purchase order related thereto. The Director agrees to include a similar provision in each subcontract (if any) which must be approved by the TPA and which is financed in whole or in part with federal assistance provided by FTA. The foregoing sentence does not authorize a subcontract.

b. Program Fraud and False or Fraudulent Statements. The Director acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 USC §3801, *et seq.*, and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its activities in connection with this Agreement. Upon execution of this Agreement, the Director 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 any Work Order is being performed. In addition to other penalties that may apply, the Director acknowledges that if he 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. The Director also acknowledges that if the Director 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. The Director agrees to include the above stated provisions in each subcontract financed in whole or in part with federal assistance provided by the FTA. The Director shall not modify the above stated provisions except to identify the subcontractor who will be subject to the provision.

c. Federal Changes. The Director 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 Agreement. The Director's failure to so comply shall constitute a material breach of this Agreement. The Director agrees to include the above stated provision in each subcontract; provided, that this provision shall not be interpreted to authorize a subcontract.

d. Incorporation of FHWA and 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, FHWA, 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 arising from this Agreement as described in FTA Circular 4220.1F, and applicable federal law. Anything to the contrary herein notwithstanding, all FHWA and FTA mandated terms shall be deemed to control in the event of a conflict with any other provisions contained in this Agreement. The Director 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 Joint Planning Agreement with FDOT or any FHWA or FTA terms and conditions applicable to this Agreement. The Director agrees to include the above stated provision in each subcontract financed in whole or in part with FTA assisted funding; provided, that this provision shall not be construed to authorize any subcontract without TPA approval.

e. 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 Director, but the Florida Department of Transportation and the U.S. Department of Transportation shall be a beneficiary hereunder.

SECTION 21. UNAUTHORIZED ALIEN WORKERS. The TPA will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a (Section 274a of the Immigration and Nationality Act "INA"). Upon a contractor's employment of unauthorized aliens, the TPA may immediately terminate this Agreement. The Director hereby affirms and represents to the TPA, that the Director is not unauthorized alien worker operating in violation of 8 U.S.C. Section 1324a (Section 274a of the Immigration and Nationality Act "INA").

SECTION 22. CIVIL RIGHTS. The following requirements apply to this Agreement:

a. 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, the Director 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, the Director agrees to comply with all applicable federal implementing regulations and any other implementing requirements FTA may issue.

The TPA does not discriminate on the basis of race, color, national origin, sex, age, religion, disability and family status. Those with questions or concerns about nondiscrimination, those requiring special assistance under the Americans with Disabilities Act (ADA), or those requiring language assistance (free of charge) should contact [enter Title VI/Nondiscrimination Coordinator or Public Information Office] at (561) 475-2981 or Info@PalmBeachTPA.org.

b. Equal Employment Opportunity:

(1) 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, the Director 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. The Director 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.

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. In addition, the Director agrees to comply with any implementing requirements Federal Transit Administration may issue.

(2) 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, the Director agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Director agrees to comply with any implementing requirements FTA may issue.

(3) Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 USC §12112, the Director 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, the Director agrees to comply with any implementing requirements FTA may issue.

SECTION 23. 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, the Director is required to verify that it nor its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, is excluded or disqualified as defined at 49 CFR 29.940 and 29.945 and does so hereby certify. The Director 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. The Director further agrees to include a provision requiring such compliance in its subcontracts or any lower tier covered transaction it enters into.

SECTION 24. 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. The Director agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §7401, *et seq.* The Director 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. The Director further agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.

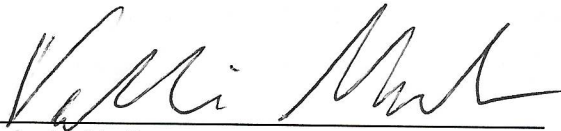
SECTION 25. CLEAN WATER. If this Agreement is valued at \$100,000 or more, the Director agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 *et seq.* The Director agrees to report each violation to 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. The Director also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.

SECTION 26. ENERGY CONSERVATION. The Director 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.

SECTION 27. SEAT BELTS. The Director will use and promote on-the-job seat belt use policies and programs for itself and other personnel that operate Director-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, the Director is will 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; (c) U.S. DOT provisions pertaining to Distracted Driving as set forth in said orders; and Section 316.614, Florida Statutes, as amended from time to time.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this day and year.

DIRECTOR:



Valerie Neilson

WITNESS FOR DIRECTOR:

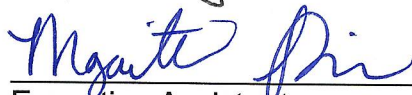


PALM BEACH MPO, d/b/a Palm Beach
Transportation Planning Agency

By: 

Robert Weinroth, its Chair

WITNESS FOR TPA:



Executive Assistant
Margarita Pierce, TPA

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Weiss Serota Helfman Cole
& Bierman, P.L.

By: 

Paul R. Gougelman, Esq.
TPA General Counsel

EXECUTIVE DIRECTOR

FLSA Classification	Exempt (Administrative)
Reports to	Palm Beach TPA Governing Board
Type	Regular, Full-time
Date Prepared	INSERT DATE
Date Modified	N/A

General Statement of Position:

The Executive Director is responsible to the 21-member Palm Beach TPA Governing Board (the "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. They have 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.

Position duties include:

- Provide overall staffing and management of the TPA's leadership team and indirectly supervise and support all TPA staff.
- Organize meetings, prepare agendas and supporting materials.
- Provide technical and administrative support in response to decisions resulting from Governing Board meetings.
- Provide leadership through the Governing Board to refine and implement the TPA's transportation vision.
- Advance the TPA's Strategic Plan goals through specific actions and achievement of targeted outcomes.
- Maintain the TPA's Long Range Transportation Plan (LRTP), List of Priority Projects (LOPP) and Transportation Improvement Program (TIP).

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

Minimum Qualifications:

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

Education and Experience:

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.

Certificates, Licenses, Registrations

Must have or maintain a valid Florida Driver's License and maintenance of clean driving record.

Knowledge

- Knowledge and understanding of federal and state transportation planning processes and programs
- State statutes related to transportation planning and programming
- Governmental budgeting and fiscal policy
- Multimodal Transportation Systems

Skills

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

Abilities

- Build strong relationships with others in the transportation community, government, and interest groups
- Anticipate needs of the membership and proactively initiate solutions while keeping the Governing Board informed
- Manage, lead, and supervise staff
- Function as policy advisor on federal and statewide transportation planning activities
- Responsibly manage multiple and diverse programs and planning activities with a variety of government and private agencies
- Awareness of proposed legislation and rulemaking notices and understanding of their impacts on transportation and work with lobbyists towards the mission and vision of the TPA
- Explain complex issues in "plain speak"
- Lead, encourage and empower employees to achieve at their highest level

Benefits

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

Working Conditions

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

- Environment:
 - The work is generally performed within an office environment.
 - Lighting and temperatures are typically adequate, and there are little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
 - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:

- The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
- The ability to lift and carry 20 pounds as occasionally required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.
- Work Authorization/Security Clearance
 - The employee must successfully pass a criminal and credit background.
 - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
 - The TPA is a drug-free workplace as provided in Section 440.101 *et seq.*, Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

Other Duties

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

ACKNOWLEDGEMENT:

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

PRINTED NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

(Date)

TPA RESOLUTION 2022-17

A RESOLUTION APPROVING AMENDMENT 1 TO THE FISCAL YEAR (FY) 2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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, both 23 U.S.C. §134(j) and 23 CFR §450.326 mandate that the TPA develop and update a TIP at least every 4 years that reflects the investment priorities of the TPA's adopted Long Range Transportation Plan and covers a period of no less than 4 years; and

WHEREAS, the TPA's FY 23-27 TIP is a staged program encompassing a five-year period and including all regionally significant transportation improvements to all modes of travel in Palm Beach County as well as locally funded transportation improvement projects; and

WHEREAS, the TIP identifies projects for maintaining and improving the transportation system funded by federal, state and local sources in order to assist local governments with their transportation planning efforts; and

WHEREAS, the Florida Department of Transportation (FDOT) has requested approval of an amendment to recognize certain projects that were funded in FY 22 but not encumbered as programmed and to allow the remaining funds for these projects to be rolled for into FY 23, and to change the lengths of two (2) existing projects in the FY 23-27 TIP as shown in Exhibit A attached.

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 approves Amendment 1 to the FY 23-27 Transportation Improvement Program, attached hereto as "Exhibit A" and by this reference incorporated herein, and authorizes its Executive Director to execute any and all corresponding documents to memorialize this approval. This amendment does not affect or re-adopt any other provision of the TIP.

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 15th day of September 2022.

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

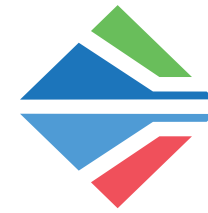
By: _____
Robert Weinroth, as its Chair

ATTEST:

Amanda K. Williams, TPA Executive Assistant

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Paul R. Gougelman, TPA General Counsel



PALM BEACH
Transportation
Planning Agency

2.A.2

TRANSPORTATION IMPROVEMENT PROGRAM

FY 2023-2027

Adopted June 16, 2022

Amendment #1 : FDOT Roll-Forward

PalmBeachTPA.org/TIP

Roll Forward TIP Amendment - Amendment #1

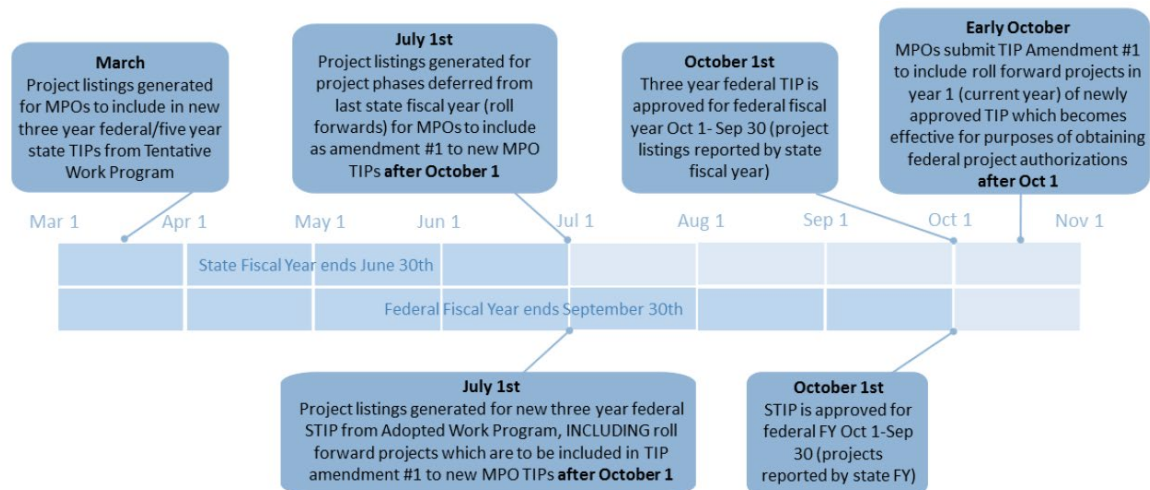
FDOT has requested an amendment to the Fiscal Year (FY) 23-27 TIP to Roll Forward unused FY 22 funds into FY 23. Approval of this amendment will restore consistency between the FDOT Work Program and the Palm Beach TPA's Transportation Improvement Program.

The Palm Beach TPA's Transportation Improvement Program (TIP) for Fiscal Years (FY) 2023-2027 was approved on June 16th, 2022 by the TPA Governing Board.

There are often project phases that were programmed in the previous fiscal year that do not get encumbered (prior to June 30). Federal Highway Administration (FHWA) funded projects automatically roll forward from the previous fiscal year to the new fiscal year in the Work Program but do not automatically roll forward in the TIP. To ensure that both the Work Program and TIP have a matching first year, FDOT is requesting approval of this roll forward amendment.

Unlike FHWA projects, transit projects do not automatically roll forward in the Work Program and subsequently into the TIP. The TPA has worked with transit partners to ensure funding that was not obligated in the previous year is accounted for in the new year in this amendment.

The graphic below, from the MPO Program Management Handbook, illustrates FDOT's requested Roll Forward timeline and relevant dates.



FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
2296646	SR-7 FROM 60TH ST TO NORTHLAKE BLVD	NEW ROAD CONSTRUCTION	RRU	-	24,420	24,420
			CST	109,213	58,455,351	58,564,564
			Total	109,213	58,479,771	58,588,984
2296647	SR-7 FROM OKEECHOBEE BLVD TO 60TH ST	ADD LANES & RECONSTRUCT	RRU	-	3,000	3,000
			CST	103,759	20,677,288	20,781,047
			Total	103,759	20,680,288	20,784,047
4483491	BOCA RATON PASSENGER RAIL STATION - BRIGHTLINE	RAIL CAPACITY PROJECT	CAP		16,350,000	16,350,000
			Total		16,350,000	16,350,000
4378781	MILITARY TRAIL/SR 809 AT FOREST HILL BLVD	INTERSECTION IMPROVEMENT	PE	-	2	2
			ROW	1,000,000	1,988,330	2,988,330
			RRU	-	13,083	13,083
			CST	44,931	127,377	172,308
			Total	1,044,931	2,128,792	3,173,723
4151581	WEST PALM BEACH SECTION 5309 TROLLEY BUSES	TRANSIT IMPROVEMENT	CAP		2,029,598	2,029,598
			Total		2,029,598	2,029,598
4331095	I-95 FROM SOUTH OF GLADES RD TO SOUTH OF LINTON BLVD	ADD SPECIAL USE LANE	RRU	-	424,267	424,267
			DSB	100,000	1,142,980	1,242,980
			INC	1,000,000	-	1,000,000
			Total	1,100,000	1,567,247	2,667,247
4358041	I-95 AT BOYNTON BEACH BLVD/SR-804	INTERCHANGE - ADD LANES	PE	-	36,335	36,335
			ROW	8,045,623	1,521,759	9,567,382
			PDE	-	2	2
			Total	8,045,623	1,558,096	9,603,719
2319321	I-95 AT GATEWAY BLVD	INTERCHANGE - ADD LANES	ENV	-	10,000	10,000
			PE	-	69,006	69,006
			ROW	1,522,741	1,339,402	2,862,143
			Total	1,522,741	1,418,408	2,941,149
4192511	BEELINE HWY/SR-710 FROM NORTHLAKE BLVD TO BLUE HERON BLVD/SR-708	ADD LANES & RECONSTRUCT	ENV	-	1,000,000	1,000,000
			PE	-	2,827	2,827
			ROW	-	110,624	110,624
			RRU	-	200,000	200,000
			CST	155,792,473	-	155,792,473
			Total	155,792,473	1,313,451	157,105,924
4347341	PALM BEACH COUNTY SEC 5307 CAPITAL NORTH FACILITY EXPANSION	TRANSIT IMPROVEMENT	CAP		1,189,100	1,189,100
			Total		1,189,100	1,189,100
4353841	I-95 AT LINTON BLVD	INTERCHANGE - ADD LANES	ROW	-	1,083,627	1,083,627
			DSB	-	67,166	67,166
			Total	-	1,150,793	1,150,793
4347351	PALM BEACH COUNTY SEC 5307 CAPITAL SOUTH FACILITY EXPANSION	TRANSIT CAPITAL FACILITY	CAP		1,100,000	1,100,000
			Total		1,100,000	1,100,000
4061435	FL TURNPIKE FROM WPB SERVICE PLAZA TO SOUTHERN BLVD	ADD LANES & RECONSTRUCT	ENV	290,000	-	290,000
			PE	500,000	1,046,593	1,546,593
			Total	790,000	1,046,593	1,836,593

FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
4124204	I-95 AT GLADES RD/SR-808	INTERCHANGE - ADD LANES	RRU	-	297,022	297,022
			DSB	-	99,357	99,357
			INC	480,000	400,000	880,000
			Total	480,000	796,379	1,276,379
4132651	I-95 AT CENTRAL BLVD	INTERCHANGE (NEW)	ENV	-	15,000	15,000
			PE	-	2,320	2,320
			ROW	5,722,551	641,346	6,363,897
			Total	5,722,551	658,666	6,381,217
4150035	US-27/SR-25 ASSET MANAGEMENT CONTRACT US-27 & BELLE GLADE	ROUTINE MAINTENANCE	CST		528,603	528,603
			Total		528,603	528,603
4132571	I-95 AT HYPOLUXO RD	INTERCHANGE - ADD LANES	PE	-	112,078	112,078
			ROW	116,762	302,779	419,541
			Total	116,762	414,857	531,619
4358031	I-95 AT NORTHLAKE BLVD	INTERCHANGE - ADD LANES	PE	-	56,501	56,501
			ROW	1,077,066	221,322	1,298,388
			RRU	500,000	-	500,000
			PDE	-	2	2
			Total	1,577,066	277,825	1,854,891
4363071	SOUTHERN BLVD/SR-80 AT FOREST HILL BLVD	ADD TURN LANE(S)	RRU		248,288	248,288
			CST		9,502	9,502
			Total		257,790	257,790
4211681	WEST PALM BEACH SECTION 5309 TROLLEY SHELTER	TRANSIT CAPACITY	CAP		247,500	247,500
			Total		247,500	247,500
4460191	PD&E STUDY OF INTCHG IMPROVEMENTS FOR TPK(SR91) AT	PD&E/EMO STUDY	PDE		233,350	233,350
			Total		233,350	233,350
4398421	US-27 FROM THE BROWARD/PALM BEACH COUNTYLINE TO MP 12.599	RESURFACING	CST		182,303	182,303
			Total		182,303	182,303
4416311	US-27 FROM HENDRY COUNTY LINE TO SR-80	RESURFACING	PE	-	3,731	3,731
			RRU	-	7,692	7,692
			CST	99,822	161,236	261,058
			Total	99,822	172,659	272,481
4417761	I-95 FROM S OF 10TH AVE N TO SR-882/FOREST HILL BLVD	ADV TRAVELER INFORMATION SYSTM	PE		3,593	3,593
			CST		125,253	125,253
			Total		128,846	128,846
4428911	US-1 OVER EARMAN RIVER BRIDGE	BRIDGE REPLACEMENT	ENV	-	9,750	9,750
			PE	-	8,317	8,317
			ROW	356,900	106,216	463,116
			CST	9,965,705	-	9,965,705
			Total	10,322,605	124,283	10,446,888
4182141	FL TURNPIKE FROM BROWARD COUNTY LINE TO NORTH OF GLADES	ADD LANES & RECONSTRUCT	ROW	-	117,065	117,065
			Total	-	117,065	117,065
4190132	SOUTHERN BLVD/SR-80 FROM WASHINGTON AVE TO A1A	LANDSCAPING	PE		7,376	7,376
			CST		106,826	106,826
			Total		114,202	114,202
4426242	FL TURNPIKE N OF DONALD ROSS RD TO MARTIN COUNTY	SAFETY PROJECT	PE		1,029	1,029
			CST		112,948	112,948
			Total		113,977	113,977

FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
4417221	SOUTHERN BLVD/SR-80 AT AUSTRALIAN AVE	INTERSECTION IMPROVEMENT	PE		1,337	1,337
			CST		100,389	100,389
			Total		101,726	101,726
4351581	SOUTHERN BLVD AT SANSBURY WAY/LYONS RD	INTERSECTION IMPROVEMENT	RRU		98,824	98,824
			Total		98,824	98,824
4476711	OKEECHOBEE BLVD/SR-704 FROM W OF I-95 TO AUSTRALIAN AVE	RESURFACING	ENV		13,307	13,307
			PE	-	74,253	74,253
			Total	-	87,560	87,560
4481361	SR-25/US-27 AT 27 MILES NORTH OF THE I-75/US-27 INTERCHANGE	NEW BRIDGE - NO ADDED CAPACITY	ENV	-	20,000	20,000
			PE	80,264	66,231	146,495
			Total	80,264	86,231	166,495
4414701	PGA BLVD/SR-786 OVER INDIAN RIVER LAGOON	BRIDGE-REPAIR/REHABILITATION	ENV		12,363	12,363
			PE		3,574	3,574
			CST		66,393	66,393
			Total		82,330	82,330
4435901	I-95 AT PGA BLVD	ADD AUXILIARY LANE(S)	PE		151	151
			CST		68,376	68,376
			Total		68,527	68,527
4401501	US-27 FROM MP 12.900 TO 16.000	SAFETY PROJECT	PE		3,295	3,295
			CST		65,218	65,218
			Total		68,513	68,513
4193452	SOUTHERN BLVD/SR-80 FROM W OF LION COUNTRY SAFARI RD TO FOREST HILL/CRESTWOOD BLVD.	ADD LANES & RECONSTRUCT	RRU		63,991	63,991
			CST		1,604	1,604
			Total		65,595	65,595
4383841	AUSTRALIAN AVE FROM 1ST ST TO BLUE HERON BLVD	LIGHTING	PE		6,296	6,296
			CST		55,764	55,764
			Total		62,060	62,060
4470011	INTERSECTION LIGHTING RETROFIT IMPROVEMENT	LIGHTING	PE	-	59,000	59,000
			RRU	809,622	-	809,622
			Total	809,622	59,000	868,622
4061434	FL TURNPIKE AT OKEECHOBEE BLVD	ADD TURN LANE(S)	ROW		56,678	56,678
			Total		56,678	56,678
4401081	US-27 FROM MILEPOST 16.000 TO MILEPOST 20.150	MISCELLANEOUS CONSTRUCTION	PE		6,016	6,016
			CST		50,125	50,125
			Total		56,141	56,141
4331097	I-95 AT PALMETTO PARK RD	LANDSCAPING	PE		208	208
			CST		53,352	53,352
			Total		53,560	53,560
4475531	US-1/DIXIE HWY FROM NORTH OF LUCERNE AVE TO WPB CANAL	LIGHTING	PE	-	50,542	50,542
			Total	-	50,542	50,542
4442022	I-95 FROM 6TH AVE S TO NORTH OF OKEECHOBEE BLVD/SR-704	PD&E/EMO STUDY	PDE	1,550,000	50,000	1,600,000
			Total	1,550,000	50,000	1,600,000
4353842	I-95 AT LINTON BLVD	INTERCHANGE IMPROVEMENT	PE	650,000	50,000	700,000
			Total	650,000	50,000	700,000
4401581	US-27 FROM 5.5 MILES SOUTH OF SOUTH BAY TO SW 1ST AVE	SAFETY PROJECT	PE		4,528	4,528
			CST		43,327	43,327
			Total		47,855	47,855

FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
4475471	FOREST HILL BLVD/SR-882 AT I-95 INTERCHANGE	INTERSECTION IMPROVEMENT	PE	40,675	40,675	81,350
			Total	40,675	40,675	81,350
4405752	ATLANTIC AVE/SR-806 FROM EAST OF LYONS RD TO TURNPIKE	PD&E/EMO STUDY	PE	-	29,822	29,822
			PDE	-	9,296	9,296
			Total	-	39,118	39,118
4182145	FL TURNPIKE FROM BROWARD COUNTY LINE TO GLADES RD	ADD AUXILIARY LANE(S)	ENV	-	30,000	30,000
			PE	-	780	780
			Total	-	30,780	30,780
4438671	ALT A1A OVER LOXAHATCHEE RIVER BRIDGE	BRIDGE-REPAIR/REHABILITATION	PE		2,213	2,213
			CST		25,236	25,236
			Total		27,449	27,449
4399301	US-27 AT CR-827 & OKEELANTA RD INTERSECTIONS	ADD SPECIAL USE LANE	CST		26,566	26,566
			Total		26,566	26,566
4383941	HOMEWOOD BOULEVARD FROM OLD GERMANTOWN ROAD TO LOWSON BOULEVARD	BIKE LANE/SIDEWALK	PE		680	680
			CST		22,492	22,492
			Total		23,172	23,172
4438672	SR-811/ALT A1A OVER LOXAHATCHEE RIVER BRIDGE 930339	BRIDGE-REPAIR/REHABILITATION	ENV	-	20,638	20,638
			PE	-	767	767
			CST	1,086,982	-	1,086,982
			Total	1,086,982	21,405	1,108,387
4475511	I-95 FROM 12TH AVE S TO 10TH AVE N	LIGHTING	PE	-	17,562	17,562
			Total	-	17,562	17,562
4342733	I-95 FROM S OF SR-706 INTERCHANGE TO PALM BEACH/MARTIN CO LINE	SAFETY PROJECT	CST		16,578	16,578
			Total		16,578	16,578
4170472	TOLL EQUIPMENT PROGRAM - CAPITAL	TOLL PLAZA	CAP		15,672	15,672
			Total		15,672	15,672
4398441	BOYNTON BEACH BLVD/SR-804 FROM LYONS ROAD TO E OF FLORIDA TURNPIKE	RESURFACING	PE		4,037	4,037
			CST		11,408	11,408
			Total		15,445	15,445
4431551	HURRICANE IRMA:SR-700 AT HATTON HWY & TRIANGLE PARK WASHOUT	EMERGENCY OPERATIONS	CST		12,203	12,203
			Total		12,203	12,203
4398431	SR-15 FROM S. OF MORGAN ROAD TO S. OF SHIRLEY DRIVE	RESURFACING	CST		10,964	10,964
			Total		10,964	10,964
4475451	OKEECHOBEE BLVD/SR-704 FROM EAST OF MILITARY TRL TO I-95	LIGHTING	PE	10,292	10,292	20,584
			Total	10,292	10,292	20,584
4382911	BELLE GLADE - VARIOUS LOCATIONS, SIDEWALKS	SIDEWALK	CST		10,060	10,060
			Total		10,060	10,060
4502131	I-95 AT W ATLANTIC AVE	LANDSCAPING	PE	-	7,725	7,725
			Total	-	7,725	7,725
4415271	NORTHMORE NEIGHBORHOOD VARIOUS LOCATIONS	SIDEWALK	PE		2,536	2,536
			CST		5,002	5,002
			Total		7,538	7,538
4379911	FL TURNPIKE MAINLINE RESURFACING IN PALM BEACH CNTY	RESURFACING	CST		7,015	7,015
			Total		7,015	7,015
4443791	YAMATO RD FROM WEST OF JOG RD TO I-95 AND 16 INTERSECTIONS IN DOWNTOWN BOCA RATON	TRAFFIC CONTROL DEVICES/SYSTEM	PE		1,890	1,890
			CST		5,000	5,000
			Total		6,890	6,890

FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
4157481	FL TURNPIKE FROM BEELINE HWY/SR710 TO PGA BLVD	ADD LANES & RECONSTRUCT	PE	-	2,722	2,722
			RRU	-	1,000	1,000
			PDE	-	2,012	2,012
			Total	-	5,734	5,734
4378351	US-1/SR-5 NORTH OF HYPOLUXO ROAD TO WATERWAY DRIVE	RESURFACING	CST		5,429	5,429
			Total		5,429	5,429
4361131	LAKE WORTH RD FROM SHERWOOD FOREST BLVD TO MILITARY TR	LIGHTING	CST		5,000	5,000
			Total		5,000	5,000
4460921	OKEECHOBEE BLVD AT FOLSOM RD	ROUNDAABOUT	PE	-	5,000	5,000
			Total	-	5,000	5,000
4483021	KYOTO GARDENS DR FROM NORTH MILITARY TRL TO ALTERNATE A1A	BIKE PATH/TRAIL	PE	-	5,000	5,000
			CST	1,015,336	-	1,015,336
			Total	1,015,336	5,000	1,020,336
4415861	BRANT BRIDGE CONNECTOR FROM LINDELL BLVD TO BRANT BRIDGE	BIKE LANE/SIDEWALK	PE	-	5,000	5,000
			Total	-	5,000	5,000
4443501	CLEAR LAKE TRAIL FROM OKEECHOBEE BLVD/SR-704 TO PALM	BIKE PATH/TRAIL	CST		5,000	5,000
			Total		5,000	5,000
4443771	GERMANTOWN RD FROM OLD GERMANTOWN RD TO S CONGRESS	BIKE PATH/TRAIL	PE	-	5,000	5,000
			Total	-	5,000	5,000
4468323	SR-80 INTERSECTION AT SUGAR HOUSE RD	LIGHTING	PE		4,639	4,639
			Total		4,639	4,639
4067092	FL TURNPIKE BOCA RATON TOLLS DATA CENTER IMPROVEMENT	TOLL DATA CENTER	CST		4,455	4,455
			Total		4,455	4,455
4067091	BOCA RATON TOLL DATA CENTER IMPROVEMENT	TOLL DATA CENTER	DSB		3,329	3,329
			Total		3,329	3,329
4349482	NORTHWOOD CONNECTION FROM CSX MAINLINE TO FEC MAINLINE	RAIL CAPACITY PROJECT	CST		2,425	2,425
			Total		2,425	2,425
4398411	US-1/SR-5 FROM S. OF EVE STREET TO S. OF HARBORSIDE DRIVE	RESURFACING	PE		2,406	2,406
			Total		2,406	2,406
4306082	FOREST HILL BLVD/SR-882 AT 16TH PLACE SOUTH	TRAFFIC SIGNALS	CST		2,000	2,000
			Total		2,000	2,000
4429226	OVERSIGHT OF REPAIR WORK TO WEST PALM BEACH SERVICE PLAZA	REST AREA	PE		1,856	1,856
			Total		1,856	1,856
4371694	FL TURNPIKE FROM N L-30 CANAL TO N BOYNTON BCH BLVD	ADD LANES & RECONSTRUCT	PE		1,500	1,500
			Total		1,500	1,500
4462181	FL TURNPIKE FROM SR706 TO MARTIN C/L	ADD LANES & RECONSTRUCT	PE		1,500	1,500
			Total		1,500	1,500
4371695	E-2W CANAL BULKHEAD WALL, N ATLANTIC AVE TO S BOYNTON BCH	DRAINAGE IMPROVEMENTS	PE		1,500	1,500
			Total		1,500	1,500
4393081	JUPITER TOLL PLAZA (SR706) (TPK MP 116)	DRAINAGE IMPROVEMENTS	PE		1,263	1,263
			Total		1,263	1,263
2303372	R/W REVENUE FROM LEASES PALM BCH	RIGHT OF WAY	ROW		1,212	1,212
			Total		1,212	1,212

FDOT Roll-Forward Report Summary for FY 2023 of Transportation Improvement Program (TIP)

Difference between current TIP FY 2023 and proposed FY 2023 after Roll-Forward

Project #	Project Name	Work Type	Phase	Current TIP	Amount Rolled	New TIP
				2023	Forward	2023
4414661	SPANISH RIVER BLVD/SR-800 OVER ICWW	BRIDGE- REPAIR/REHABILITATION	ENV	-	679	679
			PE	-	429	429
			CST	3,788,102	-	3,788,102
			Total	3,788,102	1,108	3,789,210
4410641	TURNPIKE CARD SOUND TOLL COLLECTION	TOLL COLLECTION	CAP		1,000	1,000
			Total		1,000	1,000
4139215	INFINITY RAYTHEON INTERFACE DEVELOPMENT		CAP		1,000	1,000
			Total		1,000	1,000
4365213	FL TURNPIKE MAINLINE MP 106.1- 111.7	GUARDRAIL	PE		846	846
			Total		846	846
4368991	HAMLIN BOULEVARD FROM 190TH STREET TO 180TH AVENUE NORTH	SIDEWALK	PE		337	337
			Total		337	337
4379913	PALM BEACH COUNTY, MP 81.4- 83.822 & 86.5-90.183	GUARDRAIL	PDE		48	48
			Total		48	48
4150036	US-27/SR-25 ASSET MANAGEMENT CONTRACT US-27 & BELLE GLADE	ROUTINE MAINTENANCE	MNT	3,015,034	-	3,015,034
			Total	3,015,034	-	3,015,034
Total Amount Rolled Forward					115,946,280	

Phase Code List

CST	Construction
PDE	Project Development & Environmental
PE	Preliminary Engineering
ENV	Environmental
ROW	Right of Way
MISC	Miscellaneous
RRU	Railroad & Utilities
CAP	Capital



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

August 4, 2022

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

**SUBJECT: Palm Beach Transportation Planning Agency
TIP Amendment/Modification Request FY 2022/23 – 2026/27**

Dear Ms. Neilson:

Further to administrative amendment request letter dated July 29, 2022, the Florida Department of Transportation (FDOT) requests your processing of an amendment for two additional projects in the FY 2022/23 – 2026/27 Transportation Improvement Program (TIP) as part of the Roll Forward Amendment # 1. The two projects in the FY 2022/23 – 2026/27 TIP are to be amended to match the length changes that were requested in the administrative amendments request for the FY 2021/22 – 2025/26 TIP.

This Transportation Improvement Program Amendment should be consistent with the Adopted Long-Range Transportation Plan. The adopted TIP remains financially constrained. The TIP amendment is as follows:

FM#	Type of Change	<u>EXISTING</u>	<u>PROPOSED</u>
229658-4	Project Length	1 MI	2.296 MI
446551-1	Project Length	23.605 MI	1.658 MI

If you have any questions or need additional information, please contact Marsha Taylor-Long at (954) 777-4401.

Sincerely,

Marsha Taylor-Long
Planning Specialist
District Four

Phase	Fund Source	2023	2024	2025	2026	2027	Total
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EXISTING TIP

ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD - Proj# 2296584
Type of Work: ADD LANES & RECONSTRUCT

Length: 1 MI *Non-SIS*
Lead Agency: FDOT
LRTP#: TPA001

Description: Widen from 2 lanes to 4 lanes, including 7' bike lanes and 6' sidewalks

Notes: SRM Priority #14-3

RRU	DDR	150,000	0	0	0	0	150,000
ROW	DS	801,917	0	0	0	0	801,917
ROW	SA	3,209,473	0	0	0	0	3,209,473
CST	CM	0	538,019	73,013	0	0	611,032
ROW	DDR	0	12,000	0	0	0	12,000
CST	SA	0	7,588,190	0	0	0	7,588,190
CST	DDR	0	8,202,929	0	0	0	8,202,929
Total		4,161,390	16,341,138	73,013	0	0	20,575,541

Prior Years Cost	8,694,998	Future Years Cost	Total Project Cost	29,270,539
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PROPOSED TIP

ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD - Proj# 2296584
Type of Work: ADD LANES & RECONSTRUCT

Length: 2.296 MI *Non-SIS*
Lead Agency: FDOT
LRTP#: TPA001

Description: Widen from 2 lanes to 4 lanes, including 7' bike lanes and 6' sidewalks

Notes: SRM Priority #14-3

RRU	DDR	150,000	0	0	0	0	150,000
ROW	DS	801,917	0	0	0	0	801,917
ROW	SA	3,209,473	0	0	0	0	3,209,473
CST	CM	0	538,019	73,013	0	0	611,032
ROW	DDR	0	12,000	0	0	0	12,000
CST	SA	0	7,588,190	0	0	0	7,588,190
CST	DDR	0	8,202,929	0	0	0	8,202,929
Total		4,161,390	16,341,138	73,013	0	0	20,575,541

Prior Years Cost	8,694,998	Future Years Cost	Total Project Cost	29,270,539
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Phase	Fund Source	2023	2024	2025	2026	2027	Total
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EXISTING TIP

BEELINE HWY/SR-710 FROM MARTIN COUNTY LINE TO OLD DIXIE HIGHWAY - Proj# 4465511					Length: 23.605 MI	*SIS*	
Type of Work: ARTERIAL TRAFFIC MGMT SYSTEMS					Lead Agency: FDOT		
					LRTP#: Pages 153-154		
Description: Add connected vehicle elements, as well as traditional TSM&O to the corridor. Includes, but is not limited to, freight signal priority, CCTVs, Bluetooth devices, and ADMS.							
PE	DIH	13,934	0	0	0	0	13,934
CST	DITS	0	2,035,148	0	0	0	2,035,148
CST	DIH	0	71,724	0	0	0	71,724
Total		13,934	2,106,872	0	0	0	2,120,806
Prior Years Cost		513,934	Future Years Cost		Total Project Cost		2,634,740

PROPOSED TIP

BEELINE HWY/SR-710 FROM MARTIN COUNTY LINE TO OLD DIXIE HIGHWAY - Proj# 4465511					Length: 1.658 MI	*SIS*	
Type of Work: ARTERIAL TRAFFIC MGMT SYSTEMS					Lead Agency: FDOT		
					LRTP#: Pages 153-154		
Description: Add connected vehicle elements, as well as traditional TSM&O to the corridor. Includes, but is not limited to, freight signal priority, CCTVs, Bluetooth devices, and ADMS.							
PE	DIH	13,934	0	0	0	0	13,934
CST	DITS	0	2,035,148	0	0	0	2,035,148
CST	DIH	0	71,724	0	0	0	71,724
Total		13,934	2,106,872	0	0	0	2,120,806
Prior Years Cost		513,934	Future Years Cost		Total Project Cost		2,634,740

TPA RESOLUTION 2022-18

A RESOLUTION APPROVING AMENDMENT 1 TO THE FISCAL YEAR (FY) 2023-2024 UNIFIED PLANNING WORK PROGRAM (UPWP)

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 has adopted a UPWP for FY 2023-2024 and now wishes to amend the FY 2023-2024 UPWP as represented by Exhibit A Palm Beach TPA FY 2023-2024 UPWP Revision 1 to reflect changed conditions and associated revenues and expenditures; and

WHEREAS, the TPA has prepared an amended FY 2023-2024 UPWP that established and funded a Task 7 activity in FY 2023 for the installation of a building access security system, added details supporting the CapMetro Peer Exchange, reduced available funding in Task 2 in FY 2024 by \$209,399 in compliance with FHWA and FDOT direction, and reallocated available local funding to support additional activities enhancing staff performance in FY 2023; and

WHEREAS, the TPA desires to utilize the amended FY 2023-2024 UPWP as a basis for its budget for federal and/or state grant funds and local funds; and

WHEREAS, the amendment of the UPWP may require execution of agreements, and/or amendments to agreements for the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT) grant funds; and

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:

1. Approves FY 2023-2024 UPWP Revision #1 Amendment, attached hereto as "Exhibit A" and by reference is incorporated herein.
2. Authorizes the Executive Director to:
 - A. Execute the TPA's Disadvantaged Business Enterprise Policy and all appropriate Federal Statements and Assurances, as 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 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.

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 15th day of September, 2022.

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

By: _____
Mayor Robert S. Weinroth, as its Chair

ATTEST:

Amanda K. Williams, TPA Executive Assistant

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

Adopted May 19, 2022

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

FY 2023 & FY 2024

UNIFIED PLANNING WORK PROGRAM



PALM BEACH
Transportation
Planning Agency

DRAFT

Adopted May 19, 2022

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

Revision	Type	Date
#1	Amendment	09/15/2022



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. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



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

Amended by the Palm Beach Transportation Planning Agency on
September 15, 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.

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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.

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.

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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.

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
Total Funds Available	\$5,135,836	\$4,947,095	\$10,082,931

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

Available Funding

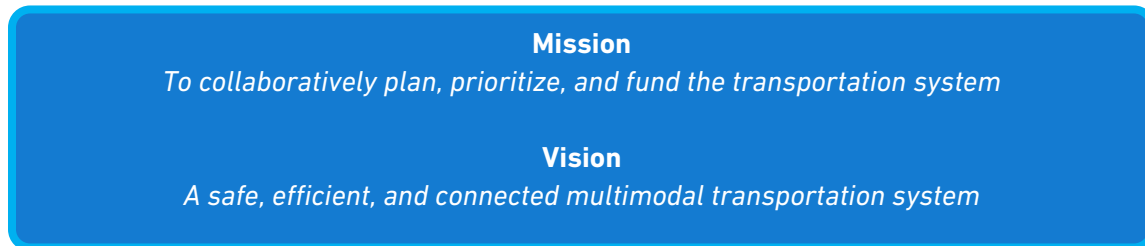
To accomplish the tasks and activities identified in the UPWP, the TPA identified the following available funding sources by fiscal year.

Table 4. Available Funding Sources

Funding Source	Fiscal Year 2023	Fiscal Year 2024	Total
CPG FHWA PL	\$2,819,022	<u>\$2,721,397</u>	<u>\$5,540,419</u>
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
Total Funds Available	\$5,135,836	<u>\$4,737,696</u>	<u>\$9,873,532</u>

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.



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.

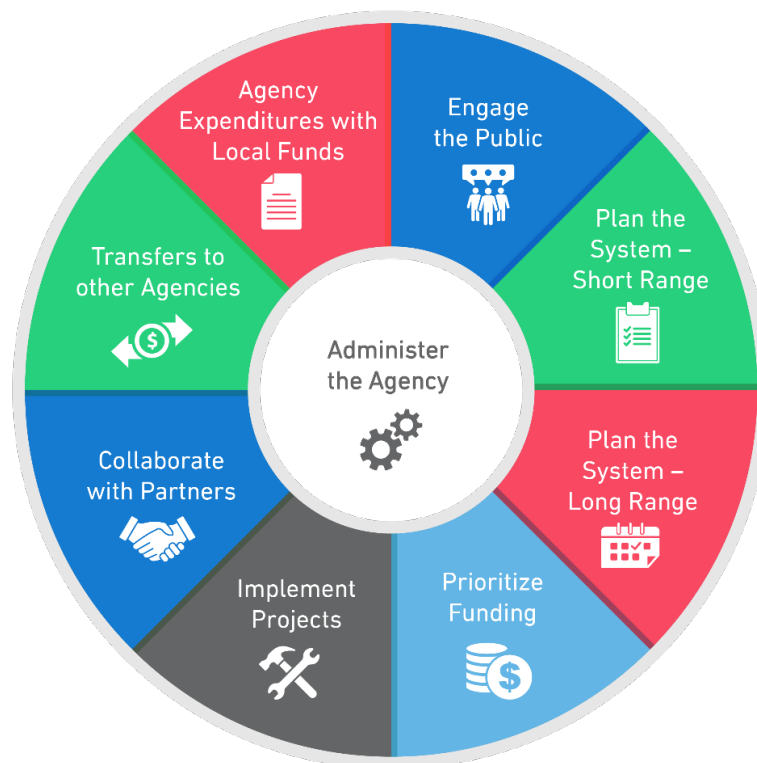


Figure 2. Required Activities

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> ▪ \$98,000 FY 2023 ▪ \$23,166 FY 2024	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> ▪ \$6,000 FY 2023 ▪ \$6,000 FY 2024	Social Media Postings	Weekly
E*	Issue Public Notices in accordance with federal regulations, state guidelines, and the PPP <i>Consultant supported efforts:</i> ▪ \$2,500 FY 2023 ▪ \$2,500 FY 2024	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> ▪ \$50,000 FY 2023 ▪ \$50,000 FY 2024	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.

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> ▪ \$63,000 FY2023 ▪ \$23,166 FY2024	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> ▪ \$6,000 FY 2023 ▪ \$6,000 FY 2024	Social Media Postings	Weekly
E*	Issue Public Notices in accordance with federal regulations, state guidelines, and the PPP <i>Consultant supported efforts:</i> ▪ \$2,500 FY 2023 ▪ \$2,500 FY 2024	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> ▪ \$50,000 FY 2023 ▪ \$50,000 FY 2024	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

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

*Carryover

Table 6. Task 1 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)	\$207,618	\$50,003	\$53,806	\$311,427
Consultants	<u>\$17,172</u>	\$104,328		<u>\$121,500</u>
FY 2023 Total	<u>\$224,790</u>	\$154,331	\$53,806	<u>\$432,927</u>
Year 2: FY 2024				
Budget Category	FHWA			FY 2024 Total
	PL	SU		
Personnel (salary and benefits)	\$171,285	\$171,285		\$342,570
Consultants	\$62,074	\$19,592		\$81,666
FY 2024 Total	\$233,359	\$190,877		\$424,236

*Carryover

Task 2. Plan the System – Short Range

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMP0, MDTP0, 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

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> ▪ \$700,000 FY 2023 ▪ \$200,000 FY 2024	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> ▪ \$75,000 FY 2023 ▪ \$75,000 FY 2024	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> ▪ \$75,000 FY 2023 ▪ \$50,000 FY 2024	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> ▪ \$150,000 FY 2023 ▪ \$50,000 FY 2024	Community Plans and Studies	As Needed

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> ▪ \$700,000 FY 2023 ▪ \$200,000 FY 2024	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> ▪ \$75,000 FY 2023 ▪ \$65,601 FY 2024	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> ▪ \$75,000 FY 2023 ▪ \$50,000 FY 2024	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> ▪ \$150,000 FY 2023 ▪ \$50,000 FY 2024	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> ▪ \$29,063 FY 2023 ▪ \$28,159 FY 2024	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
FY 2023 Total	\$426,790	\$706,171	\$21,700	\$49,871	\$1,204,532
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
FY 2024 Total	\$378,014	\$168,291		\$49,871	\$596,176

*Carryover

	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> ▪ \$29,063 FY 2023 ▪ \$28,159 FY 2024	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
FY 2023 Total	\$426,790	\$706,171	\$21,700	\$49,871	\$1,204,532
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	<u>\$97,042</u>	\$96,718			\$193,760
FY 2024 Total	<u>\$168,615</u>	\$168,291		\$49,871	<u>\$386,777</u>

*Carryover

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
FY 2023 Total	\$285,513	\$132,087	\$64,663	\$482,263
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
FY 2024 Total	\$248,125	\$219,189		\$467,314

*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
A Administer TPA Governing Board and advisory committee meetings	Agendas, minutes, presentations	Monthly
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
C Monitor, update, and implement the Strategic Plan	Strategic Plan	Annually
D* Provide training for TPA staff and TPA Governing Board members at conferences, workshops, etc. Attend business meetings as required. <i>Consultant supported efforts:</i> ▪ \$25,000 FY 2023 ▪ \$20,000 FY 2024	Training, conference, and meeting attendance	As Needed
E* 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> ▪ \$35,000 FY 2023 ▪ \$35,000 FY 2024	Audit report	Annually
	FDOT audit(s)	March, 2023, March 2024
	Financial reports Grant Reimbursement Reports	Monthly
F Prepare for and participate in joint FDOT/TPA and federal certification reviews	Responses to certification questions	As Needed
G Procure services, supplies, and equipment (RFPs, contracts, etc.)	Executed contracts	As Needed
H Hire additional TPA personnel to support the TPA's administration and planning processes	Staff Accountant	June 2023

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
A Administer TPA Governing Board and advisory committee meetings	Agendas, minutes, presentations	Monthly
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
C Monitor, update, and implement the Strategic Plan	Strategic Plan	Annually
D* Provide training for TPA staff and TPA Governing Board members at conferences, workshops, etc. Attend business meetings as required. <u>Plan, Coordinate, and Attend CapMetro Peer exchange with Board, Reps. & Staff. (\$25,000)</u> <i>Consultant supported efforts:</i> ▪ \$25,000 FY 2023 ▪ \$20,000 FY 2024	Training, conference, and meeting attendance	As Needed
E* 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> ▪ \$35,000 FY 2023 ▪ \$35,000 FY 2024	Audit report	Annually
	FDOT audit(s)	March, 2023, March 2024
	Financial reports Grant Reimbursement Reports	Monthly
F Prepare for and participate in joint FDOT/TPA and federal certification reviews	Responses to certification questions	As Needed
G Procure services, supplies, and equipment (RFPs, contracts, etc.)	Executed contracts	As Needed
H 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"> \$6,500 FY 2023 \$9,300 FY 2024 	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"> \$113,500 FY 2023 \$116,700 FY 2024 	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"> \$80,000 FY 2023 \$85,000 FY 2024 	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"> \$25,000 FY 2023 \$25,000 FY 2024 	Federal Single Audit	June 2023
O* Procure and coordinate Human Resources services. <i>Consultant services</i> <ul style="list-style-type: none"> \$28,500 FY 2023 \$20,000 FY 2024 	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"> \$50,000 FY 2023 \$50,000 FY 2024 	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.

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"> \$6,500 FY 2023 \$9,300 FY 2024 	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"> \$113,500 FY 2023 \$116,700 FY 2024 	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"> \$80,000 FY 2023 \$85,000 FY 2024 	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"> \$25,000 FY 2023 \$25,000 FY 2024 	Federal Single Audit	June 2023
O* Procure and coordinate Human Resources services. <i>Consultant services</i> <ul style="list-style-type: none"> \$28,500 FY 2023 \$20,000 FY 2024 	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"> \$50,000 FY 2023 \$50,000 FY 2024 	Website	Ongoing
Q Installation of Entry/Egress Security System <ul style="list-style-type: none"> \$35,000 FY 2023 	System Installation	10/31/2022

*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

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

*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

Table 18. Task 7 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)	\$519,661	\$125,155	\$134,675	\$779,491
Consultants	\$21,168	\$42,332		\$63,500
Travel*	\$86,400			\$86,400
Direct Expenses				
Facilities	\$267,750	\$89,250		\$357,000
Professional	\$129,650	\$129,650		\$259,300
Administrative	\$9,975	\$29,925		\$39,900
Graphics & Advertising	\$9,100	\$9,100		\$18,200
Supplies	\$80,640	\$20,160		\$100,800
Equipment & Improvements**	<u>\$55,900</u>			<u>\$55,900</u>
FY 2023 Total	\$1,180,244	\$445,572	\$134,675	\$1,760,491
Year 2: FY 2024				
Budget Category	FHWA			FY 2024 Total
	PL	SU		
Personnel (salary and benefits)	\$428,720	\$428,720		\$857,440
Consultants	\$31,196	\$9,845		\$41,041
Travel*	\$90,700			\$90,700
Direct Expenses				
Facilities	\$281,250	\$93,750		\$375,000
Professional	\$133,250	\$133,250		\$266,500
Administrative	\$10,475	\$31,425		\$41,900
Graphics & Advertising	\$9,550	\$9,550		\$19,100
Supplies	\$84,721	\$21,179		\$105,900
Equipment & Improvements**	\$21,945			\$21,945
FY 2024 Total	\$1,091,807	\$727,719		\$1,819,526

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

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

Year 1: FY 2023		
Budget Category	Local	FY 2023 Total
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
FY 2023 Total	\$143,943	\$143,943
Year 2: FY 2024		
Budget Category	Local	FY 2024 Total
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
FY 2024 Total	\$146,428	\$146,428

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

Year 1: FY 2023		
Budget Category	Local	FY 2023 Total
Maximize Agency Effectiveness	\$55,000	\$55,000
Improve Public Engagement	\$30,000	\$30,000
Enhance Staff Performance	<u>\$25,000</u>	\$15,000
Balance to TPA Reserve Fund	<u>\$33,943</u>	\$43,943
FY 2023 Total	\$143,943	\$143,943
Year 2: FY 2024		
Budget Category	Local	FY 2024 Total
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
FY 2024 Total	\$146,428	\$146,428

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
Task 1 Engage the Public								
Personnel (salary and benefits)	\$ 257,621	\$ 342,570	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 156,500	\$ 81,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 414,121	\$ 424,236	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2 Plan the System Short Term								
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	\$ -	\$ -
Task 3 Plan the System Long Term								
Personnel (salary and benefits)	\$ 141,390	\$ 188,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 200,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 341,390	\$ 738,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 Prioritize Funding								
Personnel (salary and benefits)	\$ 278,858	\$ 370,810	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 72,000	\$ 37,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 350,858	\$ 407,893	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 Implement Projects								
Personnel (salary and benefits)	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 Collaborate with Partners								
Personnel (salary and benefits)	\$ 309,600	\$ 411,690	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 108,000	\$ 55,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 417,600	\$ 467,314	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7 Administer the Agency								
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	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8 Transfers to Other Agencies								
Consultant	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9 Agency Expenditures with Local Funds								
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
TOTAL PROGRAMMED	\$ 4,552,022	\$ 4,750,796	\$ 390,000	\$ -	\$ 49,871	\$ 49,871	\$ 143,943	\$ 146,428

Summary Budget

Funding Source Contract Fiscal Year Total Budget	FHWA G2719		FFY 21 FTA 5305(d) G2373		CTD G3		Local	
	2023	2024	2023	2024	2023	2024	2023	2024
	\$ 4,552,022	\$ 4,541,397	\$ 390,000	\$ -	\$ 49,871	\$ 49,871	\$ 143,943	\$ 146,428
Task 1 Engage the Public								
Personnel (salary and benefits)	\$ 257,621	\$ 342,570	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 121,500	\$ 81,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 379,121	\$ 424,236	\$ 53,806	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2 Plan the System Short Term								
Personnel (salary and benefits)	\$ 103,898	\$ 143,146	\$ 21,700	\$ -	\$ 49,871	\$ 49,871	\$ -	\$ -
Consultant	\$ 1,029,063	\$ 193,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,132,961	\$ 336,906	\$ 21,700	\$ -	\$ 49,871	\$ 49,871	\$ -	\$ -
Task 3 Plan the System Long Term								
Personnel (salary and benefits)	\$ 141,390	\$ 188,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 200,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 341,390	\$ 738,014	\$ 29,531	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 Prioritize Funding								
Personnel (salary and benefits)	\$ 278,858	\$ 370,810	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 72,000	\$ 37,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 350,858	\$ 407,893	\$ 58,242	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 Implement Projects								
Personnel (salary and benefits)	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 131,110	\$ 174,342	\$ 27,383	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 Collaborate with Partners								
Personnel (salary and benefits)	\$ 309,600	\$ 411,690	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 108,000	\$ 55,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 417,600	\$ 467,314	\$ 64,663	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7 Administer the Agency								
Personnel (salary and benefits)	\$ 644,816	\$ 857,440	\$ 134,675	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 63,500	\$ 41,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 86,400	\$ 90,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 831,100	\$ 830,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,625,816	\$ 1,819,526	\$ 134,675	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8 Transfers to Other Agencies								
Consultant	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 173,166	\$ 173,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9 Agency Expenditures with Local Funds								
Maximize Agency Effectiveness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Improve Public Engagement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Enhance Staff Performance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 15,000
Balance to TPA Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,943	\$ 46,428
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,943	\$ 146,428
TOTAL PROGRAMMED	\$ 4,552,022	\$ 4,541,397	\$ 390,000	\$ -	\$ 49,871	\$ 49,871	\$ 143,943	\$ 146,428

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	\$ -	\$ -
		FHWA G1 TOTAL	\$ 4,552,022	\$ 1,003,967	\$ 4,552,022	\$ -	\$ -
G2373	FFY 21 FTA 5305(d)	Federal	\$ 390,000	\$ 97,500	\$ 390,000	\$ -	\$ -
		FFY 21 FTA 5305(d) G2373 TOTAL	\$ 390,000	\$ 97,500	\$ 390,000	\$ -	\$ -
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		CTD G3 TOTAL	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
	Local	Local	\$ 143,943	\$ -	\$ -	\$ -	\$ 143,943
		Local TOTAL	\$ 143,943	\$ -	\$ -	\$ -	\$ 143,943
TOTAL			\$ 5,135,836	\$ 1,101,467	\$ 4,942,022	\$ 49,871	\$ 143,943

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	\$ -	\$ -
		FHWA G1 TOTAL	\$ 4,750,796	\$ 1,047,808	\$ 4,750,796	\$ -	\$ -
G2373	FFY 21 FTA 5305(d)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -
		FFY 21 FTA 5305(d) G2373 TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		CTD G3 TOTAL	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
	Local	Local	\$ 146,428	\$ -	\$ -	\$ -	\$ 146,428
		Local TOTAL	\$ 146,428	\$ -	\$ -	\$ -	\$ 146,428
			\$ 4,947,095	\$ 1,047,808	\$ 4,750,796	\$ 49,871	\$ 146,428

Funding Source

Fiscal Year 2023

Contract	Funding Source	Source Level	2023	FY 2023 Funding Source			
				Soft Match	Federal	State	Local
G2719	FHWA	PL	\$ 2,819,022	\$ 621,747	\$ 2,819,022	\$ -	\$ -
		SU	\$ 1,733,000	\$ 382,220	\$ 1,733,000	\$ -	\$ -
		FHWA G2719 TOTAL	\$ 4,552,022	\$ 1,003,967	\$ 4,552,022	\$ -	\$ -
G2373	FFY 21 FTA 5305(d)	Federal	\$ 390,000	\$ 97,500	\$ 390,000	\$ -	\$ -
		FFY 21 FTA 5305(d) G2373 TOTAL	\$ 390,000	\$ 97,500	\$ 390,000	\$ -	\$ -
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		CTD G3 TOTAL	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
	Local	Local	\$ 143,943	\$ -	\$ -	\$ -	\$ 143,943
		Local TOTAL	\$ 143,943	\$ -	\$ -	\$ -	\$ 143,943
TOTAL			\$ 5,135,836	\$ 1,101,467	\$ 4,942,022	\$ 49,871	\$ 143,943

Fiscal Year 2024

Contract	Funding Source	Source Level	2024	FY 2024 Funding Source			
				Soft Match	Federal	State	Local
G2719	FHWA	PL	\$ 2,721,397	\$ 600,215	\$ 2,721,397	\$ -	\$ -
		SU	\$ 1,820,000	\$ 401,409	\$ 1,820,000	\$ -	\$ -
		FHWA G2719 TOTAL	\$ 4,541,397	\$ 1,001,624	\$ 4,541,397	\$ -	\$ -
G2373	FFY 21 FTA 5305(d)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -
		FFY 21 FTA 5305(d) G2373 TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
G3	CTD	State	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
		CTD G3 TOTAL	\$ 49,871	\$ -	\$ -	\$ 49,871	\$ -
	Local	Local	\$ 146,428	\$ -	\$ -	\$ -	\$ 146,428
		Local TOTAL	\$ 146,428	\$ -	\$ -	\$ -	\$ 146,428
			\$ 4,737,696	\$ 1,001,624	\$ 4,541,397	\$ 49,871	\$ 146,428

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
TOTAL FUNDING	\$4,991,893	\$4,800,667	\$4,891,667	\$4,987,667	\$5,087,667
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
TOTAL GRANT EXPENDITURES	\$4,991,893	\$4,800,667	\$4,891,667	\$4,987,667	\$5,087,667
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
TOTAL LOCAL EXPENDITURES	\$143,943	\$146,428	\$149,356	\$152,343	\$155,390
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
TPA Total Revenues less Expenditures					
TPA Reserve Fund Beginning Balance*	\$ 351,268	\$ 395,211	\$ 441,639	\$ 490,995	\$ 543,338
TPA NET RESERVE FUND BALANCE	\$ 395,211	\$ 441,639	\$ 490,995	\$ 543,338	\$ 598,729

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

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	\$2,721,397	\$2,721,397	\$2,721,397	\$2,721,397
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
TOTAL FUNDING	\$4,991,893	\$4,591,268	\$4,682,268	\$4,778,268	\$4,878,268
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	\$1,767,229	\$1,132,340	\$1,050,429	\$964,797	\$874,123
Direct Expenses	\$831,100	\$830,345	\$871,862	\$915,455	\$961,228
TOTAL GRANT EXPENDITURES	\$4,991,893	\$4,591,268	\$4,682,268	\$4,778,268	\$4,878,268
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	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$33,943	\$46,428	\$49,356	\$52,343	\$55,390
TOTAL LOCAL EXPENDITURES	\$143,943	\$146,428	\$149,356	\$152,343	\$155,390
TPA FUNDING BALANCE					
Grant and Local Revenues	\$ 5,135,836	\$ 4,737,696	\$ 4,831,624	\$ 4,930,611	\$ 5,033,658
Grant and Local Expenditures	\$ 5,135,836	\$ 4,737,696	\$ 4,831,624	\$ 4,930,611	\$ 5,033,658
TPA Total Revenues less Expenditures					
TPA Reserve Fund Beginning Balance*	\$ 351,268	\$ 385,211	\$ 431,639	\$ 480,995	\$ 533,338
TPA NET RESERVE FUND BALANCE	\$ 385,211	\$ 431,639	\$ 480,995	\$ 533,338	\$ 588,729

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



Palm Beach County
The Best of Everything.

FIVE YEAR ROAD PROGRAM Engineering and Public Works

Presented By:
David L. Ricks, P.E.
County Engineer

September 15, 2022



FIVE YEAR ROAD PROGRAM

THE FIVE YEAR ROAD PROGRAM WAS ESTABLISHED BY ORDINANCE 85-40 TO SET FORTH THE ROAD PROJECTS TO BE FUNDED, DESIGNED AND CONSTRUCTED BY THE COUNTY WITHIN THE NEXT FIVE YEARS.

FUNDING SOURCES INCLUDE:

- IMPACT FEES • PROPORTIONATE SHARE • GAS TAXES • INFRASTRURE SALES TAX
- FDOT AGREEMENTS AND MISCELLANEOUS AGREEMENTS

The Five Year Road Program includes adjustments to projects funding for Fiscal Years 2022 through 2026.



MID-YEAR ADJUSTMENT (FY 2021 – FY 2025) ANNUAL UPDATE (FY 2022 – FY 2026) MID-YEAR ADJUSTMENT (FY 2022 – FY 2026)

Project Costs

	Mid Year Adjustment BCC Resolution, June 8, 2021	Annual Update, Public Hearing December 7, 2021	Mid Year Adjustment BCC Resolution, July 12, 2022
•FY 2021	\$91,050,000		
•FY 2022	\$91,690,000	\$94,613,000	\$68,565,000
•FY 2023	\$44,860,000	\$63,190,000	\$75,310,000
•FY 2024	\$38,050,000	\$45,577,000	\$41,570,000
•FY 2025	\$29,740,000	\$29,580,000	\$25,470,000
•FY 2026		\$11,880,000	\$9,520,000
TOTAL	\$295,390,000	\$244,840,000	\$220,435,000

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CONSTRUCTION CONTRACTS MATERIALS PRICE ESCALATIONS

Materials Percentage Price Adjustments

Index	Past Year	Past 3 Years	Past 5 Years
Diesel Fuel	126%	111%	190%
Steel	51%	96%	120%
Copper	-6%	52%	64%
PVC	43%	121%	130%
Liquid Asphalt	39%	26%	78%

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT(FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 1)

5YR Road Program - FY 2022
District 1
Line Items
(\$ in 1,000s)

												Added	Revised	Delayed	Advanced
PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022 Cost	Phase	FY 2023 Cost	Phase	FY 2024 Cost	Phase	FY 2025 Cost	Phase	FY 2026 Cost	Phase	IFA	Commission District
2022503	Center Street	Loxahatchee River Rd. to Alt. A-1-A	1.7 mi., 3 L	600	D	1,000	D/R			2,000	C			1	1
N/A	Central Blvd.	Indiantown Rd. to Church St.	0.5 mi., 3 L			700	D			300	R			1	1
2014503	Church St.	Limestone Creek Rd. to W. of Central Blvd.	0.5 mi, 2 L	2,000	R/M/C	2,000	C							1	1
2012517	Congress Ave.	N. of Northlake Blvd. to Alt. A-1-A	0.6 mi, 2 L & 3 L	6,000	R/C									1	1
2018510	Donald Ross Rd.	Bascule Bridge	Equipment	8,000	C									T	1
2019502	Donald Ross Rd.	Ellison Wilson Rd.	Intersection Improvements (add 2nd NBL)					700	C					1	1
N/A	Donald Ross Rd.	U.S. 1	Intersection Improvements (add 3rd EBL & Free Flow SBRTL)			400	D			500	R/M			1	1
2022500S	Northlake Blvd. TIM Amendment Study	Bay Hill Dr. to SR 7 & Beeline Hwy. to Military Tr.	Corridor Impact Study	400	S									T	1 & 2
2018506	Royal Palm Beach Blvd./ Orange Blvd./ Coconut Blvd.	S. of Orange Blvd. to S. of 78th Place North	1.6 mi, 5 L	400	R									3	1 & 6
TOTALS				17,400		4,100		700		2,800		0			

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 2)

5YR Road Program - FY 2022
District 2
Line Items
(\$ in 1,000s)

														Added	Revised	Delayed	Advanced
PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022 Cost	Phase	FY 2023 Cost	Phase	FY 2024 Cost	Phase	FY 2025 Cost	Phase	FY 2026 Cost	Phase	IFA	Commission District		
2015508	6th Ave. S.	over Lake Osborne Dr.	Bridge Replacement	680	C									T	2 & 3		
2021827	Australian Ave.	Banyan Blvd. to 45th St.	Drainage Improvements & Multipurpose Path	3,200	D									2	2 & 7		
2015509	Benoist Farms Rd.	S.R. 80 to Belvedere Rd.	0.9 mi, 3 L	3,750	C									3	2 & 6		
2018501	Gun Club Rd.	Forest Estates Drive to LWDD E-3 Canal	0.5 mi., 3 L	250	R					3,300	C			2	2 & 3		
2020100	Haverhill Rd.	S. of Cecelle Ave. to N. of Century Blvd.	Intersection Improvements, 0.2 mi., 4/6 L			1,200	C							2	2		
2021501	Haverhill Rd.	Hypoluxo Rd. to Lantana Rd.	1.0 mi., 4 L					2,360	C					4	2 & 3		
2014506	Lawrence Rd.	S. of Ponza Place to Lantana Road	0.8 mi, 3 L	6,000	C									4	2		
2019604	Lyons Rd./Sansbury's Way	Forest Hill Blvd. to Okeechobee Blvd.	Buffered Bike Lanes	6,060	C									T	2 & 6		
2019503	Miner Rd.	Military Trail to Lawrence Rd.	0.6 mi, 3 L	500	R/M			3,800	C					4	2		
2022500S	Northlake Blvd. TIM Amendment Study	Bay Hill Dr. to SR 7 & Beeline Hwy. to Military Tr.	Corridor Impact Study	400	S									T	1 & 2		
2016509C	Okeechobee Blvd.	Jog Road	Intersection Improvements (Add 3rd NBL LT, Ext. SB L RL & RTL)			1,370	C							3	2 & 7		
2018104	Okeechobee Blvd.	Haverhill Rd.	Intersection Improvements (Add NB RTL & Ext. NB LTLs)	1,030	C									2	2		
2005506	Roeback Rd.	S.R. 7 to Jog Rd.	3.0 mi, 4 L									100	D/M	3	2.6 & 7		
TOTALS				21,870		2,570		6,160		3,300		100					

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 3)

5YR Road Program - FY 2022
District 3
Line Items
(\$ in 1,000s)

PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		IFA	Commission District
				Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase		
2015508	6th Ave. S.	over Lake Osborne Dr.	Bridge Replacement	680	C									T	2 & 3
2012511	10th Ave. N.	Boutwell Rd.	Intersection Improvements			2,000	R/C							2	3
N/A	Cresthaven Blvd.	Jog Rd. to Military Tr.	Buffered Bike Lanes			760	D			5,000	C			T	3
2016500	Florida Mango Rd.	10th Ave. North to Edgewater Drive	0.9 mi, 3 L (L.W.D.D. L-9 & L-10 Canals Bridge Replacements)			6,600	C							2	3
2017517	Florida Mango Rd.	S. of Barbados Rd. to Myrica Rd.	0.7 mi, 3 L (L.W.D.D. L-7 Canal Culvert Replacement)	50	D	2,000	C							2	3
2014511	Florida Mango Rd.	Myrica Rd. to Summit Blvd.	0.5 mi, 3 L (L.W.D.D. L-6 Canal Bridge Replacement - Culvert)	2,300	R/C									2	3
2012504	Forest Hill Blvd.	Military Tr.	Intersection Improvements	1,100	P									2	3
2018501	Gun Club Rd.	Forest Estates Drive to LWDD E- 3 Canal	0.5 mi., 3 L	250	R					3,300	C			2	2 & 3
2021501	Haverhill Rd.	Hypoluxo Rd. to Lantana Rd.	1.0 mi., 4 L					2,360	C					4	2 & 3
2018505	Kirk Rd.	LWDD L-7 Canal to Summit Blvd.	0.5 mi, 3/5 L					1,900	C					2	3
2018504	Kirk Rd.	Summit Blvd. to Gun Club Rd.	0.8 mi, 3/5 L			3,950	C							2	3
2019501	Metaleuca Lane	Jog Rd.	Intersection Improvements			2,300	C							4	3
TOTALS				4,380		17,610		4,260		8,300		0			

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 4)

5YR Road Program - FY 2022
District 4
Line Items
(\$ in 1,000s)

PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		IFA	Commission District
				Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase		
2018102	Clint Moore Rd.	Military Tr.	Intersection Improvements			2,100	C							5	4
2022506	George Bush Bascule Bridge	over Intracoastal Waterway	Study	1,000	S/D									1	4 & 7
2021505	Jog Rd.	Glades Rd. to Yamato Rd.	1.0 mi., 6 L	500	S									5	4
2013500	Linton Blvd.	Military Tr.	Intersection Improvements	600	C									5	4 & 5
2014500	Old Dixie Hwy.	Yamato Rd. to S. of Linton Blvd.	3.0 mi, 3 L					3,000	C					5	4
2016506	Palmetto Park Rd.	E. of Military Trail to I-95	Intersection Improvements	250	D									5	4
2013607	Palmetto Park Rd. Bascule Bridge	over Intracoastal Waterway	Rehab/Painting	50	C									T	4
TOTALS				2,400		2,100		3,000		0		0			

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 5)

5 YR Road Program - FY 2022
District 5
Line Items
(\$ in 1,000s)

												Added	Revised	Delayed	Advanced
PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022 Cost	Phase	FY 2023 Cost	Phase	FY 2024 Cost	Phase	FY 2025 Cost	Phase	FY 2026 Cost	Phase	IFA	Commission District
2021502	Boca Rio Rd.	Palmetto Park Rd. to Glades Rd.	1.3 mi., 4/5 L			400	R							5	5
2013526A	Flavor Pict Rd.	SR7 to Lyons Rd.	1.0 mi., 2 L	3,200	C									5	5
2023500	Flavor Pict Rd.	Lyons Rd. to Hagen Ranch Rd.	1.0 mi., 4 L			10	D	4,780	S/D/R					5	5
2013500	Linton Blvd.	Military Tr.	Intersection Improvements	600	C									5	4 & 5
2021500	Lyons Rd.	Atlantic Ave. to S. of Flavor Pict Rd.	2.4 mi., 4 L			500	R/M			6,000	C			5	5
2018503	Lyons Rd.	S. of Flavor Pict Rd. to Boynton Beach Blvd.	3.0 mi., 4 L			12,000	C							5	5
2018107	Palmetto Park Rd.	Lyons Rd.	Intersection Improvements			900	C							5	5
2021504	Sims Rd.	Lakes of Delray Blvd. to Atlantic Ave.	0.6 mi., 2 L			10	R/M							5	5
2018105	S.W. 18th Street	Boca Rio Rd.	Intersection Improvements	1,900	C									5	5
2017518	Yamato Rd.	Lakeridge Blvd. W. of FI Turnpike	1.4 mi., 6L	1,700	C									5	5
TOTALS				7,400		13,820		4,780		6,000		0			

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 6)

5YR Road Program - FY 2022
District 6
Line Items
(\$ in 1,000s)

												Added	Revised	Delayed	Advanced
PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022 Cost	Phase	FY 2023 Cost	Phase	FY 2024 Cost	Phase	FY 2025 Cost	Phase	FY 2026 Cost	Phase	IFA	Commission District
N/A	60th St. N.	Seminole Pratt Whitney Rd. to 140th Ave. N.	2.7 mi., 4 L									250	D	3	6
2019500	60th St. N.	W. of 140th Ave. to Avocado Blvd.	0.8 mi., 3 L	500	D/R/M									3	6
2017515	60th St. N.	Avocado Blvd. to E. of 120th Ave. N.	1.6 mi., 3 L	50	D			6,000	C					3	6
2015509	Benoist Farms Rd.	S.R. 80 to Belvedere Rd.	0.9 mi., 3 L	3,750	C									3	2 & 6
2018507	Coconut Blvd.	S. of 78th Place North to S. of Northlake Blvd.	1.3 mi., 5 L					3,300	C					3	6
N/A	CR 880	Belle Glade to Twenty Mile Bend	Rehabilitation/Heavy Maintenance	100	C	1,000	C	1,000	C	1,000	C	1,000	C	T	6
2020501	CR 880	Sam Senter Rd. over SFWMD Ocean Canal	Intersection Improvements & Bridge Replacement			4,000	C							T	6
2015500	CR 880	over C-51 Canal	Bridge Replacement			4,500	C							T	6
N/A	Glades Area	R&R Throughout the Glades	Repair/Reconstruction	700	C	700	C	700	C	700	C	700	C	T	6
N/A	Lyons Rd.	S. of L.W.D.D. L-11 Canal to N. of L.W.D.D. L-10 Canal	0.6 mi., 2/3 L									100	P	3	6
2019604	Lyons Rd./Sansbury's Way	Forest Hill Blvd. to Okeechobee Blvd.	Buffered Bike Lanes	6,060	C									T	2 & 6
2005506	Roebuck Rd.	S.R. 7 to Jog Rd.	3.0 mi., 4 L									100	D/M	3	2,6 & 7
2018502	Royal Palm Beach Blvd.	N. of Persimmon Blvd. to N. of M Canal	1.1 mi., 5 L	500	R									3	6
2014501	Royal Palm Beach Blvd.	M Canal to S. of Orange Blvd.	1.0 mi., 5 L	1,500	R									3	6
2018506	Royal Palm Beach Blvd. / Orange Blvd. / Coconut Blvd.	S. of Orange Blvd. to S. of 78th Place North	1.6 mi., 5 L	400	R									3	1 & 6
2017106	State Road 7	Weisman Way	Intersection Improvements	120	C									3	6
TOTALS				13,880		10,200		11,000		1,700		2,150			

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Engineering &
Public Works
Department

5 YRP – MID-YEAR ADJUSTMENT (FY 2022 - 2026)

KEY FUNDING ADJUSTMENTS (Dist. 7)

5YR Road Program - FY 2022 District 7 Line Items (\$ in 1,000s)

														Added	Revised	Delayed	Advanced
PROJECT NUMBER	PROJECT	LIMITS	DESCRIPTION	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		IFA	Commission District		
				Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase				
2016501	45th St.	E. of Haverhill Rd. to E. of Military Trail	0.6 mi., 6 L	2,460	C									2	7		
2021827	Australian Ave.	Banyan Blvd. to 45th St.	Drainage Improvements & Multipurpose Path	3,200	D									2	2 & 7		
2013520	Congress Ave.	Palm Beach Lakes	Intersection Improvements	2,000	C									2	7		
2022506	George Bush Bascule Bridge	over Intracoastal	Study	1,000	S/D									T	4 & 7		
2016509C	Okeechobee Blvd.	Jog Road	Intersection Improvements (Add 3rd NBL TL. Ext. SB L RL & RTL)			1,370	C							3	2 & 7		
2005506	Roebuck Rd.	S.R. 7 to Jog Rd.	3.0 mi, 4 L									100	D/M	3	2,6 & 7		
2018106	Woolbright Rd.	Seacrest Blvd.	Intersection Improvements	500	R			1,400	C					4	7		
TOTALS				9,160		1,370		1,400		0		100					

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Engineering &
Public Works
Department

GEORGE BUSH BASCULE BRIDGE

This bascule bridge was built in 1949.

Bridge bascule mechanism failed which caused it to malfunction, and bridge is slated for replacement.

5YRP has allocated \$1 million in FY22 to undertake a study to determine the appropriate design and configuration for the replacement bridge.

The Department has begun the consultant selection process.

The estimated total cost to construct the new bridge is \$40 million.



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Updated Northlake Blvd TIM R/W Study Timeline

- Scope of Work - Basic survey, title search, R/W Map, preliminary master plan layout, research by appraiser, accountant, market analyst, producing report detailing estimated R/W Acquisition Costs to widen Northlake Blvd. R/W from 120' to 142'
- Scope and Fee Currently Being Negotiated
- Planned BCC Contract Award – Winter 2022
- Consultant Notice to Proceed – Spring 2023
- Expected Study Completion - Winter 2023

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Grant Funding Awards & Opportunities

- County **AWARDED** \$13M FDEP Resiliency Grant – Australian Avenue Drainage Study
- County **AWARDED** \$538K CDBG – Penn Park Neighborhood Resurfacing
- Applied for USDOT MPDG (MEGA grant) – CR880 from Belle Glade to south of SR 80 - \$128M requested
- Applied for FDOT CIGP – Flavor Pict Road from Lyons Road to Hagen Ranch Road (includes bridge over Turnpike) - \$7.5M requested
- Pending Submittals:
 - Safe Streets for All (SS4A) for Countywide Safety Plan
 - Bridge Investment Program for CR880 over the C-51, Palm Beach Lakes Blvd over FEC RR, Prosperity Farms Rd over C-17 and CR880 over Sam Senter Rd

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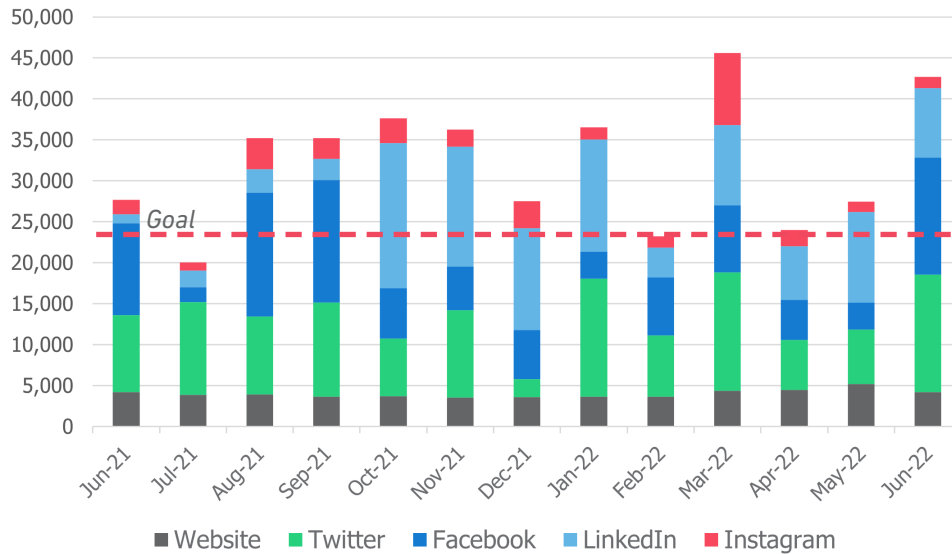
Public Involvement Activity Report

June 2022

4.A.1

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: 44 TPA-related media stories

Total June Media Coverage

Audience: Represents the number of people who likely viewed a story.

Publicity Value: Represents the cost to advertise during that specific time, program and/or platform multiplied by the number of people who viewed the story.

Total National TV Audience
250,024

Total National TV Publicity
USD \$61,872

Total Online News Audience
1,026,206

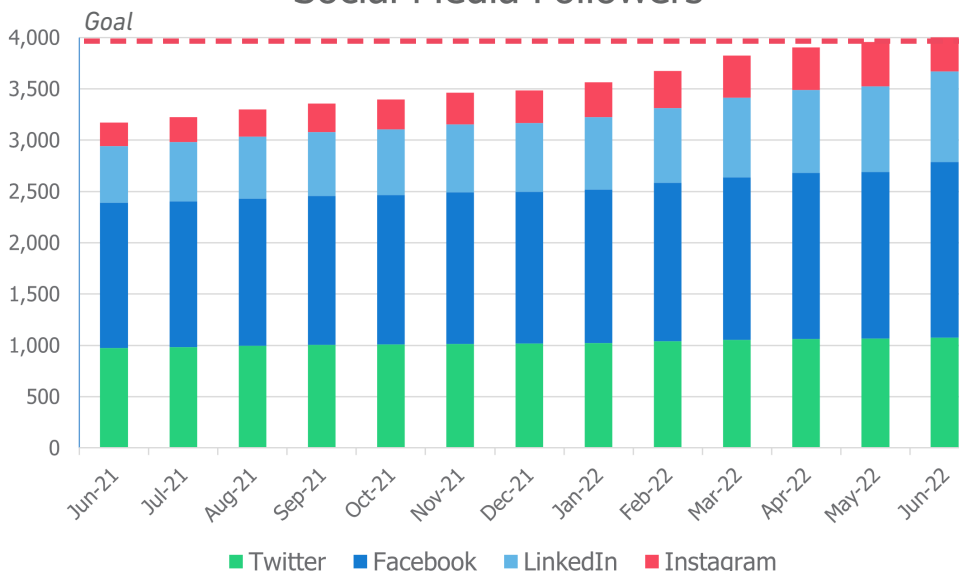
Total Online News Publicity
USD \$17,233

Total Local TV Audience
250,024

Total Local TV Publicity
USD \$61,872

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

Social Media Followers



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

WPTV: Light Rail Proposal for Okeechobee Blvd. & State Road 7

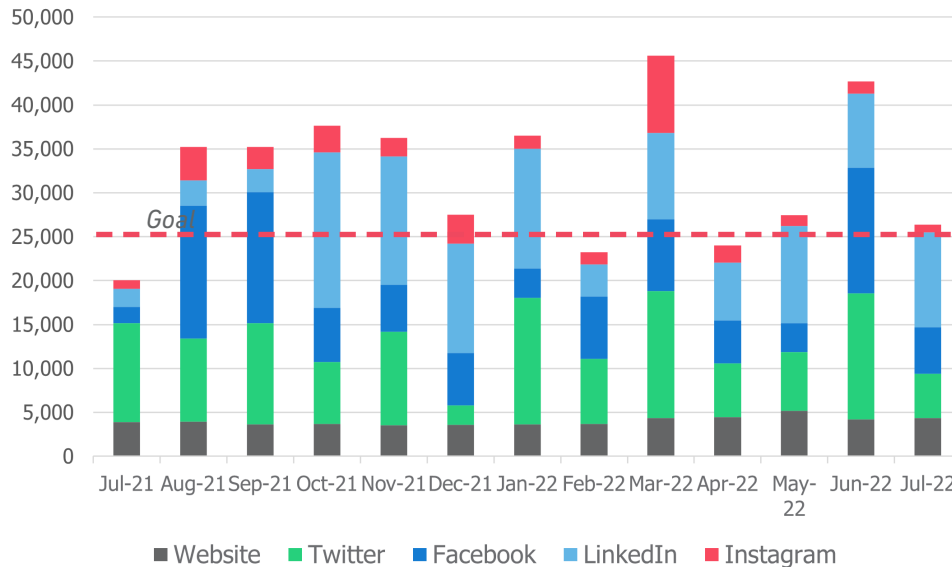


Public Involvement Activity Report

July 2022

FY 22 Strategic Plan Goal 1.B Increase Social Media Engagement

Social Media Impressions



FY 22 Strategic Plan Goal 1.D: Increase public awareness of the TPA Goal: 75 TPA-related media stories Current: 15 TPA-related media stories

Total July Media Coverage

Audience: Represents the number of people who likely viewed a story.

Publicity Value: Represents the cost to advertise during that specific time, program and/or platform multiplied by the number of people who viewed the story.



Total Online + Print Publicity
USD \$12,637



Total Online + Print Audience
1,466,781

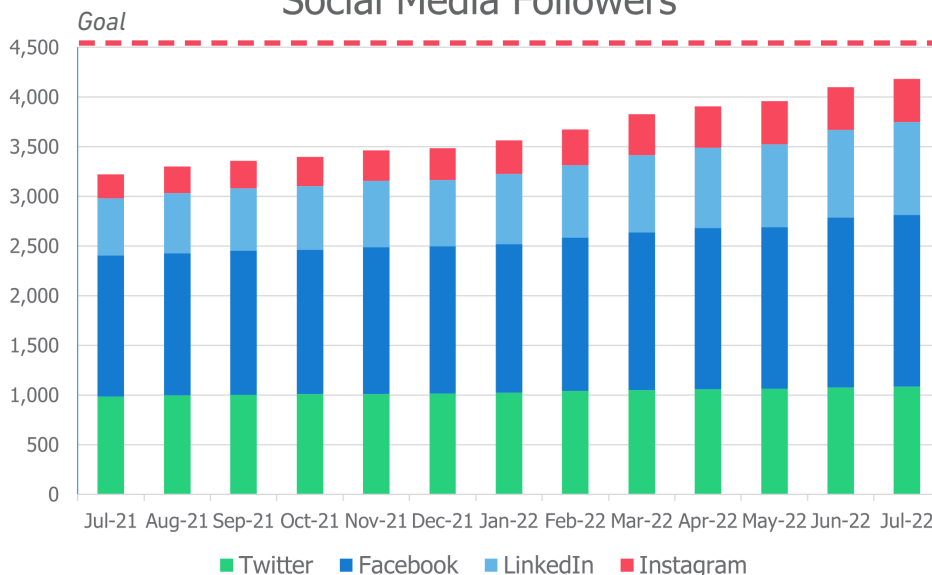


Total Social Followers
562,356

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

FY 22 Strategic Plan Goal 1.B Increase Social Media Engagement

Social Media Followers



Palm Beach Post: U.S. 1 & North Palm Beach Lane Repurposing

Right-sizing a 'superhighway': North Palm Beach latest to shrink U.S. 1 to 4 lanes from 6

Lianna Norman Palm Beach Post

Published 10:05 p.m. ET July 31, 2022

[View Comments](#)



North Palm Beach may change U.S. 1 to 2 lanes

North Palm Beach may permanently close a lane on U.S. 1 in both directions between Anchorage Drive's north and south entrances. [Greg Lovett, Palm Beach Post](#)

Project Scheduling Report – September 2022

Phases occurring within the next 90 days

Palm Beach TPA & FDOT District 4

4.A.2

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 (MMS)	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 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
SIS Capacity					
4397591	I-95 AT BELVEDERE RD NB	INTERCHANGE - ADD LANES	FDOT	Letting	9/2/2022
4192511	BEELINE HWY/SR-710 FROM NORTHLAKE BLVD TO BLUE HERON BLVD/SR-708	ADD LANES & RECONSTRUCT	FDOT	Production	9/6/2022
4369631	I-95 AT 6TH AVE S	INTERCHANGE - ADD LANES	FDOT	Production	9/6/2022
4365191	I-95 AT 45TH ST	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	9/19/2022
4358041	I-95 AT BOYNTON BEACH BLVD/SR-804	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	9/29/2022
4441211	I-95 AT BELVEDERE RD SB OFF RAMP	INTERCHANGE JUSTIFICA/MODIFICA	FDOT	Production	10/3/2022
4397581	I-95 AT INDIANTOWN RD	INTERCHANGE - ADD LANES	FDOT	Production	11/7/2022
4353842	I-95 AT LINTON BLVD	INTERCHANGE IMPROVEMENT	FDOT	Initial Field Review	11/8/2022
4372791	I-95 AT WOOLBRIGHT RD	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	11/16/2022
State Road Modifications					
4400461	LAKE WORTH RD/SR-802 ROUNDABOUT PEDESTRIAN IMPROVEMENTS	PEDESTRIAN SAFETY IMPROVEMENT	FDOT	Biddability	8/25/2022
2296584	ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD	ADD LANES & RECONSTRUCT	FDOT	PSE Meeting	9/27/2022
4405754	ATLANTIC AVE/SR-806 FROM FLORIDA'S TURNPIKE TO CUMBERLAND DR	ADD LANES & RECONSTRUCT	FDOT	Initial Engineering	10/25/2022
2296584	ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD	ADD LANES & RECONSTRUCT	FDOT	Biddability	11/2/2022
4383864	US-1 FROM PALMETTO PARK RD TO NORTHLAKE BLVD	PUBLIC TRANSPORTATION SHELTER	FDOT	Execution Date (Design)	11/4/2022
Local Initiatives Program					
4460921	OKEECHOBEE BLVD AT FOLSOM RD	ROUNDABOUT	PALM BEACH COUNTY	Kickoff Meeting	9/19/2022
4443761	PARKER AVE FROM FOREST HILL BLVD/SR-882 TO NOTTINGHAM BLVD	BIKE LANE/SIDEWALK	WEST PALM BEACH	Production	10/3/2022
4415701	36TH ST FROM AUSTRALIAN AVE TO POINSETTA AVE	BIKE LANE/SIDEWALK	FDOT	Constructability Plans	11/17/2022
Transportation Alternatives Program					
4400151	WEST PALM BEACH - NORTH SHORE PEDESTRIAN BRIDGE	PEDESTRIAN BRIDGE	FDOT	Constructability Plans	9/15/2022
4460801	OKEECHOBEE BLVD FROM A RD TO FOLSOM RD	BIKE PATH/TRAIL	PALM BEACH COUNTY	Kickoff Meeting	9/19/2022
4483021	KYOTO GARDENS DR FROM NORTH MILITARY TRL TO ALTERNATE A1A	BIKE PATH/TRAIL	PALM BEACH GARDENS	Production	10/3/2022
4490021	GRAPEVIEW BLVD & KEY LIME BLVD	SIDEWALK	ITID	Kickoff Meeting	10/11/2022
Other FDOT & Local Projects					
4492551	I-95 AT DONALD ROSS RD	LANDSCAPING	FDOT	Agency Scope Review	9/14/2022
4492791	OKEECHOBEE BLVD/SR-704 FROM RIVERWALK BLVD TO N JOG ROAD	LIGHTING	FDOT	Execution Date (Design)	9/16/2022
4492801	I-95 AT PGA BLVD/SR-786 NB TO WB OFF-RAMP	SKID HAZARD OVERLAY	FDOT	Kickoff Meeting	9/21/2022
4438431	LAKE WORTH RD/SR-802 AT HAVERHILL RD	WIDEN/RESURFACE EXIST LANES	FDOT	Production	10/3/2022

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 @ HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Agency Scope Review	10/5/2022
4417551	US-1/SR-5 FROM BROWARD COUNTY LINE TO SPANISH RIVER BLVD	ARTERIAL TRAFFIC MGMT SYSTEMS	FDOT	Letting	10/26/2022
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 @ HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Kickoff Meeting	11/7/2022
4331093	I-95 FROM BROWARD COUNTY LINE TO LINTON BLVD - EXPRESS LANES	LANDSCAPING	FDOT	Production	11/7/2022
Major Maintenance					
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	RESURFACING	FDOT	Biddability	8/25/2022
4476691	E OCEAN AVE/SR-804 FROM SR-5/US-1 TO A1A	RESURFACING	FDOT	Initial Field Review	8/29/2022
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	RESURFACING	FDOT	Biddability	8/29/2022
4484351	SR-811 FROM SOUTH OF RCA BLVD TO NORTH OF DONALD ROSS RD	RESURFACING	FDOT	Execution Date (Design)	9/2/2022
4460971	BEELINE HWY/SR-710 FROM E OF PRATT & WHITNEY TO E OF RAILROAD TRACKS	RESURFACING	FDOT	Letting	9/2/2022
4457691	A1A / BLUE HERON BLVD OVER INTRACOASTAL WATERWAY	BRIDGE-REPAIR/REHABILITATION	FDOT	Production	9/6/2022
4463741	SR-700/CONNERS HWY FROM NORTH OF 1ST ST TO WEST OF SR-80	RESURFACING	FDOT	Biddability	9/6/2022
4461051	STATE MARKET RD FROM SR-15 TO US-441/E MAIN ST	RESURFACING	FDOT	Constructability Plans	9/8/2022
4461021	SR-15 FROM N OF 1ST ST TO PALM BEACH/MARTIN COUNTY LINE	RESURFACING	FDOT	Biddability	9/20/2022
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Initial Engineering	9/26/2022
4414661	SPANISH RIVER BLVD/SR-800 OVER ICWW	BRIDGE-REPAIR/REHABILITATION	FDOT	Production	10/3/2022
4461771	SR-7/US-441 FROM NORTH OF SOUTHERN BLVD/SR-80 TO OKEECHOBEE BLVD/SR-704	RESURFACING	FDOT	Production	10/3/2022
4461041	LAKE AVE/LUCERNE AVE FROM EAST OF A ST TO EAST OF GOLFVIEW RD	RESURFACING	FDOT	Public Information Workshop	10/4/2022
4461012	SR-80/US-98 FROM EAST OF PARKER AVE TO WEST OF WASHINGTON RD	BRIDGE REHABILITATION	FDOT	Letting	10/7/2022
4461011	SR-80/US-98 FROM EAST OF PARKER AVE TO WEST OF WASHINGTON RD	RESURFACING	FDOT	Letting	10/7/2022
4461041	LAKE AVE/LUCERNE AVE FROM EAST OF A ST TO EAST OF GOLFVIEW RD	RESURFACING	FDOT	PSE Meeting	10/11/2022
4461731	FEDERAL HWY FROM S OF 10TH AVE SOUTH TO 6TH AVE N	RESURFACING	FDOT	Constructability Plans	10/19/2022
4476711	OKEECHOBEE BLVD/SR-704 FROM W OF I-95 TO AUSTRALIAN AVE	RESURFACING	FDOT	Initial Engineering	10/20/2022
4461751	A1A FROM N OF EMERALDA BCH WAY TO SOUTH OF SR-704/ROYAL PALM WAY	RESURFACING	FDOT	Constructability Plans	10/26/2022
4461041	LAKE AVE/LUCERNE AVE FROM EAST OF A ST TO EAST OF GOLFVIEW RD	RESURFACING	FDOT	Biddability	11/3/2022
4476651	BOYNTON BEACH BLVD/SR-804 FROM SR-7/US-441 TO LYONS RD	RESURFACING	FDOT	Initial Engineering	11/3/2022
4476581	US-1 FROM BAILEY ST TO HARBOURSIDE DR	RESURFACING	FDOT	Initial Engineering	11/3/2022
4460991	US-1 FROM N QUADRILLE BLVD TO PALM BEACH LAKES BLVD	RESURFACING	FDOT	Production	11/7/2022
4461031	MILITARY TRAIL FROM SOUTH OF DEVONS RD TO NORTH OF FLAG DR	RESURFACING	FDOT	Production	11/7/2022

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4476641	SR-15/E MAIN ST FROM S LAKE AVE TO SR-700/CONNORS HWY	RESURFACING	FDOT	Initial Field Review	11/22/2022
4461791	OKEECHOBEE BLVD FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	Constructability Plans	11/22/2022

June 24, 2022

To the Board of Directors
Palm Beach Transportation Planning Agency
West Palm Beach, Florida

We have audited the basic financial statements of the governmental activities and the major fund of the Palm Beach Transportation Planning Agency (the "TPA"), for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 15, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the TPA are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the TPA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the TPA's financial statements were:

1. *Depreciation of capital assets* - Depreciation is provided on a straight-line basis over the respective estimated useful lives. The TPA has informed us they used all relevant facts available to them at the time of acquisition to make the best judgments about the depreciation methods and estimated useful lives of capital assets.
2. *Net pension liability related to the Florida Retirement System* - In accordance with GASB No. 68, *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27* and other applicable governmental accounting pronouncements, the TPA has recorded its share of the Florida Retirement System Pension Plan defined benefit plan and the Retiree Health Insurance Subsidy Program defined benefit plan based on the Schedule of Employer Allocations, Schedule of Pension Amounts by Employer and the Notes to the Schedules which have been audited by the Auditor General of the State of Florida.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements noted as a result of our audit procedures. A list of adjusting journal entries was provided to management and is available upon request. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 24, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the TPA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the TPA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We have discussed with management the significant deficiencies identified as a result of our audit. These matters are discussed in further detail in the Schedule of Findings and Questioned Costs in our report dated June 24, 2022.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the budgetary comparison schedules and the schedules related to pensions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction of Use

This information is intended solely for the information and use of the Board of Directors and management of the TPA and is not intended to be, and should not be, used by anyone other than these specified parties.

We would be pleased to discuss any questions that you may have.

Very truly yours,

KEEFE McCULLOUGH

4.B.2

Palm Beach Transportation Planning Agency

Financial Statements
and Additional Information
For the Year Ended June 30, 2021



Palm Beach Transportation Planning Agency

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Palm Beach Transportation Planning Agency

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of Palm Beach Transportation Planning Agency (the "TPA"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the TPA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

CPA's + Trusted Advisors

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the TPA, as of June 30, 2021, and the respective changes in financial position for the twelve months then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6, the budgetary comparison schedule - general fund and related notes on pages 22 and 23 and the schedules related to the pension plan on pages 24 through 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the TPA's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2022, on our consideration of the TPA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the TPA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the TPA's internal control over financial reporting and compliance.

KEEFE McCULLOUGH

Fort Lauderdale, Florida
June 24, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Palm Beach Transportation Planning Agency (the "TPA") financial performance provides an overview of the TPA's financial activities for the year ended June 30, 2021, with certain comparative information for the nine months ended June 30, 2020. Please read it in conjunction with the TPA's financial statements which immediately follow this discussion.

Financial Highlights

The following are highlights of financial activity for the year ended June 30, 2021:

- The TPA's total assets and deferred outflows of resources exceeded its liabilities and deferred inflow of resources as of June 30, 2021 by \$ 1,459,872.
- The TPA's total revenues were \$ 3,090,654, including \$ 2,949,500 from federal and state grants, \$ 139,387 from local contributions, \$ 145 from investment income and \$ 1,622 from other income. The TPA's total expenses for the year were \$ 3,208,244.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the TPA's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements: The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the TPA's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the TPA's assets, liabilities, and deferred inflows/outflows of resources, with the difference between these reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the TPA is improving or deteriorating.

The statement of activities presents information showing how the TPA's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 7 and 8 of this report.

Fund Financial Statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The TPA only has one category of funds - governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating the TPA's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the TPA's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide reconciliation to facilitate this comparison between governmental funds and governmental activities.

The TPA adopts an annual budget for its governmental fund. Budgetary comparison schedules have been provided for the General Fund to demonstrate compliance.

The governmental fund financial statements can be found on pages 7 and 8 of this report.

Notes to Basic Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 9 through 21 of this report.

Other Information: In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the TPA's adopted budget to actual results and schedules relating to the TPA's Pension Plan. Required supplementary information can be found on pages 22 through 27 of this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statements of net position as of June 30:

Palm Beach Transportation Planning Agency Net Position		
	2021	2020
Assets:		
Current assets	\$ 2,203,020	\$ 2,063,546
Capital assets	1,170,054	1,309,527
Total assets	3,373,074	3,373,073
Total deferred outflows of resources	804,986	740,630
Liabilities:		
Current liabilities	557,871	342,489
Noncurrent liabilities	2,147,357	2,180,792
Total liabilities	2,705,228	2,523,281
Total deferred inflows of resources	12,960	12,960
Net Position:		
Net investment in capital assets	1,170,054	1,309,527
Unrestricted (deficit)	289,818	267,935
Total net position	\$ 1,459,872	\$ 1,577,462

**Palm Beach Transportation Planning Agency
Management's Discussion and Analysis
June 30, 2021**

The following table reflects the TPA's change in net position for the year ended June 30, 2021 and the nine months ended June 30, 2020.

Palm Beach Transportation Planning Agency Change in Net Position		
	<u>2021</u>	<u>2020</u>
Revenues:		
Federal and state grants	\$ 2,949,500	\$ 2,223,303
Local contributions	139,387	137,991
In-kind contributions	-	259,387
Interest income	145	753
Miscellaneous income	<u>1,622</u>	<u>2,022</u>
Total revenues	<u>3,090,654</u>	<u>2,623,456</u>
Expenses:		
Transportation planning	<u>3,208,244</u>	<u>2,296,372</u>
Total expenses	<u>3,208,244</u>	<u>2,296,372</u>
Change in net position	(117,590)	327,084
Net Position, Beginning of Year	<u>1,577,462</u>	<u>1,250,378</u>
Net Position, End of Year	\$ <u><u>1,459,872</u></u>	\$ <u><u>1,577,462</u></u>

Analysis of the Government's Funds

As noted earlier, the TPA uses fund accounting to maintain control over resources that have been segregated for specific activities or objectives. The focus of the TPA's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the TPA's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the TPA's net resources available for spending at the end of the fiscal year.

The General Fund is the sole operating fund of the TPA. At the end of year 2021, fund balance of the General Fund was \$ 445,149, which includes \$ 25,965 that was nonspendable for prepaids and deposits.

Capital Assets and Debt Administration

The TPA's capital assets, less accumulated depreciation, for its governmental activities as of June 30, 2021, amounts to \$ 1,170,054 which consists of leasehold improvements and furniture and equipment, as compared to \$ 1,309,527 at June 30, 2020.

As of June 30, 2021, the TPA had long term liabilities outstanding relating to pension, compensated absences, and due to other agencies of \$ 2,147,357 as compared to \$ 2,180,792 at June 30, 2020.

General Fund Budgetary Highlights

An operating budget for the General Fund was adopted by the governing board for the TPA and subsequently approved by various agencies. The General Fund budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The budget to actual comparisons for the General Fund, including the original and final adopted budget, is shown on page 22.

The TPA experienced an unfavorable variance in revenues compared to the General Fund budget in the amount of \$ (1,480,248), which is due to the timing of transportation planning projects. The TPA experienced a favorable variance in expenditures compared to the General Fund budget in the amount of \$ 1,640,429. This resulted in an overall favorable variance of \$ 160,181.

Requests for Information

This financial report is designed to provide a general overview of the TPA's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Palm Beach Transportation Planning Agency, Florida; 301 Datura Street, West Palm Beach, Florida 33401.

BASIC FINANCIAL STATEMENTS

Palm Beach Transportation Planning Agency
Statement of Net Position and Governmental Fund - Balance Sheet
June 30, 2021

	<u>General Fund</u>	<u>Adjustments (Note 3)</u>	<u>Statement of Net Position</u>
Assets:			
Cash and cash equivalents	\$ 642,448	\$ -	\$ 642,448
Due from governmental agencies	1,534,607	-	1,534,607
Prepays and deposits	25,965	-	25,965
Capital assets, net of accumulated depreciation	-	1,170,054	1,170,054
Total assets	<u>2,203,020</u>	<u>1,170,054</u>	<u>3,373,074</u>
Deferred Outflows of Resources:			
Deferred pension outflows	-	804,986	804,986
Liabilities:			
Accounts payable and accrued liabilities	557,871	-	557,871
Due within one year:			
Compensated absences	-	2,057	2,057
Due in more than one year:			
Compensated absences	-	18,515	18,515
Due to other agencies	1,200,000	-	1,200,000
Net pension liability	-	926,785	926,785
Total liabilities	<u>1,757,871</u>	<u>947,357</u>	<u>2,705,228</u>
Deferred Inflows of Resources:			
Deferred pension inflows	-	12,960	12,960
	-	12,960	12,960
Fund Balance:			
Nonspendable for prepaids and deposits	25,965	(25,965)	
Unassigned	419,184	(419,184)	
Total fund balance	<u>445,149</u>	<u>(445,149)</u>	
Total liabilities, deferred inflows of resources, and fund balance	\$ <u><u>2,203,020</u></u>		
Net Position:			
Net investment in capital assets		1,170,054	1,170,054
Unrestricted		289,818	289,818
Total net position		\$ <u><u>-</u></u>	\$ <u><u>1,459,872</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

Palm Beach Transportation Planning Agency
Statement of Activities and Governmental Fund
Revenues, Expenditures and Changes in Fund Balance
For the Year Period Ended June 30, 2021

	General Fund	Adjustments (Note 3)	Statement of Activities
Revenues:			
Federal and state grants	\$ 2,949,500	\$ -	\$ 2,949,500
Local contributions	139,387	-	139,387
Interest income	145	-	145
Miscellaneous income	1,622	-	1,622
	<u>3,090,654</u>	<u>-</u>	<u>3,090,654</u>
Total revenues	<u>3,090,654</u>	<u>-</u>	<u>3,090,654</u>
Expenditures:			
Current:			
Transportation planning:			
Personnel services	1,460,025	(97,791)	1,362,234
Professional and consulting	1,136,499	-	1,136,499
Operation and maintenance	106,800	-	106,800
Occupancy	199,009	-	199,009
Bad debt	236,089	-	236,089
Depreciation	-	167,613	167,613
Capital outlay	28,140	(28,140)	-
	<u>3,166,562</u>	<u>41,682</u>	<u>3,208,244</u>
Total expenditures	<u>3,166,562</u>	<u>41,682</u>	<u>3,208,244</u>
Net change in fund balance	<u>(75,908)</u>	<u>75,908</u>	<u>-</u>
Net change in net position	<u>-</u>	<u>(117,590)</u>	<u>(117,590)</u>
Fund Balance/Net Position:			
Beginning of year	<u>521,057</u>	<u>1,056,405</u>	<u>1,577,462</u>
End of year	<u>\$ 445,149</u>	<u>\$ 1,014,723</u>	<u>\$ 1,459,872</u>

The accompanying notes to basic financial statements are an integral part of these statements.

Note 1 - Agency TPA and Operations

The Palm Beach Metropolitan Planning Organization d.b.a. Palm Beach Transportation Planning Agency (the "TPA") is a transportation policy-making board created by federal and state statute to provide a cooperative, comprehensive, and continuing transportation planning process for Palm Beach County. The process encompasses all transportation modes and covers both short-range and long-range planning. The TPA Governing Board (the "Board") is comprised of five county commissioners, 15 elected officials from the largest 13 cities in the county, and one port commissioner. The TPA maintains a long-range forecast of population, employment, and transportation projects and services that advance the regional vision. The TPA also annually adopts a funding program that prioritizes over \$ 600 million of federal, state, and local transportation dollars per year to implement those projects.

Note 2 - Summary of Significant Accounting Policies

Financial Reporting Entity: The financial statements were prepared in accordance with government accounting standards which establishes standards for defining and reporting on the financial reporting entity. The definition of the financial reporting entity is based upon the concept that elected officials are accountable to their constituents for their actions. One of the objectives of financial reporting is to provide users of financial statements with a basis for assessing the accountability of its officials. The governmental reporting entity consists of the TPA and its component units. Component units are legally separate entities for which the Governing Board is financially accountable or other entities whose nature and significant relationship with the TPA are such that exclusion would cause the TPA's financial statements to be misleading. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and (i) either the TPA's ability to impose its will on the entity or (ii) there is potential for the entity to provide a financial benefit to or impose a financial burden on the TPA. Based upon the application of these criteria, there were no entities that met the criteria described above.

Government-Wide and Fund Financial Statements: The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the TPA.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the TPA considers revenues to be available if they are collected within one year of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, compensated absences and pension liabilities are recorded as expenditures only when payment is due.

Note 2 - Summary of Significant Accounting Policies (continued)

Revenues for expenditure driven grants are recognized when the qualifying expenditures are incurred. All other revenue items are considered to be measurable and available only when cash is received by the TPA.

The TPA reports the following major governmental fund:

The General Fund is the TPA's primary operating fund and its only governmental fund. It accounts for all financial resources of the TPA.

Cash and cash equivalents: Cash and cash equivalents are defined as cash on hand and demand deposits. The TPA maintains deposits at financial institutions which at times exceed federally insured amounts. Deposit accounts are maintained with what management believes to be quality financial institutions.

Due from governmental agencies: Amounts due to the TPA by governments or agencies are for grants or programs under which the services have been provided.

Capital assets: Capital assets, which include furniture and equipment, are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the TPA as assets with an initial, individual cost of more than \$ 1,000 and estimated useful lives in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets of the TPA are depreciated using the straight-line method over the following estimated useful lives:

Furniture and equipment	3-5 years
Leasehold improvements	10 years

Due to other agency: Amounts due to other agency are advanced monies paid to the TPA for the payment of operational expenses in accordance with the TPA's current budget and adopted Unified Planning Work Program.

Compensated absences: The TPA maintains personnel records that allow it to determine the cumulative number of unused paid time off available to its employees. This allows the TPA to determine its future liability for these compensated absences.

Deferred outflows/inflows of resources: In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The TPA has one item that qualifies for reporting in this category. The item is the deferred outflows related to the pension plan and discussed in further detail in Note 8.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The TPA has one item that qualifies for reporting in this category. The item is the deferred inflows related to the pension plan and discussed in further detail in Note 8.

Note 2 - Summary of Significant Accounting Policies (continued)

Net position: Net position is classified in three categories. The general meaning of each is as follows:

- Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings or payables that are attributable to the acquisition, construction or improvement of those assets.
- Restricted net position - consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- Unrestricted - all other net position that do not meet the definition of "restricted" or "net investment in capital assets."

Fund balance: The TPA follows GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement requires that governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the TPA is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable - This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- Restricted - This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed - This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the TPA's Board. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- Assigned - This classification includes amounts that are constrained by the TPA's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or through the Board delegating this responsibility to the TPA's management.
- Unassigned - This classification includes the residual fund balance for the General Fund.

The TPA considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the TPA would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 2 - Summary of Significant Accounting Policies (continued)

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts of assets, liabilities, deferred inflows/outflows, disclosures of contingent liabilities, revenues and expenditures/expenses reported in the financial statements and accompanying notes. These estimates include assessing the collectability of receivables and the useful lives of capital assets. Although these estimates as well as all estimates are based on management's knowledge of current events and actions it may undertake in the future, they may ultimately differ from actual results.

Date of management's review: Subsequent events were evaluated by management through June 24, 2022, which is the date the financial statements were available to be issued.

Note 3 - Reconciliation of Government-Wide and Fund Financial Statement

Adjustments were made to include capital assets (net of accumulated depreciation), long-term liabilities and deferred inflows and outflows related to the pension on the statement of net position.

Ending governmental fund balance	\$ <u>445,149</u>
Adjustments:	
Capital assets, net	1,170,054
Deferred pension outflows	804,986
Accrued compensated absences	(20,572)
Net pension liability	(926,785)
Deferred pension inflows	<u>(12,960)</u>
Total adjustments	<u>1,014,723</u>
Ending net position (deficit)	\$ <u><u>1,459,872</u></u>

Adjustments were made to include depreciation expense, eliminate capital outlay expenditures, record the changes in compensated absences, pension-related assets, liabilities, deferred inflows and deferred outflows on the statement of activities.

Change in fund balance	\$ <u>(75,908)</u>
Adjustments:	
Depreciation expense	(167,613)
Capital outlay expenditures	28,140
Change in deferred pension outflows	64,356
Change in compensated absences	<u>33,435</u>
Total adjustments	<u>(41,682)</u>
Change in net position	\$ <u><u>(117,590)</u></u>

Note 4 - Cash and Cash Equivalents

At June 30, 2021, the carrying amount of the TPA's deposits and the bank balance was \$ 642,448.

The TPA maintains deposits with "Qualified Public Depositories" as defined in Chapter 280, Florida Statutes. All Qualified Public Depositories must place with the Treasurer of the State of Florida securities equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. In the event of default by a Qualified Public Depository, the State Treasurer will pay public depositors all losses.

Under this method, all the TPA's deposits are fully insured or collateralized at the highest level of security as defined by Governmental Accounting Standards Board, Statement Number 40, *Deposits and Investment Disclosures*.

Note 5 - Capital Assets

Capital asset activity for the twelve months ended June 30, 2021, was as follows:

	Balance July 1, 2020	Additions	Retirements	Balance June 30, 2021
Governmental Activities:				
Capital assets, being depreciated:				
Furniture and equipment	\$ 175,139	\$ 28,141	\$ -	\$ 203,280
Leasehold improvements	<u>1,286,424</u>	<u>-</u>	<u>-</u>	<u>1,286,424</u>
Total capital assets, being depreciated	<u>1,461,563</u>	<u>28,141</u>	<u>-</u>	<u>1,489,704</u>
Less: accumulated depreciation for:				
Furniture and equipment	73,042	38,971	-	112,013
Leasehold improvements	<u>78,994</u>	<u>128,643</u>	<u>-</u>	<u>207,637</u>
Total accumulated depreciation	<u>152,036</u>	<u>167,614</u>	<u>-</u>	<u>319,650</u>
Total capital assets, being depreciated, net	<u>1,309,527</u>	<u>(139,473)</u>	<u>-</u>	<u>1,170,054</u>
Governmental activities capital assets, net	\$ <u>1,309,527</u>	\$ <u>(139,473)</u>	\$ <u>-</u>	\$ <u>1,170,054</u>

The provision for depreciation for the year ended June 30, 2021 amounted to \$ 167,614. The TPA allocated the depreciation to transportation planning.

Note 6 - Due to Other Agencies

The TPA entered into inter-local agreements with four municipalities: the City of Boca Raton, The Village of Royal Palm Beach, City of Palm Beach Gardens and the Town of Jupiter to provide advance monies for the payment of operational expenses in accordance with the TPA's operating budget and adopted Unified Planning Work Program. The TPA is required to provide annual administrative fees to each municipality for the ongoing use of the funds in accordance with the agreement. The TPA expends the funds for grant services and replenishes the account upon reimbursement of grant expenses. The account balance at June 30, 2021 was \$ 1,200,000 and is due one hundred eighty (180) days after the termination of the interlocal agreements. The interlocal agreements are effective through September 30, 2023 and may be renewed for up to two (2) additional five (5) year periods upon mutual agreement of both parties.

The TPA entered into an inter-local agreement with the Broward Metropolitan Planning Organization (the "MPO") to jointly obtain health and other personnel insurance at a discounted rate. At June 30, 2021, there was no amount due to the MPO.

Note 7 - Long-Term Liabilities

The following is a summary of the changes in the long-term liabilities of the TPA for the year ended June 30, 2021:

	Balance July 1, 2020	Additions	Deletions	Balance June 30, 2021	Due Within One Year
Compensated absences	\$ 54,007	\$ 173,592	\$ (207,027)	\$ 20,572	\$ 2,057
Due to other agencies	1,200,000	-	-	1,200,000	-
Net pension liability	926,785	-	-	926,785	-
Total	\$ 2,180,792	\$ 173,592	\$ (207,027)	\$ 2,147,357	\$ 2,057

Note 8 - Florida Retirement System

As provided by Chapters 121 and 112, Florida Statutes, the Florida Retirement System ("FRS") provides two cost sharing, multiple employers defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: www.dms.myflorida.com/workforce_operations/retirement/publications.

Pension Plan:

Plan Description - The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

Benefits Provided - Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service.

Note 8 - Florida Retirement System (continued)

Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary, for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary, for each year of credited service. Elected Officers' class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary, for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions - Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from July 1, 2020 through June 30, 2021, were as follows: Regular - 10.00%; Special Risk Administrative Support - 35.84%; Special Risk - 24.45%; Senior Management Service - 27.29%; Elected Officers' - 49.18%; and DROP participants - 16.98%. These employer contribution rates include 1.66% HIS Plan subsidy for the periods from July 1, 2020 through June 30, 2021.

HIS Plan:

Plan Description - The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Note 8 - Florida Retirement System (continued)

Benefits Provided - For the fiscal year ended June 30, 2021, eligible retirees and beneficiaries received a monthly HIS payment of \$ 5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$ 30 and a maximum HIS payment of \$ 150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions - The HIS Plan is funded by required contributions from FRS participating employer's asset by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2021, the HIS contribution was 1.66%. The TPA contributed 100% of its statutorily required contributions for the current and preceding three years, as applicable. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2021, the TPA reported liabilities of \$ 706,829 for its proportionate share of the Pension Plan's net pension liability and \$ 219,956 for its proportionate share of the HIS Plan's net pension liability, for a total net pension liability of \$ 926,785. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. The TPA elected to use the valuation date of June 30, 2020, which was the same valuation date presented in the June 30, 2020 financial statements of the TPA. As a result, there is no change from the net pension liability and deferred outflows and inflows of resources reported by the TPA as of June 30, 2020, with the exception of contributions subsequent to the measurement date, which is now required to be accounted for. The TPA's proportion of the net pension liability was based on a projection of the TPA's 2020-21 fiscal year contributions relative to the 2020-21 fiscal year contributions of all participating members. At June 30, 2020, the TPA's proportion was 0.001630837% for the FRS Plan and 0.001801462% for the HIS Plan.

For the period ended June 30, 2021, the TPA recognized pension expense of \$ 100,319 for the Pension Plan and \$ 34,439 for the HIS Plan for a total pension expense of \$ 134,758.

At June 30, 2021, the TPA reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources		
	Pension Plan	HIS Plan	Total
Differences between expected and actual experience	\$ 27,052	\$ 8,998	\$ 36,050
Changes of assumptions	127,959	23,651	151,610
Net difference between projected and actual earnings on pension plan investments	42,085	176	42,261
Changes in proportion and differences between TPA contributions and proportionate share of contributions	345,058	165,651	510,709
TPA contributions subsequent to the measurement date	63,288	1,068	64,356
Total	\$ <u>605,442</u>	\$ <u>199,544</u>	\$ <u>804,986</u>

Note 8 - Florida Retirement System (continued)

Deferred outflows of resources related to the Pension Plan and HIS Plan, totaling \$ 64,356 related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the subsequent reporting period ending June 30, 2022.

	Deferred Inflows of Resources		
	Pension Plan	HIS Plan	Total
Changes of assumptions	\$ -	\$ 12,790	\$ 12,790
Differences between expected and actual experience	-	170	170
Total	\$ -	\$ 12,960	\$ 12,960

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year Ended June 30,	Pension Plan	HIS Plan	Total
2022	\$ 111,037	\$ 32,216	\$ 143,253
2023	\$ 133,678	\$ 30,796	\$ 164,474
2024	\$ 124,189	\$ 27,832	\$ 152,021
2025	\$ 102,563	\$ 29,306	\$ 131,869
2026	\$ 70,687	\$ 30,242	\$ 100,929
Thereafter	\$ -	\$ 35,124	\$ 35,124

Actuarial Assumptions - The Florida Retirement System Actuarial Assumption Conference is responsible for setting the assumptions used in the funding valuations of both pension plans pursuant to section 216.136 (10), Florida Statutes. The Pension Plan's valuation is performed annually. The HIS Plan has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the Pension Plan was completed in 2019 for the period July 1, 2013 through June 30, 2018. Because the HIS Plan is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the Pension Plan. The total pension liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	Pension Plan	HIS Plan
Inflation	2.40%	2.40%
Salary increases	3.25%, average, including inflation	3.25%, average, including inflation
Investment rate of return	6.80%, net of pension plan investment expense, including inflation	N/A
Municipal bond rate	N/A	2.21%
Actuarial cost method	Individual entry age	Individual entry age
Mortality table	PUB-2010 with Project Scale MP-2018	Generational PUB-2010 with Projection Scale MP-2018

Note 8 - Florida Retirement System (continued)

Long-term Expected Rate of Return - The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	2.2%	2.2%	1.2%
Fixed income	19.0%	3.0%	2.9%	3.5%
Global equity	54.2%	8.0%	6.7%	17.1%
Real estate	10.3%	6.4%	5.8%	11.7%
Private equity	11.1%	10.8%	8.1%	25.7%
Strategic investments	4.4%	5.5%	5.3%	6.9%
Total	100.0%			
Assumed Inflation - Mean			2.4%	1.7%

(1) As outlined in the Pension Plan's investment policy.

Discount Rate - The discount rate used to measure the total pension liability was 6.80% for the Pension Plan. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

The discount rate used to measure the total pension liability was 2.21% for the HIS Plan. In general, the discount rate for calculating the HIS Plan's total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS Plan benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the municipal bond rate of 2.21% was used to determine the total pension liability. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Sensitivity of the TPA's Proportionate Share of the Net Position Liability to Changes in the Discount Rate - The following table represents sensitivity of the TPA's proportionate share of the net pension liability to changes in the discount rate. The sensitivity analysis, below, shows the impact of the TPA's proportionate share of the net pension liability if the discount rate was 1.00% lower or 1.00% higher than the current discount rate on June 30, 2021.

	1% Decrease 5.80%	Current Discount Rate 6.80%	1% Increase 7.80%
TPA's proportionate share of the net pension liability for Pension plan	\$ 1,128,687	\$ 706,829	\$ 354,491

Note 8 - Florida Retirement System (continued)

	1% Decrease 1.21%	Current Discount Rate 2.21%	1% Increase 3.21%
TPA's proportionate share of the net pension liability for HIS plan	\$ <u>254,259</u>	\$ <u>219,956</u>	\$ <u>191,878</u>

Note 9 - Federal and State Grants

Federal Highway Administration (FHWA) Grants - The FHWA-PL grants represent apportionments under 23 USC Section 104(f) made to the TPA through the State of Florida Department of Transportation. The FHWA-PL grants use a sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93% federal and 18.07% non-federal. It is the policy of FDOT to use a "soft match" using toll credits as authorized by Title 23 U.S.C. (Section 120) for the non-federal share for all FHWA sliding scale eligible funding programs. The FHWA-PL grant is a cost reimbursement grant.

Federal Transit Administration (FTA) Grants - The FTA apportions funds annually for the Section 5305d Metropolitan Planning Program. The apportionment is based on the State's urbanized area population as defined by the U.S. Census Bureau and is made to the TPA through the State of Florida Department of Transportation.

The FTA grants provided for the undertaking of metropolitan planning activities pursuant to 49 USC Section 5305d (previously known as Section 8 of the Federal Transit Act). Under Section 5305d, FTA participates in 80% of allowable costs claimed by the TPA. The remaining 20% is contributed in two (2) different methods. Under method one (1), for FTA Grants executed before March 1, 2021, the remaining 20% of allowable costs are contributed by FDOT (10% cash) and TPA (10% in-kind). Under method two (2), for FTA Grants executed after March 1, 2021, the remaining 20% of allowable costs are contributed by FDOT (10% cash) and FDOT (10% Soft Match). The FTA 5305d grant program is a cost reimbursement grant program.

Florida Commission for the Transportation Disadvantaged Planning Grant - The purpose of this Agreement is to provide financial assistance to accomplish the duties and responsibilities of the Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the application and policy manual for Transportation Disadvantaged Planning related services. This grant is a fixed cost grant.

During the year ended June 30, 2021, funding from federal and state agencies is summarized as follows:

FHWA - PL Grant	\$ 2,361,803
FTA Sect 5305d Grant	537,826
Transportation Disadvantaged Grant	<u>49,871</u>
	\$ <u>2,949,500</u>

Note 10 - Interlocal Agreements

The TPA entered into four (4) interlocal line of credit agreements on September 20, 2018 with the City of Boca Raton, the Village of Royal Palm Beach, the City of Palm Beach Gardens, and the Town of Jupiter in amounts not to exceed \$ 300,000 each to provide advanced funds to the TPA for the TPA's access, use, withdrawal, deposit, and reimbursement through federal, state or local grants. The advanced funding shall be used by the TPA to accomplish its transportation planning and programming duties and administrative functions as mandated by State and Federal law including, but not limited to, operating its accounts payable, accounts receivable and payroll functions consistent with the adopted TPA Unified Planning Work Program ("UPWP") (2-year budget). The TPA compensates each of the four municipalities with an annual payment of \$ 6,000 for administrative services required to provide the advanced funding. The account balance at June 30, 2021 was \$ 1,200,000 and is reflected in the accompanying financial statements.

The TPA entered into an inter-local agreement with the MPO to jointly obtain health and other personnel insurance at discounted rates. The TPA and MPO jointly select the plan provider. The MPO manages, administers and pays the plan provider. The TPA compensates the MPO for the insurance provided at cost with an additional \$ 250 per month administration fee.

Note 11 - Operating Lease

The TPA entered into an office space lease agreement for a ten (10) year period, commencing on June 1, 2019. The lease provides for base lease payments of approximately \$ 13,600 per month and escalates annually by 3% throughout the remainder of the lease. In addition to base rent, the TPA is also responsible for monthly additional rent based on the increase in real estate taxes exceeding the base year of 2017.

The TPA is presently committed to approximate base minimum lease payments under the terms of the operating lease as follows:

Year Ended June 30,	Amount
2022	\$ 173,000
2023	178,000
2024	184,000
2025	189,000
2026	195,000
Thereafter	<u>602,000</u>
Total	<u>\$ 1,521,000</u>

Total rent expense for the year ended June 30, 2021 was approximately \$ 182,000.

Note 12 - Contingencies

Risk management: The TPA is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The TPA purchases insurance through the Florida Municipal Insurance Trust. There were no claims during the fiscal year.

Grants contingency: Federal and state programs in which the TPA participates are subject to audit by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. In the opinion of management, future disallowances of grant expenditures, if any, would not have a material adverse effect on the financial condition of the TPA.

Note 13 - Risks and Uncertainties

In March 2020, the *World Health Organization* declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, the local and global financial markets are experiencing a sensitive environment which has created economic uncertainties. At this time, it is unknown precisely how this outlook will impact the TPA's financial statements in the future.

REQUIRED SUPPLEMENTARY INFORMATION

Palm Beach Transportation Planning Agency
Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2021

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Favorable (Unfavorable) Variance
Revenues:				
Federal and state grants	\$ 4,380,363	\$ 4,380,363	\$ 2,949,500	\$ (1,430,863)
Local contributions	190,539	190,539	139,387	(51,152)
Interest income	-	-	145	145
Miscellaneous income	<u>-</u>	<u>-</u>	<u>1,622</u>	<u>1,622</u>
Total revenues	<u>4,570,902</u>	<u>4,570,902</u>	<u>3,090,654</u>	<u>(1,480,248)</u>
Expenditures:				
Current:				
Transportation planning	4,570,902	4,570,902	3,138,422	1,432,480
Capital outlay	<u>-</u>	<u>-</u>	<u>28,140</u>	<u>(28,140)</u>
Total expenditures	<u>4,570,902</u>	<u>4,570,902</u>	<u>3,166,562</u>	<u>1,404,340</u>
Net change in fund balance	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(75,908)</u>	\$ <u>(75,908)</u>

See notes to budgetary comparison schedule.

Note 1 - Budgets and Budgetary Accounting

The TPA prepares its budget for the General Fund on the basis consistent with accounting principles generally accepted in the United States of America. The TPA follows these procedures in establishing the budgetary data reflected in the basic financial statements.

- Every two years, in February, the TPA requests comments from the general public of Palm Beach County and associated local governmental agencies related to the proposed budget and projects to be considered for the two-year period that commences on July 1. After review and consideration of those comments, the budget is then formally presented to the TPA Board by the Executive Director in March. The operating budget includes proposed expenditures and the means of financing them.
- Prior to July 1, the budget is legally enacted through Board adoption and subsequent approval by the Federal Highway Administration and the Federal Transit Administration.
- The TPA experienced an unfavorable budget variance in capital outlay of approximately \$ 28,140. This was absorbed by the favorable variance in the transportation planning budget line item.

Palm Beach Transportation Planning Agency
Schedule of Proportionate Share of Net Pension Liability -
Florida Retirement System Pension Plan
Last 10 Fiscal Years *
(Unaudited)

	<u>2021</u>
Proportion of the net pension liability	0.001630837%
Proportionate share of the net pension liability	\$ 706,829
Covered-employee payroll	\$ 625,236
Proportionate share of the net pension liability as a percentage of its covered-employee payroll	113.05%
Plan fiduciary net position as a percentage of total pension liability	78.85%

- * This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**Palm Beach Transportation Planning Agency
Schedule of Proportionate Share of Net Pension Liability -
Retiree Health Insurance Subsidy Program
Last 10 Fiscal Years *
(Unaudited)**

	2021
Proportion of the net pension liability	0.001801462%
Proportionate share of the net pension liability	\$ 219,956
Covered-employee payroll	\$ 625,236
Proportionate share of the net pension liability as a percentage of its covered-employee payroll	35.18%
Plan fiduciary net position as a percentage of total pension liability	3.00%

- * This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

Palm Beach Transportation Planning Agency
Schedule of Contributions -
Florida Retirement System Pension Plan
Last 10 Fiscal Years *
(Unaudited)

	<u>2021</u>
Contractually required contribution	\$ 68,281
Contributions in related to the contractually required contribution	<u>(68,281)</u>
Contribution deficiency (excess)	\$ <u>-</u>
Covered-employee payroll	\$ 625,236
Contributions as a percentage of covered payroll	10.92%

- * This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

Palm Beach Transportation Planning Agency
Schedule of Contributions -
Retiree Health Insurance Subsidy Program
Last 10 Fiscal Years *
(Unaudited)

	<u>2021</u>
Contractually required contribution	\$ 10,379
Contributions in related to the contractually required contribution	<u>(10,379)</u>
Contribution deficiency (excess)	\$ <u>-</u>
Covered-employee payroll	\$ 625,236
Contributions as a percentage of covered payroll	1.66%

- * This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

COMPLIANCE SECTION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Palm Beach Transportation Planning Agency

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of Palm Beach Transportation Planning Agency (the "TPA") as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the TPA's basic financial statements and have issued our report thereon dated June 24, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the TPA's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the TPA's internal control. Accordingly, we do not express an opinion on the effectiveness of the TPA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2020-001 – 2020-006 that we consider to be significant deficiencies.

CPA's + Trusted Advisors

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the TPA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

TPA's Response to Findings

The TPA's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs under Section II. The TPA's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

KEEFE McCULLOUGH

Fort Lauderdale, Florida
June 24, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
Palm Beach Transportation Planning Agency

Report on Compliance for Each Major Federal Program

We have audited Palm Beach Transportation Planning Agency's (the "TPA") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the TPA's major federal programs for the twenty-one month period ended June 30, 2021. The TPA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the TPA's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the TPA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the TPA's compliance.

Opinion on Each Major Federal Program

In our opinion, the TPA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

CPA's + Trusted Advisors

Report on Internal Control over Compliance

Management of the TPA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the TPA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the TPA's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

KEEFE McCULLOUGH

Fort Lauderdale, Florida
June 24, 2022

**Palm Beach Transportation Planning Agency
Schedule of Expenditures of Federal Awards
For the Twenty-One Month Period Ended June 30, 2021**

<u>Federal Agency/Federal Program</u>	<u>CFDA Number</u>	<u>Contract/ Grant Number</u>	<u>Expenditures</u>	<u>Transfers to Subrecipients</u>
Federal Agency Name:				
Indirect Programs:				
Federal Department of Transportation				
Passed through Florida Department of				
Transportation -				
Highway and Planning Construction	20.205	G0Y84	\$ 1,635,849	\$ -
Highway and Planning Construction	20.205	G1032	<u>2,361,803</u>	<u>-</u>
		Total 20.205	<u>3,997,652</u>	<u>-</u>
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	G1726	907,801	-
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	G1V42	<u>167,608</u>	<u>-</u>
		Total 20.505	<u>1,075,409</u>	<u>-</u>
Total Expenditures of Federal awards			\$ <u><u>5,073,061</u></u>	\$ <u><u>-</u></u>

See notes to schedule of expenditures of federal awards.

Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of Palm Beach Transportation Planning Agency (the "TPA") for the twenty-one months ended June 30, 2021. Because the Schedule presents only a selected portion of the operations of the TPA, it is not intended to and does not present the financial position, changes in net position, or cash flows of the TPA.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Indirect Cost Rate

The TPA did not elect to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 4 - Contingency

The grant revenue amounts received are subject to audit and adjustment. If any expenditures or expenses are disallowed by the grantor agencies as a result of such an audit, any claim for reimbursement to the grantor agencies would become a liability of the TPA. In the opinion of management, all grant expenditures are in compliance with the terms of the grant agreements and applicable federal and state laws and other applicable regulations.

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:

Unmodified Opinion

Internal control over financial reporting:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

 X yes _____ no

Noncompliance material to financial statements noted?

_____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

_____ yes X no

Significant deficiency(ies) identified?

_____ yes X none reported

Type of auditor's report issued on compliance for major federal programs?

Unmodified Opinion

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ yes X no

Identification of major federal program:

<u>CFDA No.</u>	<u>Federal Program or Cluster</u>
20.205	United States Department of Transport - Highway Planning and Construction
20.505	United States Department of Transport - Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

Dollar threshold used to distinguish between Type A and Type B Programs:

\$ 750,000

Auditee qualified as low-risk auditee?

_____ yes X no

SECTION II - FINANCIAL STATEMENT FINDINGS

None Reported.

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None Reported.

SECTION IV - PRIOR YEAR AUDIT FINDINGS

	<u>Still Applicable</u>	<u>Partially Implemented</u>	<u>Implemented Or No Longer Relevant</u>
2020-001 Accounting Staff (see update below)		X	
2020-002 Bank Reconciliation Procedures (see update below)		X	
2020-003 General Journal Entry Review Procedures (see update below)		X	
2020-004 Financial Policies and Procedures (see update below)		X	
2020-005 Year-End Closing Schedule (see update below)		X	
2020-006 Monthly Closing Procedures (see update below)		X	

2020-001 Accounting Staff:

Condition

During the audit, staff had not prepared the standard accounting schedules, reconciliations and account analysis in a timely fashion that were needed to conduct the audit.

Criteria

Accounting staff play a crucial function in timely and accurate financial reporting.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. A suitable accounting department had not yet been fully established at the time the audit was conducted.

Effect

There was a lack of timely delivery of documents prepared by the TPA for audit and internal financial management purposes. The audit and internal financial management functions became more challenging to properly conduct. Lack of timely financial reporting causes difficulty for oversight to be properly exercised.

2020-001 Accounting Staff continued:

Recommendation

We recommend that the TPA hire an individual or consultant to ensure that the accounting functions are reported in accordance with generally accepted accounting principles (GAAP).

2021 Update

Subsequent to June 30, 2021, the TPA hired an accounting firm to assist with the accounting functions. Due to the fact that this transition of roles occurred after year end, we will review this matter again during our next audit and determine if this finding may be considered fully implemented at that time.

Management's Response

The TPA has secured the services of an outside consultant to ensure reporting of accounting functions for the activities of the year ended June 30, 2022 in accordance with GAAP.

2020-002 Bank Reconciliation Procedures:

Condition

Bank reconciliations were not being prepared during the period under audit.

Criteria

The preparation and review of bank reconciliations are an important internal control procedure to help management track the cash receipts and disbursements and to enable management to determine the actual cash balance to be reported on the internal financial statements on a monthly basis.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. Suitable accounting processes had not yet been fully established at the time the audit was conducted.

Effect

The audit process was delayed, and it was more difficult for management to track the cash receipts and disbursements on a monthly basis.

Recommendation

We recommend that the TPA designate an individual to be responsible to reconcile bank accounts on a monthly basis. A separate individual needs to be responsible for reviewing the bank reconciliations on a monthly basis. There should be evidence that each individual mentioned above performed their assigned task. This should be done by no later than the 15th of the following month.

2021 Update

Subsequent to June 30, 2021, the TPA assigned bank reconciliation preparation and review to separate individuals. Due to the fact that this occurred after year end, we will review this matter again during our next audit and determine if this finding may be considered fully implemented at that time.

Management's Response

The TPA's Procurement and Grants Coordinator will perform bank reconciliations on a monthly basis. The CFO will review these reconciliations on a monthly basis. This procedure along with required documentation will be established as an accounting operation in the TPA Financial Policies.

2020-003 General Journal Entry Review Procedures:

Condition

During the audit, we noted that general journal entries were not being reviewed and approved prior to being posted to the accounts.

Criteria

General journal entries should be reviewed and approved by an individual with a thorough understanding of GAAP prior to being posted to the accounts.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. Suitable accounting processes had not yet been fully established at the time the audit was conducted.

Effect

This caused certain transactions to be improperly posted to the accounts during the year which caused delays in the audit process.

Recommendation

The TPA should designate an individual with a thorough understanding of GAAP with the responsibility of reviewing general journal entries prior to them being posted to the accounts. This will help to ensure accurate financial reporting throughout the year. Additionally, we recommend that the review process be evidenced by some means so as to leave an audit trail.

2021 Update

Subsequent to June 30, 2021, the TPA hired an accounting firm to assist with journal entry preparation and review. Due to the fact that this transition of roles occurred after year end, we will review this matter again during our next audit and determine if this finding may be considered fully implemented at that time.

Management's Response

The TPA has secured the services of an outside consultant to draft and/or review staff prepared general journal entries for the activities of the year ended June 30, 2022 in accordance with GAAP standards. The TPA's CFO will review the review these journal entries and include them in the monthly closing activity reports to the Executive Director prior to posting to the accounts.

2020-004 Financial Policies and Procedures:

Condition

Besides a Board-adopted procurement policy, the TPA does not have any additional financial policies.

2020-004 Financial Policies and Procedures continued:

Criteria

Written financial policies and procedures are an important internal control as they help to ensure that staff are aware of their duties and responsibilities.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. Suitable accounting processes had not yet been fully established at the time the audit was conducted.

Effect

There were delays in monthly financial reporting and the annual audit process. Bank reconciliations were not being conducted (see 2020-002), general journal entries were not being reviewed (see 2020-003), and year-end and month-end closing schedules were not being utilized (see 2020-005 and 2020-006, respectively).

Recommendation

We recommend that management draft (or have drafted) a financial policies manual covering, at a minimum:

1. Cash management
2. Fraud, waste, and abuse
3. Responsibilities of each individual or group within the organizational chart
4. Time and effort reporting (this relates to posting of salary and salary related expenses to the accounts)
5. Grant expense reporting
6. Equipment tracking procedures
7. Procedures for charging indirect costs to grants
8. Cash receipts
9. Bank reconciliation procedures
10. Monthly and annual financial reporting procedures
11. Budgeting procedures

2021 Update

The TPA prepared draft policies which will be presented to the Board for approval and implementation for the year ended June 30, 2022.

Management has prepared a draft of the month-end closing procedures, and this is pending Board approval. Upon achieving Board approval, this will be a standard procedure of the TPA, and we will determine if the comment may be considered fully implemented during our audit of the TPA for the year ended June 30, 2022.

Management's Response

The TPA's CFO developed the TPA Financial Policies manual in cooperation with consultants, legal counsel, and internal review to incorporate the above identified activities, procedures, and guidelines necessary for compliance and the sound financial management of the TPA. The Financial Policies manual was adopted by the TPA Governing Board 6/16/2022.

2020-005 Year-End Closing Schedule:

Condition

There was no formal year-end closing schedule.

Criteria

A year-end closing schedule that details the roles and responsibilities of each individual is a vital internal control for accurate and timely financial reporting.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. Suitable accounting processes had not yet been fully established at the time the audit was conducted.

Effect

There was a delay in important internal functions such as posting closing entries, preparing reconciliations and providing account analysis. There was also a delay in the audit process.

Recommendation

We recommend that the year-end closing schedule include activity, staff responsible, due date and the actual date of completion. The due date for activities should be coordinated with the timing of management's or the auditor's need for the information. The due dates should be monitored to determine that they are being met.

2021 Update

Management has prepared a draft of the year-end closing procedures, and this is pending Board approval. Upon achieving Board approval, this will be a standard procedure of the TPA, and we will determine if the comment may be considered fully implemented during our audit of the TPA for the year ended June 30, 2022.

Management's Response

The recommended details above will be included in the Accounting Period Closing Activities Section of the TPA Financial Policies. The CFO will be responsible for monitoring due dates to ensure they are met.

2020-006 Monthly Closing Procedures:

Condition

There was no formal month-end closing schedule.

Criteria

A month-end closing schedule that details the roles and responsibilities of each individual is a vital internal control for accurate and timely financial reporting throughout the year.

Cause

This was the first year the TPA operated as an independent entity subject to external audit. Suitable accounting processes had not yet been fully established at the time the audit was conducted.

2020-006 Monthly Closing Procedures: (continued)

Effect

This caused delays in monthly financial statements being provided to the Board of Directors. These delays increased the difficulty for management to manage the finances of the TPA and for the Board of Directors to exercise oversight over the finances of the TPA.

Recommendation

We recommend that the TPA establish a formal monthly closing schedule listing all the items needed to close the accounting records, the staff responsible for providing the information and the due date for the information. Since the purpose of the Board of Directors is to provide oversight and guidance for the TPA, information about the TPA's financial position and results of its operations is critical to the Board's ability to make informed decisions. We believe that a closing date for the accounting records of the TPA by the 15th day of the following month is reasonable.

2021 Update

Management has prepared a draft of the month-end closing procedures, and this is pending Board approval. Upon achieving Board approval, this will be a standard procedure of the TPA, and we will determine if the comment may be considered fully implemented during our audit of the TPA for the year ended June 30, 2022.

Management's Response

The recommended details above are included in the TPA's Financial Policies. The TPA will use the 20th day of the following month as the closing date to allow adequate time to receive, review and process vendor invoices. The CFO will be responsible for monitoring due dates to ensure they are met.