



TPA GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, February 16, 2023**
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 5.

Members of the public can [join the meeting](#) in person or virtually.

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-Form 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. Executive Committee Meeting Minutes for December 5, 2022
2. Governing Board Meeting Minutes for December 15, 2022
3. Resolution approving a TPA Fiscal Year (FY) 2023 Budget Transfer

A resolution approving the transfer of \$78,328.64 in FY 2023 from the TPA's reserve fund to the operating fund due to check theft and fraud.

4. Requests for TPA Advisory Committee Membership
 - a. Village of Palm Springs Request for Vision Zero Advisory Committee (VZAC) Membership
5. Appointment renewals to the TPA Advisory Committees through February 2026
 - a. Alex Hansen as the City of West Palm Beach Technical Advisory Committee (TAC) Representative
 - b. Bryan Davis as the Palm Beach County – Planning TAC Representative
 - c. Myron Uman as the City of West Palm Beach Citizen's Advisory Committee (CAC) Representative
 - d. Craig Pinder as the City of Boynton Beach VZAC Representative
6. Appointments to the TPA Advisory Committees through February 2026
 - a. Denise Malone as the City of Greenacres TAC Representative
 - b. Anders Viane as the Town of Lake Park TAC Alternate
 - c. Caryn Gardner-Young as the City of Greenacres TAC Alternate
 - d. Jonathan Evans as the City of Riviera Beach TAC Alternate
 - e. Kevin Fischer as the Palm Beach County – Planning TAC Alternate
 - f. Eliza Hansen as the Village of Palm Springs VZAC Representative
 - g. Lee Lietzke as the Palm Beach County Environmental Resource Management VZAC Alternate
 - h. Moisey Abdurakhmanov as the City of Boynton Beach VZAC Alternate
 - i. Nelle Chapman as the Boca Raton Bicycling Club VZAC Alternate

2. ACTION ITEMS

A. MOTION TO ADOPT a Resolution approving Amendment #3 to the TPA's FY 2023 - 2027 Transportation Improvement Program (TIP)

The TIP is the TPA's 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:

- #4415331 Lindell Blvd: modify the length and add additional funding.
- #4522261 Statewide System Rumble Strips: add project.
- #4524581 5310 Palm Beach County Transit Operating Assistance: add project.

The TIP Amendment and resolution are attached.

TAC/CAC/VZAC: Recommended adoption unanimously.

A roll call vote is required.

B. MOTION TO ADOPT a Resolution Adopting New Targets for Federally Required Performance Measures

Pursuant to Federal Highway Administration (FHWA), the TPA is required to adopt the following targets for federal performance measures:

- Number of fatalities and rate, serious injuries and rate, and pedestrian & bicycle fatalities and serious injuries
- Percent of National Highway System (NHS) bridges in Good or Poor condition by deck area
- Percent of NHS Interstate pavements in Good or Poor condition
- Percent of NHS non-Interstate pavements in Good or Poor condition
- Percent of Person-Miles Traveled on the NHS Interstate that are Reliable
- Percent of Person-Miles Traveled on the Non-Interstate NHS that are Reliable
- Truck Travel Time Reliability (TTTR) Index on the NHS

The TPA has the option to endorse the Performance Measure targets adopted by the State of Florida or to establish its own targets.

TPA staff will present on the attached draft resolution recommending adoption of the Federal Performance Measure targets for Palm Beach County. Also, attached is a performance measures scorecard and more information is available at PalmBeachTPA.org/PM.

TAC: Recommended adoption 24 – 1 with dissention from Palm Beach County Engineering due to limited information and recommended targets being below current standards.

CAC: Recommended adoption 11 – 2 with dissention due to the Vision Zero target.

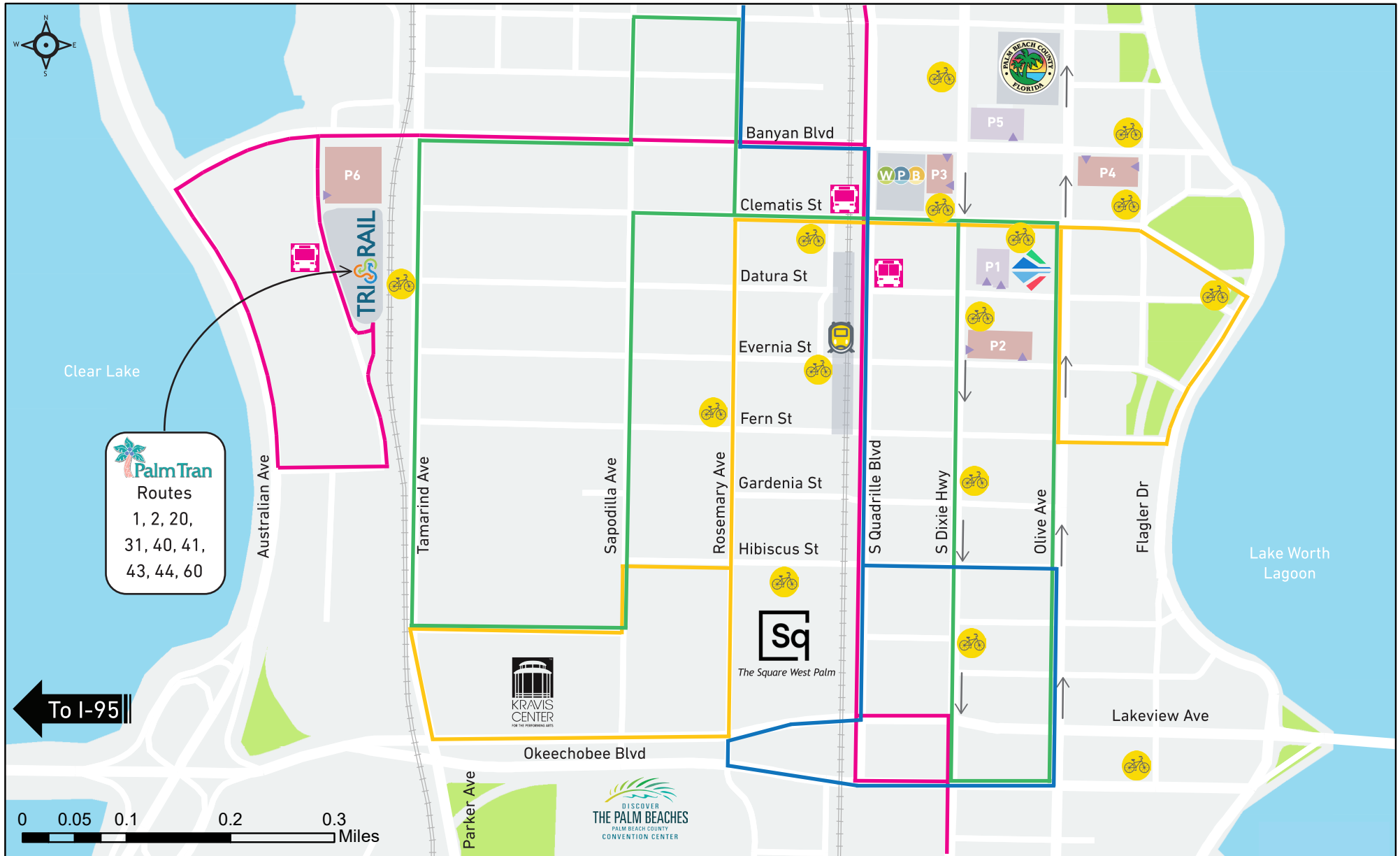
VZAC: Recommended adoption unanimously.

3. INFORMATION ITEMS

- A. Atlantic Avenue from Turnpike to Jog Road Project Design Update
TPA staff will present an update on the Project Development and Environment (PD&E) design of the proposed Atlantic Avenue widening project from the Turnpike to Jog Road.
- B. Palm Tran Transit Asset Management (TAM) Plan
Palm Tran staff will present on the TAM Plan attached, which describes the agency's approach to managing assets in compliance with Federal Transit Administration (FTA) rules and ensures assets are in a state of good repair. A draft presentation is also attached.
- C. Florida Bicycle Month
TPA staff will provide an update on Florida Bicycle Month activities in March and encourage municipalities to adopt a Florida Bicycle Month Proclamation to celebrate and support bicycling in their community. A sample proclamation is attached. A calendar of bicycle month events is available at PalmBeachTPA.org/Events.
- D. Partner Agency Updates
Agency staff from Palm Tran, SFRTA/Tri-Rail, FDOT and/or Palm Beach County Engineering may provide brief updates on items relevant to the TPA.

4. ADMINISTRATIVE ITEMS

- A. Routine TPA Reports
 - 1. Public Involvement Activity Reports – December 2022 and January 2023
 - 2. Pedestrian and Bicycle Quarterly Crash Report – Quarter 3
 - 3. FDOT Scheduling Report – February 2023
- B. Quarterly Fiscal and Travel Reports
- C. Next Meeting – **March 16, 2023**
- D. Adjournment



Public Parking

Private Parking

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



Palm Tran Bus Stop
Palm Tran Route 1



WEST PALM BEACH
DowntownWPB.com

Yellow Trolley
Green Trolley
Blue Trolley



GoBrightline.com



Brightline Station



BrightBike 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

Chelsea S. Reed, Mayor

City of Palm Beach Gardens

Alternate: Marcie Tinsley, Councilmember

Steve B. Wilson, Mayor

City of Belle Glade

Alternate: Michael C. Martin, Commissioner

Yvette Drucker, Council Member

City of Boca Raton

Vacant

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

Deandre Poole, Commissioner

Port of Palm Beach

Alternate: Varisa Dass, Commissioner

VICE CHAIR

Maria Marino, Commissioner

Palm Beach County – District 1

Gregg K. Weiss, Mayor

Palm Beach County – District 2

Marci Woodward, Commissioner

Palm Beach County – District 4

Maria Sachs, Vice Mayor

Palm Beach County – District 5

Mack Bernard, Commissioner

Palm Beach County – District 7

Palm Beach County Alternates:

Dave Kerner, Commissioner

Sarah Baxter, 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)
EXECUTIVE COMMITTEE**

December 5, 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 REED called the meeting to order at 3:02 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	Michael Napoleone	A
Maria Marino	P	Chelsea Reed	P

P = Present A = Absent

1.B. APPROVED: Modifications to the Agenda

The Recording Secretary Stated that Michael Napoleone was requesting permission to participate virtually due to childcare needs at home.

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

Modification to the Agenda approved by unanimous consent.

1.C. General Public Comments

There were no public comments received.

1.D. Comments from the Chair and Member Comments

There were no member comments received.

1.E. Executive Director's Report

VALERIE NEILSON, TPA Executive Director, provided a presentation of the Director's Report.

There were no public comments received.

1.F. APPROVED Meeting Minutes from August 3, 2022

MOTION to Approve Meeting Minutes made by Commissioner Marino, seconded by Mayor Flores, and carried unanimously 4-0 as depicted in the table below.

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

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

2. ACTION ITEMS**2.A. RECOMMENDED APPROVAL: of an Amendment to the TPA Operating Procedures Section 2.2.E**

VALERIE NEILSON, TPA Executive Director, provided a presentation of TPA General Counsel's proposed revisions to the TPA Operating Procedures.

CHAIR REED noted that the MPOAC and SEFTC dates should be included in the TPA Governing Board Agenda Package.

Member discussion ensued about alignment of MPOAC and SEFTC Representation with the TPA Chair and Vice Chair.

There were no public comments on this item.

MOTION to Recommend Approval of an Amendment to the TPA Operating Procedures Section 2.2.E made by Commissioner Marino, seconded by Mayor Flores, and carried unanimously 4-0 as depicted in the table below.

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

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

2.B. RECOMMENDED APPROVAL: of an Amendment to the TPA Operating Procedures Section 2.2.F

VALERIE NEILSON, TPA Executive Director, provided a presentation of TPA General Counsel's proposed revisions to the TPA Operating Procedures.

COMMISSIONER MARINO suggested edits to the proposed revisions.

There were no public comments on this item.

MOTION to Recommend Approval of an Amendment to the TPA Operating Procedures Section 2.2.F made by Commissioner Marino, seconded by Mayor Flores, and carried unanimously 4-0 as depicted in the table below.

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

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

3. INFORMATION ITEMS

3.A. Palm Beach County School District Membership on TPA Governing Board Update

VALERIE NEILSON, TPA Executive Director, presented on this update.

COMMISSIONER MARINO stated that the School District paying dues would be a nonstarter.

COUNCILMAN NAPOLEONE inquired about the School District's interest in having a seat.

CHAIR REED encouraged Palm Beach County Board Members to ensure TPA Advisory Committee School District Representatives are engaged and attending meetings.

COUNCILMAN NAPOLEONE and MAYOR FLORES both stated they did not recommend adding a School Board Representative to the Governing Board.

There were no public comments on this item.

4. ADMINISTRATIVE ITEMS

4.A. Next Meeting – February 2023

CHAIR Reed stated that TPA would poll Executive Committee members for their 2023 availability.

4.C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 3:18 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 December 5, 2022, meeting of the Committee, dated this 16th day of February 2023.

Chair Chelsea Reed
Palm Beach Gardens Mayor

EXHIBIT A
TPA Executive Committee
Attendance Record

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

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Valerie Neilson
Cassidy Sparks
Amanda Williams

REPRESENTING

Palm Beach TPA
Palm Beach TPA
Palm Beach TPA



**OFFICIAL MEETING MINUTES OF THE
PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA)
GOVERNING BOARD**

December 15, 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 materials, presentations, and audio recordings are available for review at PalmBeachTPA.org/Board.

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR REED called the meeting to order at 9:04 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	Mack Bernard	P
Yvette Drucker	P	Joni Brinkman	P	Shirley Lanier	A
Monica Mayotte (Alt)	P	Port of Palm Beach	A	Fred Pinto	P
Angela Cruz	A	Gregg Weiss	P	Michael Napoleone	P
Shelly Petrolia	P	Maria Sachs	P	Christy Fox	P
Joel Flores	P	Maria Marino	P	Christina Lambert (Alt)	P
Jim Kuretski	P	Marcie Woodward	P	Chelsea Reed	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 that TPA Staff requested to modify the agenda item 4.B to state "Next Meeting – February 16, 2023 (No January Meeting)."

There were no objections to the modification, and it was permitted onto the agenda.

MOTION to Approve Modifications to the Agenda made by Mayor Flores, seconded by Councilman Napoleone, and carried unanimously 18-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Mack Bernard	Y
Yvette Drucker	Y	Joni Brinkman	Y	Shirley Lanier	A
Monica Mayotte (Alt)	Y	Port of Palm Beach	A	Fred Pinto	Y
Angela Cruz	A	Gregg Weiss	Y	Michael Napoleone	Y
Juli Casale (Alt)	Y	Maria Sachs	Y	Christy Fox	Y
Joel Flores	Y	Maria Marino	Y	Christina Lambert (Alt)	Y
Jim Kuretski	Y	Marcie Woodward	Y	Chelsea Reed	Y

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

1.D. General Public Comments

Fran Nachlas, general public, commented on the 18th Street Sidewalk Project in Boca Raton.

Uyen Dang, City of West Palm Beach, noted the City of West Palm Beach's 12 Days of Safety railroad safety campaign.

1.E. Comments from the Chair and Member Comments

COUNCIL MEMBER MAYOTTE noted her presence for the record.

CHAIR REED inquired about a hashtag for the 12 Days of Safety railroad safety campaign.

1.F. Executive Director's Report

DAVID DECH, South Florida Regional Transportation Authority (SFRTA) Executive Director, introduced himself to the Board.

COMMISSIONER FOX thanked Uyen Dang, SFRTA, and Brightline for working on the 12 Days of Safety campaign.

There were no public comments on this item.

1.G. TPA Governing Board Photo

There were no member or public comments on this item.

1.H. APPROVED: Consent Agenda Items

1. Meeting Minutes for October 20, 2022
2. Appointment renewals to the TPA Advisory Committees through December 2025
 - a. Thomas Lanahan as the Treasure Coast Regional Planning Council Technical Advisory Committee (TAC) Alternate.
 - b. Ted Goodenough as the Disabled Community Vision Zero Advisory Committee (VZAC) Representative.
3. Appointments to the TPA Advisory Committees through December 2025
 - a. Kate Layton as the Town of Jupiter Citizen's Advisory Committee (CAC) Representative.
 - b. Wibet Hay as the Florida Department of Transportation (FDOT) VZAC Representative.
 - c. Cristine Perdomo as the City of West Palm Beach VZAC Alternate.
 - d. Dodi Glas as the City of West Palm Beach TAC Alternate.
 - e. Latoya Bunches as the Palm Beach County School District TAC Alternate.
 - f. Andrew Gamboa-Villamil as the Palm Beach County Airports TAC Alternate.
4. Appointment renewals to the Transportation Disadvantaged Local Coordinating Board (LCB) through December 2025
 - a. Elisa Cramer as the FL Department of Children and Families LCB Representative.
 - b. Robyn Manuel as the Department of Education LCB Representative.
 - c. Marie Dorismond as the FDOT LCB Representative.
 - d. Paula Scott as the FDOT LCB Alternate.
5. Appointments to the LCB through 2025
 - a. Stessy Cocerez as the Palm Beach County Community Services Department LCB Representative.
 - b. Vasti Amaro as the Private Transportation Industry LCB Representative.

6. Adoption of the attached resolution amending the TPA Operating Procedures Section 2.2.E to include attendance at the Metropolitan Planning Organization Advisory Council (MPOAC) and Southeast Florida Transportation Council (SEFTC) meetings in the Chair and Vice Chair duties. The draft Operating Procedures and 2023 SEFTC and MPOAC meeting dates are attached.
7. Adoption of the attached resolution amending the TPA Operating Procedures Section 2.2.F to update the charge of the Executive Committee.
8. Adoption of the attached resolution amending the TPA Financial Policies authorizing the TPA Governing Board Chair or Vice-Chair to approve the TPA Executive Director's timesheets and reimbursements.
9. Adoption of the attached 2050 Long Range Transportation Plan (LRTP) Consulting Services Agreement.

There were no public comments on these items.

MAYOR WEISS asked for clarification on items 1.H.6 and 1.H.7

CHAIR REED noted that SEFTC and MPOAC representatives and alternates are usually Chair and Vice Chair for other MPOs. She stressed the importance of noting meeting dates in consideration of running for TPA Chair or Vice Chair.

MOTION to Approve the Consent Agenda made by Mayor Pinto, seconded by Mayor Flores, and carried unanimously 18-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Mack Bernard	Y
Yvette Drucker	Y	Joni Brinkman	Y	Shirley Lanier	A
Monica Mayotte (Alt)	Y	Port of Palm Beach	A	Fred Pinto	Y
Angela Cruz	A	Gregg Weiss	Y	Michael Napoleone	Y
Juli Casale (Alt)	Y	Maria Sachs	Y	Christy Fox	Y
Joel Flores	Y	Maria Marino	Y	Christina Lambert (Alt)	Y
Jim Kuretski	Y	Marcie Woodward	Y	Chelsea Reed	Y

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

2. ACTION ITEMS

2.A. **MOTION TO ELECT OFFICERS:** for the 2023 Calendar Year

CHAIR REED and PAUL GOUGLEMAN, TPA General Counsel, facilitated elections. Pursuant to Section 4.3.B of the TPA's Operating Procedures, "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 regular meeting of the following calendar year."

There were no public comments on this item.

Mayor Chelsea Reed was approved as Chair and Commissioner Maria Marino was approved as Vice Chair. Mayor Joel Flores, Councilman Michael Napoleone, and Mayor Pinto were approved as Executive Committee officers.

COUNCIL MEMBER DRUCKER noted the requirement for MPOAC training opportunities.

2.B. **MOTION TO RECOMMEND ADOPTION:** of the Transportation Improvement Program (TIP) Amendment #2 to the TPA's Fiscal Year (FY) 2023 – 2027 TIP

JASON PRICE, TPA TIP Coordinator, was invited to present this item.

There were no public comments on this item.

MAYOR KURETSKI inquired about the change in length at Indian Town Road.

MAYOR PINTO asked for more details about resurfacing on Southern Blvd.

COMMISSIONER FOX discussed additional funding for the new projects.

MOTION to Recommend Adoption of TIP Amendment #2 to the TPA's FY 2023 – 2027 TIP made by Mayor Flores and seconded by Mayor Pinto, and carried unanimously 18-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	Y	Mack Bernard	Y
Yvette Drucker	Y	Joni Brinkman	Y	Shirley Lanier	A
Monica Mayotte (Alt)	Y	Port of Palm Beach	A	Fred Pinto	Y
Angela Cruz	A	Gregg Weiss	Y	Michael Napoleone	Y
Juli Casale (Alt)	Y	Maria Sachs	Y	Christy Fox	Y
Joel Flores	Y	Maria Marino	Y	Christina Lambert (Alt)	Y
Jim Kuretski	Y	Marcie Woodward	Y	Chelsea Reed	Y

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

2.C. MOTION TO RECOMMEND ENDORSEMENT: of the FDOT FY 2024 2028 Draft Tentative Work Program (DTWP)

ANDREW UHLIR, TPA Deputy Director of Programs, Steve Braun, FDOT Director of Transportation Development, and Victoria Williams, FL Turnpike MPO Liaison, were invited to present this item.

Andrea O'Rourke, City of Boca Raton Deputy Mayor, provided public comment for her support to keep the 18th Street project in Boca Raton.

Rich Vassolotti, general public, noted his support for a State Road (SR) 7 extension.

Clinton Forbes, Palm Tran Executive Director, commented that Palm Tran electrification funding would be replaced with one railcar.

Member discussion ensued about pedestrian and bicycle fatalities, Local Initiative (LI) project funding, and the importance of projects that support complete streets and vision zero.

MAYOR REED requested a change to the resolution to have Section 2.b. read "Requires FDOT coordinate with the TPA..."

MAYOR WEISS noted that he would prefer a different word as the TPA cannot enforce a requirement on FDOT.

FDOT Staff suggested "Encourages FDOT coordinate with the TPA..." which was accepted by Chair Reed.

MOTION to Recommend Endorsement of FY 24-28 DTWP made by Commissioner Marino and seconded by Mayor Flores, and carried 12-6 with dissention due to SR-7 and Atlantic Ave. project delays as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	Y	Reinaldo Diaz	N	Mack Bernard	N
Yvette Drucker	Y	Joni Brinkman	Y	Shirley Lanier	A
Monica Mayotte (Alt)	Y	Port of Palm Beach	A	Fred Pinto	Y
Angela Cruz	A	Gregg Weiss	N	Michael Napoleone	Y
Juli Casale (Alt)	Y	Maria Sachs	N	Christy Fox	N
Joel Flores	Y	Maria Marino	Y	Christina Lambert (Alt)	N
Jim Kuretski	Y	Marcie Woodward	Y	Chelsea Reed	Y

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

3. INFORMATION ITEMS

3.A. Brightline and SFRTA Rail Safety Update

ALI SOULE, Brightline VP of Community Relations, and Victor Garcia, SFRTA Director of Public Affairs, were invited to present this item.

Mack Bernard, Joni Brinkman, Maria Marino, Maria Sachs, Michael Napoleone, Joel Flores, Christina Lambert, Steve Wilson, Juli Casale, Fred Pinto, Marci Woodward, Gregg Weiss, Christy Fox, and Jim Kuretski left the meeting. Quorum was lost.

Ross Harness, general public, commented on rail safety measures in Palm Beach County.

COMMISSIONER DIAZ suggested the addition of Creole on rail safety signs.

COUNCIL MEMBER DRUCKER noted the need for driver safety education.

RORY NEWTON, Federal Railroad Administration (FRA), explained that railroad crossing signals interact with municipal traffic signals.

3.B. Okeechobee Blvd & SR-7 Multimodal Corridor Study

BRIAN RUSCHER, TPA Deputy Director of Multimodal, and TPA Consultants were invited to present.

Monica Mayotte and Yvette Drucker left the meeting.

Ross Harness, general public, commented on the timeline for the Okeechobee Blvd. Project.

VALERIE NEILSON stated the TPA was working with Palm Tran on traffic signal priority.

COMMISSIONER DIAZ sought clarification on the differences between light rail and dedicated bus lanes.

3.C Partner Agency Updates

CLINTON FORBES, Palm Tran Executive Director, noted the need for a dedicated funding source for transportation in Palm Beach County.

4. ADMINISTRATIVE ITEMS

A. Routine TPA Reports

1. Public Involvement Activity Report – October & November 2022

2. Pedestrian and Bicycle Quarterly Crash Report – Quarter 2

3. FDOT Scheduling Report – December 2022

4. FY 22 Annual Listing of Obligated Projects

There were no public comments or Board member discussion on these items.

4.B. Next Meeting – February 16, 2023 (No January Meeting)

4.C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 12:14 p.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 October 20, 2022, meeting of the Board, dated this 16th day of February 2023.

Chair Chelsea Reed
Palm Beach Gardens Mayor

EXHIBIT A
Transportation Planning Agency Governing Board
Attendance Record

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

** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

EXHIBIT A (cont'd)

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

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Ali Soule
 Jamie Brown
 Natalie Crowley
 Stewart Robertson
 Jessica Josselyn
 Eduardo Caballero
 John Krane
 Jon Carter
 James Brown
 Victoria Williams
 Rory Newton
 Ben Ward
 Joe Capozzi
 Betty Argue
 Richard Radcliffe
 Joel Engelhardt
 Fadi Nassar
 Khurshid Mohyuddin
 Mo Al-Turk
 Niels Heimeriks
 Sara Baxter
 Todd Bonlarron
 Alaura Hart
 Amanda Williams
 Andrew Uhlir
 Brian Ruscher
 Cassidy Sparks
 Clive Bert

REPRESENTING

Brightline
 City of Lake Worth Beach
 City of Palm Beach Gardens
 Kimley-Horn
 Kittelson
 FDOT
 FDOT
 Florida House of Representatives
 FL Turnpike
 FL Turnpike
 FRA
 General Public
 Independent Journalist
 Indian Trail Improvement District
 League of Cities
 OnGardens
 Palm Beach County
 Palm Beach County
 Palm Beach County
 Palm Beach County
 Palm Beach County
 Palm Beach County
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA

Grég Gabriel	Palm Beach TPA
Jason Price	Palm Beach TPA
Nathan George	Palm Beach TPA
Paul Gougelman	Palm Beach TPA
Tyler Radenbaugh	Palm Beach TPA
Valentina Facuse	Palm Beach TPA
Valerie Neilson	Palm Beach TPA
Clinton Forbes	Palm Tran
Deborah Posey-Blocker	Palm Tran
Yash Nagal	Palm Tran
David Dech	SFRTA
Marcus Thomas	SFRTA
Victor Garcia	SFRTA
Vince Sciallo	SFRTA
Vikas Jain	T.Y. Lin International
Ana Maria Ferreira De Melo	Urban Health Solutions
Thuha Nguyen	Via Planning, Inc.

TPA RESOLUTION 2023-XX

A RESOLUTION APPROVING TPA FY 2023 BUDGET TRANSACTION IETN 0209230001 TRANSFERRING \$78,328.64 FROM THE TPA RESERVE FUND TO THE TPA GENERAL OPERATING FUND.

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 utilizes a zero sum general operating fund (001) to accomplish tasks and responsibilities as adopted by the TPA Governing Board in the Unified Planning Work Program (UPWP); and

WHEREAS, the TPA was the victim of theft and subsequent check fraud in the amount of \$78,328.64 occurring November 28, 2022 and December 13, 2022 which depleted the TPA's operating fund (001); and

WHEREAS, the TPA utilizes a reserve fund (190) for accumulation of unrestricted funds available to the agency; and

WHEREAS, TPA Staff seeks TPA Governing Board Authorization to transfer \$78,328.64 from the reserve fund (190) to the general operating fund (001) to balance the unfunded losses.

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 the transfer of \$78,328.64 from the TPA reserve fund (190) to the TPA operating fund (001).
2. Authorizes the Chief Financial Officer to execute all necessary banking transactions and documentation to effect the designated transfer:

SECTION 3. This Resolution shall take effect upon adoption.

[Remainder of page intentionally blank]

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 16th day of February 2023.

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

By: _____
Mayor Chelsea Reed, as Governing Board Chair

ATTEST:

Amanda Williams, TPA Executive Assistant


APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Paul R. Gougelman, TPA General Counsel

Palm Beach Transportation Planning Agency

DOCUMENT ID: IETN 0209230001

JOURNAL VOUCHER TRANSMITTAL FORM

FISCAL PERIOD:	<u>08</u> (M)(M)	<u>23</u> (Y)(Y)	PRIMARY FUNDS:	<u>190</u> 001	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>
PREPARED BY:	<u>Matthew Komma</u>			SIGNATURE:				DATE: <u>2/9/2023</u>
APPROVED BY:	<u>TPA Governing Board</u>			SIGNATURE:				DATE: <u></u>
POSTED BY:	<u></u>			SIGNATURE:				DATE: <u></u>
PURPOSE:	<u></u>							

Direct Staffing Expenditures	=	\$ 78,328.64
Direct Expenses	=	
Travel and Training	=	
Total	=	\$ 78,328.64

NOTE: A written explanation must be provided on this transmittal form in the area labeled "purpose". Please refrain from using abbreviations in the explanation. An abbreviated explanation should be input in the description field of journal voucher document.

Documentation must be attached that clearly supports the indicated purpose of the Internal Exchange Transaction. Supporting documentation includes, but is not limited to, original worksheets, documents or copies of same; print screens of journals and ledgers, and/or copies of system generated accounting reports as approved by Finance.

REV 10/19

Clear Form

PALM BEACH TRANSPORTATION PLANNING AGENCY
PALM BEACH COUNTY, FLORIDA
Data Input Form

Accounting Period: 08 23
 FM FY

Doc ID: IETN 0209230001

Event Type: Journal Entry

Fund(s): 001 190

										Grants Only					
Account Name		Fund	Unit/ Sub Unit	Objt/ Sub Objt	Rsrc/ Sub Rsrc	BSA	Sub BSA	Bank Code	Prog	GY	Ref (from)	Debit	Credit	Ref (to)	
									Code						
1	Extraordinary Items (Loss)	190	59	200								\$ 20,100.00		Fraud Check 1418	
2	Extraordinary Items (Loss)	190	59	200								\$ 7,500.00		Fraud Check 1416	
3	Extraordinary Items (Loss)	190	59	200								\$ 12,267.00		Fraud Check 1417	
4	Extraordinary Items (Loss)	190	59	200								\$ 24,444.99		Fraud Check 1420	
5	Extraordinary Items (Loss)	190	59	200								\$ 14,016.65		Fraud Check 1429	
6															
7															
8															
9															
10															
11	Allowance for Uncollectable	001	12	200									\$ 78,328.64		
12															
13															
14															
15															
16															
17															
18															
19															
20															
												\$ 78,328.64	\$ 78,328.64		



MEMORANDUM

TO: Chair and Members, TPA Governing Board

FROM: Valerie Neilson, TPA Executive Director

SUBJECT: Mail Theft of TPA Funds

DATE: December 19, 2022

I am writing to advise you of the apparent check fraud and theft of Palm Beach Transportation Planning Agency (TPA) funds. On Thursday, December 15, 2022, after our Governing Board meeting, the TPA Chief Financial Officer (CFO) Matthew Komma discovered the theft of approximately \$78,000 in TPA funds. As a result, I want you to be fully apprised of what has happened.¹

BACKGROUND: In the normal course of business in late November and mid-December, checks were issued to eight (8) TPA service vendors. The CFO reported that he deposited the checks in a U.S. Postal Service mailbox in the Downtown West Palm Beach area. He later discovered that the checks had been cashed but were never received by the intended recipients. It appears that each check was altered using a technique known as “washing” to alter the payee’s name and address, as well as the amount of the check. Attempts were then made to cash the checks using different names.² Five (5) of the eight (8) checks were honored by Wells Fargo Bank, the TPA’s banking institution. It is presumed the checks were removed from the mailbox by an illegal means known as “fishing”³, but the circumstances concerning the matter are under review and are now the subject of investigation.

¹ Please also be aware that we have not as yet been contacted by the media, but I expect investigative reporters will have questions regarding this situation.

² Our legal counsel, Paul Gougelman, advises that “washing” involves use of nail polish remover or a similar substance to alter a check’s payee or dollar amount.

³ A USPS postal inspector has advised the TPA that individuals are using an old shoe or similar object on the end of a string coated with a sticky subject to “fish” in mailboxes to retrieve letters. Research indicates that there have been a number of incidents of this occurring in West Palm Beach. See Musgrave, Jane, Mail Thief Stole Rent, Utility Checks, Pocketed \$37,000, federal prosecutors say, Palm Beach Post (June 30, 2022); Police See Rise in Checks Stolen Out of Delray Beach Mailboxes, WPTV Channel 5 (Feb. 4, 2022); Shapiro, Rich, Thieves are Stealing Checks from USPS Mailboxes. Is it “mail fishing” or an inside job? NBC New (Aug. 22, 2020); (Wagner, Jodie, Man’s check stolen from mailbox, Amount changed from \$5 to \$1,500, Palm Beach Post (July 2, 2018). One press report indicates that “[n]ationwide, there were 2,881 reports last year [2019] of people illegally pulling mail out of collection boxes, according to U.S. Postal Inspection Service data obtained in a Freedom of Information Act

More specifically, a report has been filed with the U.S. Postal Service Inspectors, as the TPA has been advised that they have “exclusive jurisdiction” of the matter due to CFO’s claim that the checks were deposited in a U.S. Postal mailbox. A police report was initially attempted to be filed with the City of West Palm Beach Police Department, but they directed our staff to the U.S. Postal Service Inspectors. As noted, the matter is under criminal investigation. Thereafter, I will initiate an administrative review.

On Thursday evening, I contacted our General Counsel, Paul Gougelman, and on Friday, our General Counsel, Asst. General Counsel Milton Collins, CFO Komma, and I briefed TPA Chair Reed. I want to advise you of the action we are taking and why we are taking that action.

IMMEDIATE ACTIONS TAKEN: First, the TPA immediately contacted banking representatives at Wells Fargo to initiate a fraud investigation. All open checks are presently being vetted against original payment information, and additional fraud prevention measures are being implemented as soon as possible.

Second, our General Counsel has been designated as the spokesperson relative to requests for public comment. Our goal will be to adhere to the concepts of open government and to be responsive to any press investigation of this matter. Toward that end, Chair Reed recommended that all comment be made through a central source to avoid release of inconsistent information. Chair Reed, CFO Komma, and I will direct all requests for information from the media to Mr. Gougelman, and I have directed our General Counsel to be responsive to requests for information.⁴

After discussing the situation with the General Counsel, it presently appears that there are no exemptions from the public records law which make this situation confidential or exempt from the public records law. That may change once the U.S. Postal Service Inspectors interface with the TPA.⁵ We nevertheless want to protect the integrity of the investigation, as our concern is that too much publicly disseminated information could compromise law enforcement investigative measures. This, of course, must be balanced against the public’s right to know what has happened as well as media access.

Third, for the time being, no disbursement by check or other method of TPA funds will be permitted unless both myself, as Executive Director, and the CFO review and approve. Though we have recently hired additional staff, we have not had the opportunity to cross-train in our financial records

request.” Shapiro, Rich, Thieves are Stealing Checks from USPS Mailboxes. Is it “mail fishing” or an inside job? NBC New (Aug. 22, 2020).

⁴ To assist in the process we will furnish Paul Gougelman’s cell phone number to you and to the media. His phone number is 321-508-7800. Given his 40 years of experience in representing local governments and MPOs, he has indicated that he is available for phone calls any afternoon, evenings (when not in a city council meeting), and on weekends. Mornings are usually difficult for him to respond for a number of reasons which are not relevant.

⁵ As of this writing we have been unable to determine the position of the USPS postal inspectors with regard to public dissemination of the information regarding this incident. In fact, they advised that similar incidents have been the subject of press reports.

maintenance. Mr. Komma is the only individual who is fully aware of various financial records and procedures. Further, there is presently no reason to believe that he has not taken normal and legal steps in handling financial matters. Mr. Komma will also undertake some additional methods of financial tracking, payment of bills, and similar issues under my direct oversight.

Fourth, I have directed our CFO and staff to immediately use alternative methods to pay bills in lieu of depositing checks in an outside mailbox, and to examine further in consideration of federal grant regulations what the best system/approach is for the future. By way of examples, payments can be deposited in mailboxes *inside* a post office, paid electronically (e.g., wire transfer) or via another carrier with real-time tracking (e.g., FedEx).

CONCERNS OF LEGAL COUNSEL AND FUTURE ACTIONS TO BE TAKEN: Notwithstanding the USPS' insistence that they are the exclusive investigatory agency involved in this matter, Mr. Gougelman is concerned that there are several additional issues to be examined. I concur with his opinion, and we will be examining the following issues.

First, he believes that although the TPA works on a reimbursable basis of monies paid with reimbursement coming from the Federal Highway Administration ("FHWA") or the Federal Transit Administration ("FTA"), our TPA expenditures are part of a Federal grant program. Thus, Federal monies are implicated, and if we do not immediately involve FHWA officials, we may have missed a critical requirement of grant compliance.

Consequently, by the time you read this memorandum, Mr. Gougelman and I will have already reported this situation to the FHWA.⁶ Our goal will be to report this situation to FHWA, seeking their guidance on how to handle matters; seeking to have assistance from FHWA involving the FBI in this investigation; determining whether the reimbursement of monies to the TPA for which the TPA has been the victim of obvious fraud is possible; and determining what further actions the Federal government believes is appropriate. We will also follow up with consultation with the Florida Department of Transportation as well.

Second, Mr. Gougelman is concerned about the altering of checks which were then cashed. The TPA's checks clearly state in all capital letters on top of the check: CASH ONLY IF ALL *Check Lock*TM SECURITY FEATURES LISTED ON THE BACK INDICATE NO TAMPERING OR COPYING. The TPA purchases checks with highest industry standard of fraud prevention, including 29 security features and a hologram for passport-level security. The checks are advertised as the most secure on the market and virtually impossible to counterfeit. Nevertheless, the checks were clearly altered as to the name and address of the payee and processed through the Wells Fargo bank clearing system.

According to CFO Komma, a bank representative intimated that the TPA bears responsibility for the lost monies because the TPA did not have supplemental fraud protection services on its account. However, since that initial indication, the fraud department at the bank is investigating

⁶ Although FTA monies could also be involved, FHWA usually takes the lead in these matters.

further, and we will receive a further determination of the bank's position with regard to the bank's liability.⁷

Although the USPS may have exclusive jurisdiction for stolen mail, we believe that further investigation may be appropriate, perhaps by the FBI, because Federal monies are involved, and there are a number of apparent crimes at issue, such as counterfeiting or creating a fraudulent document; namely the five checks that were cashed.

OUTSTANDING INVOICES STILL NEED TO BE COMPENSATED: Finally, we will likely need to resort to use of some of our reserve to pay the vendor invoices that are outstanding. It should be noted that these unfortunate events have not jeopardized the TPA's solvency nor its ability to satisfy debts, agreements, and covenants. As more information comes together as to how we can do this and the potential for reimbursement from the FHWA with regard to these monies, we may find it necessary to call a special meeting of the Governing Board in January. We will avoid this if possible, and we will keep you advised.

In the interim, as more material information comes together, we will report in additional detail to you.⁸ If you have further questions, please feel free to call me with your thoughts and questions. As indicated, we intend to be aggressive, but not obnoxious, in pursuing this matter.

VN/prg/mb

pc: Chelsea Reed, TPA Chair
Matthew Komma, TPA Chief Financial Officer
Paul Gougelman, TPA General Counsel
Milton Collins, TPA Asst. General Counsel

⁷ Our General Counsel's law firm has individual attorneys with substantial experience litigating with banks for banking procedures. One of those attorneys will be consulted within the week on this matter.

⁸ We may need to call a meeting of the Executive Board as well.

Office of the Village Manager
226 Cypress Lane
Palm Springs, FL 33461
(561) 584-8200
www.vpsfl.org



January 25, 2023

Via Email to VNeilson@palmbeachtps.org

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

RE: Palm Springs Representative on Vision Zero Advisory Committee

Dear Ms. Neilson:

Palm Springs respectfully requests that the Village be granted membership on the Vision Zero Advisory Committee.

You'll recall that we had adopted a Vision Zero policy in November, 2021 (Resolution No. 2021-36). As we move forward implementing the recommendations of the Village's Transportation/Mobility Plan, which was a partner project with the Palm Beach TPA, we hope to enhance multi-modalism, improve road safety for pedestrians and bicyclists, and reduce traffic deaths and injuries.

Thank you for this consideration.

In Public Service,

A handwritten signature in blue ink, appearing to read "Michael Bornstein".

Michael Bornstein
Village Manager

From: [Valerie Neilson](#)
To: [Alex Hansen](#)
Cc: [Rick Greene](#); [Dodi Glas](#); [Andrew Uhler](#); [Brian Ruscher](#); [Nathan George](#); [Amanda Williams](#)
Subject: RE: West Palm Beach Technical Advisory Representative
Date: Tuesday, January 17, 2023 8:12:25 AM

Alex,

We appreciate your email and letting us know the City's preference for requesting new representatives on our Technical Advisory Committee (TAC) and Vision Zero Advisory Committee (VZAC). We will send future requests for these committees to the contacts below and cc board members, so they are in the loop. We will continue to reach out to them regarding their citizen representative vacancies on our Citizens Advisory Committee.

Dodi Glas was appointed as the alternate on our TAC at our December Governing Board meeting. Representatives can only serve on one committee at a time, so she was only appointed as the alternate to the TAC.

We will be reaching out to newly appointed representatives soon and providing welcome letters from our committee liaisons. Nathan George cc'd is the TPA's TAC liaison.

Amanda will be reaching out to the contacts below on any other City of West Palm Beach vacancies we have, including Xavier Falconi (WPB Engineering Rep on the TAC) as we have been informed this is his last week with the City.

Thank you,

Valerie

From: Alex Hansen <AHansen@wpb.org>
Sent: Friday, January 13, 2023 9:28 AM
To: Valerie Neilson <VNeilson@palmbeachtpa.org>
Cc: Amanda Williams <awilliams@palmbeachtpa.org>; Andrew Uhler <AUhler@palmbeachtpa.org>; Nathan George <NGeorge@palmbeachtpa.org>; Dodi Glas <dglas@wpb.org>; Rick Greene <RGreene@wpb.org>
Subject: West Palm Beach Technical Advisory Representative

Hi Valerie,

As a follow up to our conversation yesterday, this email is to confirm that the City of West Palm Beach's representatives to the Technical Advisory Committee (TAC) and the Vision Zero Advisory Committee (VZAC) are appointed by the Mayor and City Administration, and not by the City Commissioners who sit on the TPA Board. As such, we ask that future notifications regarding the status of the City's representatives to the TAC and VZAC be sent to the following individuals:

Mayor Keith James, kjames@wpb.org
City Administrator Faye Johnson, fjohnson@wpb.org
Assistant City Administrator Armando Fana, afana@wpb.org

In addition, since the City's representatives to the TAC and VZAC are staff of the Development Services and Engineering Departments, we ask that Richard Greene, Development Services Director, rgreene@wpb.org and Kevin Volbrecht, Director of Engineering Services, KCVolbrecht@wpb.org, be copied on these notifications. The City Commissioners who sit on the TPA Board can also be copied on these.

Finally, in early December, we provided you with a letter from Mayor James appointing Dodi Glas and Cristine Perdomo as the City's alternates to the TAC (Planning) and VZAC, respectively. Our understanding is that these appointments were included in the agenda for the December TPA Board meeting, but we would like to confirm that the appointments were approved by the Board.

Please let me know if you have any questions. Thanks,

Alex Hansen, AICP
City Comprehensive Planner
City of West Palm Beach
(561) 822-1463
ahansen@wpb.org

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Palm Beach TPA officials and/or employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

MEMORANDUM

TO: Valerie Neilson, TPA Executive Director
Transportation Planning Agency

FROM: Todd J Bonlarron, Assistant County Administrator

DATE: January 30, 2023

RE: TPA Technical Advisory Committee Appointments

The Palm Beach County Planning Division requests to maintain Bryan Davis, Principal Planner, as the Division's representative on the Technical Advisory Committee (TAC). The Division also requests that the alternate member on the TAC be Kevin Fischer, Planning Director. Since the appointment of Kevin Fischer represents new membership, a copy of his resume is attached and his contact information is as follows: kfischer@pbcgov.org and 561-233-5467.

If you have any questions or need additional information, please do not hesitate to contact me.

Attachment: Kevin Fischer Resume

cc: Kevin W. Fischer, Planning Director
Bryan Davis, Principal Planner

From: [Joseph Peduzzi](#)
To: [Amanda Williams](#)
Cc: [Andrew Uhlir](#); [Valerie Neilson](#)
Subject: Re: Reminder: Citizen's Advisory Committee Representative
Date: Wednesday, January 25, 2023 11:30:36 AM
Attachments: [image001.png](#)

Yes, I would like to nominate Dr. Myron Uman to continue serving on the CAC. Thank you.

Joseph A. Peduzzi, Esq.
Commissioner, District 4
City of West Palm Beach

[401 Clematis Street, 2nd Floor.](#)

[West Palm Beach, FL 33401](#)

Office: [561-822-1390](#)

Fax: [561-822-1399](#)

www.wpb.org

On Jan 24, 2023, at 1:25 PM, Amanda Williams <awilliams@palmbeachtpa.org> wrote:

Dear Commissioner Peduzzi,

Your Representative's term on the Palm Beach TPA Citizen's Advisory Committee (CAC) is ending. Your current representative is Mr. Myron Uman. Please let us know if you would like to nominate a new or the same representative by Thursday, February 2 for appointment at our next TPA Governing Board meeting on February 16.

Further details are listed below. Please let me know if you have any questions.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

<[image001.png](#)>

From: Amanda Williams

Sent: Thursday, January 12, 2023 9:27 AM

To: Joseph Peduzzi <jpeduzzi@wpb.org>

Cc: Jason Price <JPrice@palmbeachtpa.org>; Andrew Uhlir

<AUhlir@palmbeachtpa.org>; Valerie Neilson <VNeilson@palmbeachtpa.org>

Subject: Citizen's Advisory Committee Representative

Dear Commissioner Peduzzi,

Your Representative's term on the Palm Beach TPA Citizen's Advisory Committee (CAC) is ending. Your current representative is Mr. Myron Uman. Please let us know if you would like to nominate a new or the same representative by Thursday, February 2 for appointment at our next TPA Governing Board meeting on February 16.

TPA advisory committee appointments have a three-year term; however, can be changed at any time at the board member's request for approval by the TPA Governing Board.

CAC representatives should be residents and electors of Palm Beach County. Additionally, CAC Members cannot be an elected official or directly employed by an elected official. This committee typically meets the first Wednesday of each month at 1:30 p.m. except for the months of January, August, and November. For more information about the CAC, please visit: PalmBeachTPA.org/CAC

To nominate a new representative, please provide the following:

1. Email, letter, or resolution notifying the TPA of the request for appointment.
 0. Method is dependent on your agency's process for appointing representatives on external agency committees.
 1. Please address and send correspondence to Valerie Neilson, TPA Executive Director, at VNeilson@PalmBeachTPA.org.
2. Resume or summary of the appointee's credentials.
3. Contact information for appointee.

If you have any questions, please let me know.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)

<image001.png>

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Palm Beach TPA officials and/or employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Amanda Williams

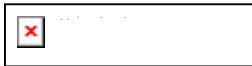
From: Radigan, Amanda <RadiganA@bbfl.us>
Sent: Monday, February 6, 2023 12:32 PM
To: Amanda Williams; Angela Cruz; Dugger, Daniel
Cc: Valentina Facuse; Brian Ruscher; Valerie Neilson; Abdurakhmanov, Moisey
Subject: RE: Reminder: Vision Zero Advisory Committee Representative

Good Morning Amanda,

Craig Pinder will remain the representative on the Vision Zero Advisory Committee. Please also note that the City sent a letter to nominate Moisey Abdurakhmanov as an alternate for the Committee.

Best regards,

Amanda B. Radigan



Amanda Radigan, AICP, LEED AP
Director, Planning & Zoning
Development, Planning & Zoning
Mailing Address: P.O. Box 310 | Boynton Beach, Florida 33425
Physical Address: 100 E. Ocean Ave. | Boynton Beach, Florida 33435
📞 561-742-6256
✉ RadiganA@bbfl.us | 🌐 boynton-beach.org/
📧 🐦 📘 📷 📧

Please be advised that Florida has a broad public records law and all correspondence to me via email may be subject to disclosure. Under Florida records law, email addresses are public records. Therefore, your e-mail communication and your e-mail address may be subject to public disclosure.

From: Amanda Williams <awilliams@palmbeachtpa.org>
Sent: Monday, February 6, 2023 9:51 AM
To: Cruz, Angela <CruzA@bbfl.us>; Dugger, Daniel <DuggerD@bbfl.us>; Radigan, Amanda <RadiganA@bbfl.us>
Cc: Valentina Facuse <VFacuse@palmbeachtpa.org>; Brian Ruscher <bruscher@palmbeachtpa.org>; Valerie Neilson <VNeilson@palmbeachtpa.org>
Subject: Reminder: Vision Zero Advisory Committee Representative

Dear Vice Mayor Cruz,

Your Representative's term on the Palm Beach TPA Vision Zero Advisory Committee (VZAC) ends this month. Your current representative is Craig Pinder, Planner II. Please let us know if you would like to nominate a new or the same representative by Tuesday, February 7 for appointment at our next TPA Governing Board meeting on February 16.

Further details are listed below. Please let me know if you have any questions.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)



From: Amanda Williams

Sent: Tuesday, January 24, 2023 1:29 PM

To: Angela Cruz <cruza@bbfl.us>; duggerd@bbfl.us; Amanda Radigan <radigana@bbfl.us>

Cc: Valentina Facuse <VFacuse@palmbeachtpa.org>; Brian Ruscher <bruscher@palmbeachtpa.org>; Valerie Neilson <VNeilson@palmbeachtpa.org>

Subject: Reminder: Vision Zero Advisory Committee Representative

Dear Vice Mayor Cruz,

Your Representative's term on the Palm Beach TPA Vision Zero Advisory Committee (VZAC) is ending. Your current representative is Craig Pinder, Planner II. Please let us know if you would like to nominate a new or the same representative by Thursday, February 2 for appointment at our next TPA Governing Board meeting on February 16.

Further details are listed below. Please let me know if you have any questions.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)



From: Amanda Williams

Sent: Thursday, January 12, 2023 9:26 AM

To: Angela Cruz <cruza@bbfl.us>; duggerd@bbfl.us; Amanda Radigan <radigana@bbfl.us>

Cc: Valentina Facuse <VFacuse@palmbeachtpa.org>; Brian Ruscher <bruscher@palmbeachtpa.org>; Valerie Neilson <VNeilson@palmbeachtpa.org>

Subject: Vision Zero Advisory Committee Representative

Dear Vice Mayor Cruz,

Your Representative's term on the Palm Beach TPA Vision Zero Advisory Committee (VZAC) is ending. Your current representative is Craig Pinder, Planner II. Please let us know if you would like to nominate a new or the same representative by Thursday, February 2 for appointment at our next TPA Governing Board meeting on February 16.

TPA advisory committee appointments have a three-year term; however, can be changed at any time at the board member's request for approval by the TPA Governing Board.

VZAC representatives should include representatives of local governments, law enforcement and fire rescues services, school district, health department, active transportation advocacy groups, and other entities as deemed appropriate by the TPA Board to advance those elements of the TPA's Vision Zero Action Plan oriented around pedestrian and bicycle safety. This committee typically meets the first Thursday of each month at 9 a.m. except for the months of January, August, and November. For more information about the VZAC, please visit: PalmBeachTPA.org/VZAC

To nominate a new representative, please provide the following:

1. Email, letter, or resolution notifying the TPA of the request for appointment.
 - Method is dependent on your agency's process for appointing representatives on external agency committees.
 - Please address and send correspondence to Valerie Neilson, TPA Executive Director, at VNeilson@PalmBeachTPA.org.
2. Resume or summary of the appointee's credentials.
3. Contact information for appointee.

If you have any questions, please let me know.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Palm Beach TPA officials and/or employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



January 26, 2023

1.G.6

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

RE: Appointments to the Technical Advisory Committee

Joel Flores
Mayor

Dear Ms. Neilson:

John Tharp
Councilmember
District I

The City of Greenacres would like to appoint Denise Malone, Director of Development and Neighborhood Services as the City's representative to the TPA's Technical Advisory Committee and Caryn Gardner-Young, Zoning Administrator, as the City's alternate appointment. Combined, both Ms. Malone and Ms. Gardner-Young have over forty (40) years of experience in Planning in the public sector and will represent the TPA well.

Peter A. Noble
Councilmember
District II

Judith Dugo
Councilmember
District III

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

Susy Díaz
Councilmember
District IV

Paula Bousquet
Councilmember
District V

Sincerely,

Joel Flores
Mayor

JF/AM/ja
AM202301.01

pc: Andrea McCue, City Manager
Denise Malone, Director of Development & Neighborhood Services
Caryn Gardner-Young, Zoning Administrator
Intergovernmental / TPA File

Encl.: Resume - Denise Malone

DENISE CROMP MALONE, MPA, AICP

I

EDUCATION: Graduate Certificate in Environmental Planning
Florida Atlantic University, College of Urban and Public Affairs, Ft. Lauderdale, Florida
GPA 4.0/4.0

Master of Public Administration
The University of West Florida, Pensacola, Florida
GPA 3.62/4.0 Cum Laude

Bachelor of Science, Marine Science
Jacksonville University, Jacksonville, Florida
GPA Major 3.5/4.0

Associate of Arts
Daytona Beach State College, Daytona Beach, Florida

EXPERIENCE:

DIRECTOR OF DEVELOPMENT AND NEIGHBORHOOD SERVICES, City of Greenacres. (February - Present; Contractor September 2022- February 2023). Professional planning and development director services, oversees the execution of operations for the Development and Neighborhood Services Department including Planning, Zoning, Business Tax Receipts, GIS, Building, Permitting, Code Enforcement, and Engineering. Supervises staff; develops and implements policies and procedures for the department; reviews and makes recommendations on department related matters; interprets and administers the provisions of applicable rules, regulations, policies, and procedures; customer service inquiries and conflict resolution.

DIRECTOR OF COMMUNITY DEVELOPMENT, City of Atlantis. (February 2019 - Present). Manages and directs planning and development related services including Comprehensive plan review and updates, zoning code administration and updates, development plan review, GIS coordination, staff report preparation, and presentations to various boards, committees, and City Council.

PLANNING MANAGER, NZ Consultants Inc, Jupiter, FL. (February 2019 - November 2021). Planning and zoning development related services for various local governments including Comprehensive plan review and updates, zoning code administration and updates, development plan review, GIS coordination, staff report preparation, and presentations to various Municipal boards, committees, and governing bodies.

DIRECTOR OF COMMUNITY DEVELOPMENT, Village of North Palm Beach. (December 2015- December 2018). Led and implemented organizational activities for the Planning and Zoning, Building, and Code Enforcement Divisions; prepared and managed the department \$1.6 million budget; Community Master Plan and Form Based Zoning Code development; land development regulation code changes and implementation; Comprehensive Plan amendments; created and implemented department operational, regulatory operation/land development application processing, and efficiency strategies; public workshops and charrette.

CITY COMPREHENSIVE PLANNER, City of West Palm Beach, Development Services Department/Planning and Zoning. (January 2006 – December 2015). Managed the Comprehensive Planning Section staff, activities and projects. Updated and implemented the Comprehensive Plan; prepared the Comprehensive Plan Evaluation and Appraisal Report; prepared, implemented and managed various types of plans and growth management/revitalization strategies for planning efforts including South Dixie Highway Corridor revitalization, Industrial Areas Study, Charter School feasibility, Water Supply Plan, and High Density Residential land use creation; processes Future land Use map amendments and Level of Service analysis, oversaw transportation planning, conducted special studies, managed 2010 Census and redistricting efforts, zoning request processing and project management, zoning code amendments, building permit reviews, annexations, provided guidance and staff support to citizen committees; prepared technical and professional reports and presentations; intergovernmental and interagency coordination.

PRINCIPAL PLANNER, Palm Beach County, Planning Zoning and Building Department/Planning Division. (January 1997- January 2006; Promoted to Principal Planner September 2001 and to Senior Planner March 1998). Managed the Long Range Planning Section staff, activities and projects. Worked closely with the public, various agencies and local governments, and elected officials. Responsibilities also included: the development of the CWC Sector Plan; Urban Redevelopment Area planning that entailed economic, revitalization, infill and redevelopment strategies and implementation; and Greenways and Linked Open Space planning and implementation; agricultural preservation planning and implementation; annexation review, coordination and reporting; environmental planning; Comprehensive Plan and land development regulation interpretation, amendment, and implementation.

SENIOR PLANNER, Managed and coordinated a significant multi-issue sector planning project that entailed the development and implementation of a long-range regional “smart growth management” plan for 55,000 acres at the urban/rural interface in central western Palm Beach County. Project management activities: coordinated consultant team selection process; supervised consultant team’s work; reviewed and evaluated needs and impacts of integrated planning issues including: transportation, environmental, equestrian, rural and exurban community planning, land use, neighborhood plans and community desires, public services and facilities, economic, and capital improvements; coordinated public participation and interagency communication; prepared technical and non-technical reports; made public presentations; developed work program with multi-tasks; supervisory duties included recommendations for staffing positions and projects, completing performance evaluations, coaching and problem solving.

Served for one (1) year as project manager of the Lake Worth Road commercial strip revitalization project in which: a consultant selection process was undertaken; a revitalization plan with implementation recommendations dealing with drainage, transportation, zoning, land use, infrastructure, community appearance and involvement, public services, and funding was developed and presented to various groups; I supervised the work of the consultant and Division Planners for completion of project tasks, and provided oversight for the work of other department personnel.

PLANNER II, Comprehensive Planning Section: Performed planning activities associated with: comprehensive planning; data and mapping; community and commercial revitalization; environmental and land use issues; and the County’s tiered growth management program. Monitored, evaluated, amended, and implemented the Conservation Element of the Comprehensive Plan; identified, formulated recommendations and prepared staff reports, agenda items and backup material; prepared written interpretive assessments of planning issues and made oral presentations to committees, advisory groups and governing bodies; coordinated activities to facilitate completion of projects; planned and scheduled work programs.

ENVIRONMENTAL ANALYST, Palm Beach County, Department of Environmental Resources Management, Environmental Review Section (October 1991 - January 1997; Promoted from Environmentalist to Environmental Analyst, April 1993)). Planning activities for the Department's natural resource programs: provided input, coordination, and recommendations regarding environmental assessments for the implementation of and amendments to the Comprehensive Plan, zoning petitions in the land development review process, Developments of Regional Impact, municipal agencies comprehensive plans and regulations; and various other planning projects; coordinated and assisted with writing the Conservation Element, portions of the Coastal and Land Use Elements and amendments to the Future Land Use Atlas of the Comprehensive Plan; assisted in writing the Evaluation and Appraisal Report for the Conservation Element and portions of the Coastal Element; provided training to coworkers regarding the Comprehensive Plan and land development process; represented the Department at various board meetings; served as Department liaison on planning issues to the Planning Division, Treasure Coast Regional Planning Council, and other agencies.

Coastal and Wetlands Section, Activities associated with administering and implementing land development regulations, comprehensive plan policies, and land use planning for coastal and wetland ecosystems; evaluated, assessed, and made recommendations for site development planning and regulatory activities concerning land use impacts on coastal and wetland ecosystems; Code enforcement and monitoring, prepared resource plans and administrative agreements to comply with land development regulations; prepared and orally presented evidence for Quasi-judicial hearings; formulated recommendations to hearing officers; prepared agenda items and quarterly reports; extensive public contact and interagency coordination; provided training to coworkers in areas related to the Section.

MANAGEMENT ASSISTANT, Planning Department and City Manager's Office, City of Pensacola, Pensacola, Florida (January 1991 - October 1991). Reviewed and revised the Pensacola Land Development Code to ensure consistency with growth management concurrency, environmental regulations, and the City's Comprehensive Plan; reviewed zoning adjustment, rezoning, and vacancy requests; drafted grant proposal; assisted with the review, evaluation and writing of the goals, objectives, and policies for the Comprehensive Plan including the Land Use Element; interpreted and utilized the zoning and future land use maps; coordinated and assisted with evaluating, analyzing, and developing reports for special projects while effectively communicating the results including annexation feasibility and procedures, redistricting; prepared interlocal agreements indicating financial status, funding procedures, and agreement terms; implementation coordinator for storm water permitting; coordinator for the FCCMA conference; guest editor for the Council newsletter; project support for the Community Redevelopment Agency; attended various staff, board, and Council meetings.

PROFESSIONAL DEVELOPMENT:

AICP Certified

PBC Intergovernmental Plan Amendment Review Committee (IPARC) Board Member, Past President

American Institute of Certified Planners and American Planning Association member

Speaker, National APA Conference 2005, APA Florida Chapter Conference 2000

Member of PBC Planning Congress

SKILLS: Well-rounded vast City/County planning and managerial experience; knowledge of Florida's growth management principles and practices, and local government comprehensive plans, zoning and land development regulations, planning procedures and programs; planning, zoning and building experience including growth management, sustainable development, environmental, economic, redevelopment and revitalization, neighborhood planning, site planning, permitting and enforcement; highly effective written and oral communication skills including negotiation; excellent customer service skills; able to organize, plan, and coordinate; works well independently or as a team member; works within deadlines; able to manage large and multi-task assignments; able to develop and administer budgets and work plans; independent judgment, problem solving, managerial and leadership abilities.

PROFESSIONAL

PAPER: "Trust in Sources of Technical Information About Coastal Resources Among the General Public." by Dennis L. Soden, Janet S. Conary and Denise E. Crompt. Presented at the Twelfth International Conference for the Coastal Society in San Antonio, Texas on October 22, 1990.

REFERENCES: Professional and Personal references are available upon request.



Office of the
Town Manager

TOWN OF LAKE PARK MEMORANDUM

Date: January 18, 2023

To: Valerie Nielsen, Executive Director
Palm Beach Transportation Planning Agency

From: John D'Agostino, Town Manager

Subject: Nomination of Alternate Representative to the
Technical Advisory Committee

Please accept this letter as formal notification of my desire to nominate Community Development Department Town Planner Anders Viane to serve as the Town's Alternate Representative to the Technical Advisory Committee (TAC).

I am confident that the work ethic, commitment, and professional experiences of Anders will serve the Committee and the Palm Beach Transportation Planning Agency's mission extremely well.

Please let me know of any questions regarding this letter of nomination.

Sincerely,



John D'Agostino
Town Manager

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3304
Fax: (561) 881-3314

www.lakeparkflorida.gov

Anders Roderick Viane

Education:

Florida Atlantic University: **Master of Urban and Regional Planning** *Spring 2022*
Bachelor of Urban Design *Summer 2018*
Palm Beach State College: **Associate in Arts** *Spring 2014*

Summary of Skills:

- Self-directed worker proven to facilitate team success. Strong verbal and written communication skills with keen attention to detail. Tech-literate, adaptable, and incisive. Varied business professional and public planning background.

Experience:

Town of Lake Park – Town Planner *Feb 2019 to Present*

- Performs code rewrites, site plan reviews, and planning process coordination.

CSL Plasma - Social Media Marketing Contractor *May 2018 to Feb 2019*

- Managed and published content across CSL Plasma's social media portfolio.
- Implemented Sharepoint intranet webpage buildout and Google My Business rollout.

City of Boca Raton - Planning and Zoning Intern *Dec 2017 to Aug 2018*

- Assisted editing Boca Raton's municipal code, technical research, and report preparation.
- Presented to Boca's Planning and Zoning Board and Director of Development Services.

CSL Plasma - Field Services - Service Desk Asst. *Dec 2014 to April 2018*

- Responsible for all Business Technology procurement, receiving, and inventory control.

Accolades:

- Graduated *summa cum laude* *2018*
- Adriana Castellano Memorial Scholarship recipient *2018*
- All-Florida Academic Team inductee *2014*
- Doctor Floyd F. Koch Honors College inductee *2012*

Memberships:

- APA Member



January 26, 2023

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

RE: Appointments to the Technical Advisory Committee

Joel Flores
Mayor

Dear Ms. Neilson:

John Tharp
Councilmember
District I

The City of Greenacres would like to appoint Denise Malone, Director of Development and Neighborhood Services as the City's representative to the TPA's Technical Advisory Committee and Caryn Gardner-Young, Zoning Administrator, as the City's alternate appointment. Combined, both Ms. Malone and Ms. Gardner-Young have over forty (40) years of experience in Planning in the public sector and will represent the TPA well.

Peter A. Noble
Councilmember
District II

Judith Dugo
Councilmember
District III

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

Susy Díaz
Councilmember
District IV

Paula Bousquet
Councilmember
District V

Sincerely,

Joel Flores
Mayor

JF/AM/ja
AM202301.01

pc: Andrea McCue, City Manager
Denise Malone, Director of Development & Neighborhood Services
Caryn Gardner-Young, Zoning Administrator
Intergovernmental / TPA File

Encl.: Resume - Denise Malone

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

QUALIFICATION SUMMARY

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

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

RELEVANT PROFESSIONAL EXPERIENCE:

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

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

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

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

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

ACCOMPLISHMENTS

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

Assistant City Manager, City of Delray Beach, Florida

March 2017 to Sept. 2019

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

ACCOMPLISHMENTS

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

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

CITY AWARDS RECEIVED

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

City Manager, City of Parkland, Florida
Interim City Manager

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

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

ACCOMPLISHMENTS

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

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

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

CITY AWARDS RECEIVED

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

Assistant City Manager, Parkland Florida

Jan. 2006 to Feb. 2007

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

ACCOMPLISHMENTS

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

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

Development Services Director, Parkland Florida

Aug. 2005 to Jan. 2006

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

ACCOMPLISHMENTS

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

Planning and Zoning Director, Parkland Florida

Feb. 2005 to Aug. 2005

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

ACCOMPLISHMENTS

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

Additional previous experience

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

EDUCATION:

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

Juris Doctorate

DePaul University, Chicago, Illinois 1985

Bachelor of Arts Degree in Environmental Studies and Geography

SUNY @ Binghamton, Binghamton, New York 1982.

PROFESSIONAL CERTIFICATIONS

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

PROFESSIONAL AFFILIATIONS

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

COMMUNITY AFFILIATIONS:

- Board of Trustees, Northwest Medical Center since 2015

REFERENCES AVAILABLE UPON REQUEST

From: [Lanier, Shirley](#)
To: [Amanda Williams](#); [Jonathan Evans](#)
Cc: [Nathan George](#); [Andrew Uhler](#); [Valerie Neilson](#)
Subject: Re: Technical Advisory Committee Alternate
Date: Thursday, February 2, 2023 3:31:33 PM
Attachments: [image001.png](#)

Please add Mr. Jonathan Evans as the alternate for the City of Riviera Beach.

Councilwoman Shirley Lanier
City of Riviera Beach

From: Amanda Williams <awilliams@palmbeachtpa.org>
Sent: Thursday, January 12, 2023 9:27:48 AM
To: Lanier, Shirley <SLanier@rivierabeach.org>; Evans, Jonathan <JEvans@rivierabeach.org>
Cc: Nathan George <NGeorge@palmbeachtpa.org>; Andrew Uhler <AUhler@palmbeachtpa.org>; Valerie Neilson <VNeilson@palmbeachtpa.org>
Subject: Technical Advisory Committee Alternate

Dear Councilwoman Lanier,

Your Alternate on the Palm Beach TPA Technical Advisory Committee (TAC) is vacant. Please let us know if you would like to nominate a new alternate by Thursday, February 2 for appointment at our next TPA Governing Board meeting on February 16.

TPA advisory committee appointments have a three-year term; however, can be changed at any time at the board member's request for approval by the TPA Governing Board.

Whenever possible, TAC representatives and alternates should consist of planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities; public transit departments of municipal/county governments; the school superintendent or the superintendent's designee; and other appropriate representatives of affected local governments. This committee typically meets the first Wednesday of each month at 9 a.m. except for the months of January, August, and November. For more information about the TAC, please visit:

PalmBeachTPA.org/TAC

To nominate a new representative, please provide the following:

1. Email, letter, or resolution notifying the TPA of the request for appointment.
0. Method is dependent on your agency's process for appointing representatives on external agency committees.
 1. Please address and send correspondence to Valerie Neilson, TPA Executive Director, at VNeilson@PalmBeachTPA.org.
2. Resume or summary of the appointee's credentials.
3. Contact information for appointee.

If you have any questions, please let me know.

Best wishes,

Amanda K. Williams

EXECUTIVE ASSISTANT

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0801 | Main 561.725.0800

[Web](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#)



PALM BEACH
Transportation
Planning Agency

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Palm Beach TPA officials and/or employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

EXTERNAL SENDER

This email originated outside of the organization. Please do not click links or open attachments unless you recognize the sender and know the content is safe.

Please be advised that the City of Riviera Beach is a public entity subject to Florida's broad public records law under Chapter 119, Florida Statutes. Most written communications, including email addresses, to or from City of Riviera Beach employees and elected officials regarding city business are public records and are available to the public and the media upon request. Your email communications may therefore be subject to public disclosure. If you do not want your email address to be subject to disclosure as a public record, please do not send electronic mail to the City of Riviera Beach. Instead, contact the City by telephone at (561) 845-4000.

JONATHAN E. EVANS



ABOUT ME

Results-oriented professional with 18 years of experience demonstrating significant accomplishments in executive municipal leadership. A fiscally responsible, collaborative, solution-oriented, transparent, ethical and ICMA Credentialed Manager with a verifiable record of successful outcomes in project development, operations analysis, budgeting and finance, organizational planning and performance strategies.



EDUCATION

Master of Business Administration (MBA)

Saint Leo University, St. Leo, Florida

Master of Public Administration (MPA)

University of Central Florida, Orlando, Florida

Bachelor of Social Work

University of Central Florida, Orlando, Florida



CREDENTIALS

International City/County Management Association

Credentialed Manager (ICMA-CM)

National Incident Management Systems Certifications

(ICS) 0029, 100, 200, 300, 400, 700, 800

EXECUTIVE LEADERSHIP

City Manager • 2017 - 2017 *City of Riviera Beach, Florida*

Riviera Beach is a south Florida city with a population of approximately 33,000. The city has a mayor and five city councilpersons with an operating budget of \$71.2 million and a Utility Special District budget of \$26.2 million. As city manager, I oversaw the daily management of municipal operations for all departments, including community development, human resources, code enforcement, fire, police, city clerk, civil drug court, justice service center, public information, finance, youth empowerment, utility special district, library, procurement, parks and recreation and public works. In this capacity, I ensured that services provided were administered and effectively, efficiently, and qualitatively delivered in compliance with federal, state and local regulations and guidelines. I established and renewed valuable relationships with subordinates, residents, business owners and other stakeholders for the betterment of the city. In addition, I created a signature and exemplary unsurpassed annual budget document. In preparation for Hurricane Irma, I established and led storm and crisis management teams indicative of exceptional planning, operational, logistical, financial and deployment systems.

- Developed an annual budget document symbolic of award recognition through GFOA (The Distinguished Budget Award Presentation).
- Restructured and reorganized internal departments to modernize operations, resolving a \$750,000 budget shortfall.
- Incorporated executive management signature requirements for financial transactions.
- Organized city's Emergency Operations Center, which was consistent with the FEMA Incident Command Structure (ICS).
- Served as the city's co-incident commander and public information officer during Hurricane Irma.
- Engaged in community outreach activities designed to acquaint and connect city services with community partners.
- Rewrote job descriptions of essential department heads to attract credentialed professionals.
- Evacuated environmentally unsafe city properties and designed a transition plan to restore respective facilities and services to normal and perpetuate safe and healthy working conditions for employees.
- Drafted public communication and operational policies on financial transactions and actively engaged the press on all media inquiries.
- Engaged and met with all 564 employees to discuss operational initiatives and communicate the "One City, One Vision" approach.
- Reinitiated the city charter review process to eliminate conflicts and redundancy and develop a comprehensive and functional authoritative tool.
- Provided vision, structure, standards and direction to the city council, department heads and line staff to effectuate progress and to move the City forward.

PROFESSIONAL AFFILIATIONS

International City/County Management Association, *Credentialed Member*

Florida City/County Management Association, *Board of Directors, At-Large Director; Communications Committee, Co-Chair; Professional Development Committee, Chair; Speaker; Presenter; Resource Panelist*

University of Central Florida Public Administration, *Advisory Board Member; Lecturer; Presenter*

National Forum for Black Public Administrators, *Member*

Government Finance Officers of America, *Member*

Florida Parks and Recreation Association, *Member*

Business Advisory Board Polk State College, *Member*

Florida Green Building Coalition, *Member*

United Way, Live United Steering Committee – *Multiple Florida Regions*

American Cancer Society – *Multiple Florida Regions*

ACADEMIC EXPERIENCE

Adjunct Professor; Financial Management in the Public Sector
Polk State College; *Lakeland, Florida*

Ensured students of this core public budgeting and financial management course were provided an indepth, substantive look at fiscal management policies and procedures in the public sector. The curriculum prepared students for “real-world” situations that would challenge their ability to understand local, state and federal governments.

EXECUTIVE LEADERSHIP

Assistant County Administrator •————• 2016 - 2017
Sarasota County; Sarasota, Florida

Sarasota County is a Florida county with a population of 405,549. A five-member county commission with an operating budget of \$1.1 billion governs this county. As the assistant county administrator, I oversaw daily management of county operations for the following development/infrastructure departments: planning and development services, public utilities, public works, Sarasota County Area Transit and economic development. I established standards and goals for departmental performance evaluation and provided long-range planning and policy direction for assigned areas; I collaborated with representatives of other jurisdictions, developers, private industries, and civic and community organizations on issues of interest pertaining to assigned areas. In addition, I reviewed and recommended departmental/agency budgets and was responsible for various special projects and programs as directed by the county administrator and responses to all of the county commission's requests.

- Managed the operations of five departments and 900 employees.
- Assisted the county administrator in making major financial, administrative and policy recommendations to the county commission.
- Successfully worked with the county commission and department heads to increase intergovernmental cooperation and public access to government.
- Assisted department heads in translating the county commission's policy, direction and vision into coordinated operating plans.
- Coordinated, managed and monitored the progress of the assigned capital improvement program projects at all stages of development, with an overall accumulated budget value of \$1 billion.
- Ensured project schedules, cost and overall quality performance objectives were met across a diverse range of capital improvement projects.
- Acted as project manager and liaison for affordable housing, Legacy Trail extension, and Siesta Key Trolley pilot project.
- Revised and modernize the county's impact fee(s) structure.
- Assisted and advised in the creation of a countywide branding initiative.
- Successfully negotiated the easement agreement between the county and Florida Light & Power.
- Assisted in the creation of implementing an economic development internal strategy policy.
- Provided vision, advice and assistance to department heads as we established the environment and tools required to move the county forward in fulfilling its mission.
- Assisted in preserving the county's fiscal integrity.

City Manager •————• 2013 - 2016
City of Haines City; Haines City, Florida

Acting City Manager • 2013 - 2013

City of Haines City; Haines City, Florida

Haines City is a central Florida city with a population of 22,000 and the third largest municipality in Polk County (population 623,000). The city operates under a commission-manager form of government. As the city manager, I managed day-to-day city operations and over 260 employees. I directed, administered, reviewed and evaluated the city's operations, programs and services as determined by the elected city commission. I led the development and execution of the annual budget of \$48 million. As the city manager, I ensured the Haines City functioned effectively while serving the needs of residents and other stakeholders and complying with applicable laws and regulations.

- Appointed department heads and provided direction for departmental activities.
- Prepared city commission agenda and city manager reports.
- Established more effective and productive bi-weekly commission briefings, increasing communication between staff and commission members.
- Oversaw financial reporting and forecasting.
- Successfully reorganized the city's management structure and assigned duties, responsibilities, and accountability standards to professional staff.
- Developed and implemented an employee succession plan.
- Introduced management policies and procedures that resulted in transparency of all citywide departments.
- Revised the budget format to include greater detail, fund analysis, budget policies, a five-year operating budget, and a five-year capital improvement program.
- Developed and implemented three balanced annual budgets.
- Streamlined operational expenditures, resulting in \$800,000 of cost savings to the city.
- Implemented a budget with a \$2.4 million budget shortfall within a four-month period.
- Initiated and led the development of the city's plan for reclassification of positions and compensation structure.
- Formulated and negotiated the city's payout plan for raises based on a reclassification study.
- Developed and advised the city commission on employee benefits, pension, compensation, retirement reform, and all risk-management issues.
- Successfully negotiated collective bargaining agreements, maintaining labor peace while simultaneously holding the line on labor costs.
- Reduced the city's liability through negotiations on litigation and other claims and provided expert testimony on the city's behalf.
- Initiated and led the development of a downtown revitalization plan to promote economic development, commerce, and improved infrastructure.
- Led economic development and strategic planning activities to ensure managed and beneficial community growth.
- Championed the \$2.1 million construction of a new fire station.
- Developed and implemented a successful grassroots initiative, "Taking it to the Streets" to better engage the community.
- Initiated community branding to include Haines City's vision and mission statements.

Assistant City Manager • 2012 - 2013

City of Haines City; Haines City, Florida

Provided substantive assistance and support to the city manager in the development, implementation and administration of Haines City's programs and operations. Researched, analyzed and implemented policies and procedures and assisted in budget preparation. Planned and coordinated a variety of complex projects while assisting the city manager in providing the community with a broad range of public services. Provided and exercised functional supervision over department directors, management staff and employees. Aided the city manager in assisting the mayor and city commission. Was directly and indirectly responsible for the management and day-to-day operations of the city and over 260 employees.

- Conducted research assigned by the city manager and prepared reports of findings and recommendations that provided advice and counsel to city officials in connection with the solution to various management and administrative issues; identified opportunities for improvement and directed the implementation of such changes.
- Assigned and coordinated follow-up and responses of all administrative and management staff work resulting from city commission motions and requests for action, ensuring city responsiveness.

- Participated in and contributed to the development and administration of the annual city budget; directed funding forecasts needed for staffing, equipment, materials, and supplies and directed the preparation and implementation of budgetary adjustments.
- Proactively monitored and evaluated the efficiency and effectiveness of service delivery methods and procedures and assessed and monitored administrative workload and support systems.
- Coordinated staff support for a variety of boards; served on intergovernmental and citizen committees; attended and participated in professional group meetings and stayed abreast of new trends and innovations in public relations and public administration.
- Identified complex policy issues and worked with departmental executive staff to create, present and implement comprehensive solutions with the approval of the city manager and city commission.
- Informed the elected officials of state and federal legislation capable of impacting the city and submitted reports containing the results of these analyses and proposed actions.
- Assisted in the selection, supervision, training and evaluation of staff.
- Interacted effectively as the point of contact for the city commission, committees, staff and the general public.
- Coordinated the release of public information to the media and maintained contact with various media outlets on city and community issues.
- Represented the city manager when necessary at city commission meetings and various community, business and governmental agency meetings.
- Interpreted and ensured city manager and city commission policies were understood and implemented.
- Performed duties of the city manager as assigned during the city manager's absence.

Assistant to the City Manager • 2006 - 2012

City of Largo; Largo, Florida

Performed executive administrative work under the direction of the city manager related to organizationwide issues. Constructed and prioritized multiple simultaneous projects, providing a thorough analysis. Conducted research and developed evaluations, recommendations and solutions to citywide work methods, operating policies and procedures, ensuring they complied with the policies and goals of the city manager and city commission. Was directly and indirectly responsible for the management of the city and principle advisor operations of the city and over 1,000 employees.

- Tracked and monitored the city's budget with associated annual revenue and expenditures of \$133 million.
- Collaborated with department directors regarding the coordination of the city budget and capital improvement projects in the amount of \$242 million.
- Coordinated follow-up and responses to city commission motions and requests for action, ensuring city responsiveness.
- Led and completed several special projects for the city manager, including the mobilization of cross-departmental teams to research and respond to policy questions and issues, the organization of city commission retreats, conducting public meetings on budget and environmental key issues, strategic initiatives, and assistance with employee communications.
- Served as a liaison for legislative affairs and an emergency disaster mitigation group, briefing the city manager, mayor and city commission on matters of concern.
- Interpreted federal laws, state statutes and city ordinances.
- Acted as project manager for the city's "green" designation process.
- Developed, presented, and implemented a citizens' academy for all departmental staff to showcase their functions and high working standards, demonstrating all facets of city operations and facilities.
- Proposed, implemented and oversaw an employee recognition program – Watching Outstanding Work (WOW).
- Received, investigated and addressed resident, customer and media issues and/or concerns.
- Managed the city's communications and marketing division through innovative technology services for the city's website and all forms of citywide communication, including city publications, initiatives, annual retreats, and events through media relations.

Recreation Manager • 2004 - 2006

Town of Celebration; Celebration, Florida

Provided leadership and ensured the overall success and profitability of community events and programs. Defined long- and short-term objectives while developing and implementing daily operational procedures, policies and strategic direction. Oversaw and administered department budgets while initiating cost controls to ensure maximum profitability. Developed a strong parks and recreation department presence through advertising and promotion of programs and events. Recruited, hired, scheduled and motivated a staff of up to 65, including volunteers. Conducted overall and individual performance evaluations as part of a proactive management process that resulted in a positive work environment, increased employee retention, and excellent community satisfaction.

- Revitalized events and programs that had experienced a repetitive annual loss, resulting in a \$28,000 turnaround in the first year.
- Increased revenue by creating advertising and marketing tools that improved event and program turnout, including the draft and design of a variety of publicity/informational/promotional strategies for newsletters, news releases and special announcements.
- Performed annual budgeting and implemented weekly forecasting and reporting to the Celebration board of directors and parks and recreation executive committee.
- Created and implemented a comprehensive quarterly employee performance evaluations program.
- Planned, estimated, and managed all department events, programs and maintenance activities.
- Developed and enforced organizational policies, procedures, and safety regulations.
- Constructed an environment of mutual trust and respect and established the highest ethical standards for staff and management.

Recreation Site Supervisor • 1999 - 2006

City of St. Cloud; St. Cloud Florida

Had seven years of progressively responsible experience in a high public-contact environment. Worked to formulate, organize, coordinate and administer effective recreation, human service, and community service programs within the scope of available funds. Developed program goals and objectives. Assisted with activity planning and ensured facilities and equipment were safe for use. Oversaw city sports programs for youth and adult leagues, including seasonal programs and day camps. Planned for recreational programs and enlisted community participation for diverse age groups. Provided enjoyable activities and programs that encouraged socialization and good sportsmanship and motivated participants.

- Active involvement in the identification and implementation of program improvement.
- Recommended new activities and programs to meet the leisure needs of the community.
- Opened and prepared facilities and/or fields for use and secured facilities upon completion of use.
- Maintained an inventory of supplies and equipment and notified the recreation coordinator of the need for any additional items.



Children's Empowerment Award in 2005

Celebration Community Foundation; *Celebration, Florida*

Top Transparency Website in 2013

Lucy Burns Institute; *Madison, Wisconsin*

The City of Haines City website, hainescity.com, was rated one of the top transparency websites in 2013 based on a 10-point transparency checklist. The Haines City website received an A+ rating in December 2013 from the Lucy Burns Institute, a nonprofit and nonpartisan organization dedicated to government transparency that honors the most transparent government websites in the nation.

Distinguished Budget Presentation Award FY 2016

Government Finance Officers Association; *Chicago, Illinois*

Congressional Recognition – U.S. Rep. Grayson

U.S. House of Representatives Florida Dist. 9; *Orlando, Florida*

2016 Person of the Year

St. Mark's Episcopal Church of Haines City; *Haines City, Florida*

MEMORANDUM

TO: Valerie Neilson, TPA Executive Director
Transportation Planning Agency

FROM: Todd J Bonlarron, Assistant County Administrator

DATE: January 30, 2023

RE: TPA Technical Advisory Committee Appointments

The Palm Beach County Planning Division requests to maintain Bryan Davis, Principal Planner, as the Division's representative on the Technical Advisory Committee (TAC). The Division also requests that the alternate member on the TAC be Kevin Fischer, Planning Director. Since the appointment of Kevin Fischer represents new membership, a copy of his resume is attached and his contact information is as follows: kfischer@pbcgov.org and 561-233-5467.

If you have any questions or need additional information, please do not hesitate to contact me.

Attachment: Kevin Fischer Resume

cc: Kevin W. Fischer, Planning Director
Bryan Davis, Principal Planner

PROFESSIONAL EXPERIENCE

Planning Director/Deputy Director

PALM BEACH COUNTY, FLORIDA..... NOVEMBER 2019 – PRESENT (DIRECTOR SINCE MAY 2022)

- Director of the Palm Beach County Planning Division. Main responsibilities include:
 - Lead a division responsible for growth management consisting of approximately 30 people
 - Directly supervise five Principal Planners, each of whom lead a section of the Division
 - Responsible for budget and human resource functions of the Division
 - Assessment of development impacts to Palm Beach County's unique environment
 - Evaluate development proposals for consistency with the Comprehensive Plan
 - Meet with prospective developers and applicants regarding projects in Palm Beach County
 - Regularly coordinate with other departments of Palm Beach County and external agencies
 - Regularly represent the division and present at public hearings

Boynton Beach Advisory Board Member

AFFORDABLE HOUSING ADVISORY COMMITTEE SEPTEMBER 2021 - PRESENT

- Vice Chair of the Affordable Housing Advisory Committee, responsible for making recommendations to the City Commission on plans, policies, and procedures that impact affordable housing development within the City of Boynton Beach.

PLANNING AND DEVELOPMENT BOARD JUNE 2015 – DECEMBER 2018; APRIL 2021 – MAY 2022

- Responsible for reviewing and making recommendations to the City Commission on site plans, future land use amendments, rezonings, variances, and revisions to the land development code.
- Served as Vice Chair between January 2017 and December 2018

Planning and Preservation Manager

CITY OF LAKE WORTH BEACH, FLORIDA..... JUNE 2018 – SEPTEMBER 2019

- Managed the Planning, Zoning and Historic Preservation Division. Main responsibilities included:
 - Led a team of seven individuals in the division and directly coordinate with managers of all other divisions of the Community Sustainability Department and the department director
 - Coordinated the Planning and Zoning Board and Historic Resources Preservation Board
 - Processed Comprehensive Plan amendments through the state review process, intergovernmental coordination process and advisory board and City Commission hearings
 - Met with developers, engineers, architects and other professionals on a regular basis regarding proposed development in the City
 - Managed multiple grants awarded to the City by the Florida Department of State

Lead Planner – Long Range Transportation Plan Coordinator

PALM BEACH TRANSPORTATION PLANNING AGENCY..... MAY 2016 – JUNE 2018
WEST PALM BEACH, FL.

- **Long Range Transportation Plan (LRTP) Administrator:** Responsible for all amendments and updates to the 2040 Long Range Transportation Plan. This included amending the LRTP, developing staff recommendations for the committees and Governing Board and presenting to each, and coordinating with state and federal agencies for review. Coordinated with regional partners on climate assessments of vulnerable infrastructure due to sea level rise.
- **Advisory Board Coordinator:** Coordinated the Transportation Planning Agency's (TPA) Technical Advisory Committee (TAC) and served as interim coordinator of the Bicycle, Trailways and Pedestrian Advisory Committee (BTPAC). Responsibilities included development of meeting agendas, coordination with staff and consultants for presentations materials, assisting the board chair during meetings, and following up on items raised during the meetings.
- **Prioritize Transportation Allocations:** Developed the annual list of priority projects which prioritizes transportation projects for inclusion in the five-year Transportation Improvement Program (TIP). Coordinated development of the annual list of priority projects internally with TPA staff, externally with the Florida Department of Transportation (FDOT), Palm Beach County and municipalities, and presented the priority list to TPA committees and the TPA Governing Board for adoption.

Principal Planner

BROWARD COUNTY PLANNING AND DEVELOPMENT MANAGEMENT..... APRIL 2014 – MAY 2016

- **Administered and Reviewed Land Use Amendments and Rezoning Applications:** Reviewed and processed private-sector initiated future land use amendments and rezoning applications within Unincorporated Broward County and developed detailed schedules for applicants and Broward County staff to ensure timely processing and adoption of amendments.
- **Comprehensive Planning:** Lead planner for the update of the Transportation Element of the Broward County Comprehensive Plan. Responsible for updating components of the Intergovernmental Coordination and Broward Municipal Services District (Unincorporated Area) Elements of the Comprehensive Plan.
- **Environmental/Sustainability Planning:** Responsible for implementing policies of the Broward County Climate Change Element, with an emphasis on expanding electric vehicle charging equipment and expanding multimodal transportation options available to residents and visitors. Worked closely with departments regarding the Southeast Florida Climate Compact and implementing policy updates to the Comprehensive Plan.
- **US Department of Energy Workplace Charging Challenge:** Lead staff person for implementing policy recommendations and coordinating with County departments to install electric vehicle charging stations as part of the Workplace Charging Challenge.
- **Complete Streets Coordinator:** Coordinated interagency Complete Streets meetings, represented by nearly a dozen Broward County divisions and departments. Developed agendas, analyzed upcoming transportation projects and developed design recommendations, coordinated project presentations and facilitated meetings.

Planner

RENAISSANCE PLANNING GROUP OCTOBER 2009 – JANUARY 2014

- **Task Manager, Local Government Comprehensive Plan Updates:** Served as an extension of local government staff to update local government comprehensive plans for multiple cities and counties. Managed task responsibilities of the project team to ensure deadlines were met and all aspects of the plan were consistent and achievable. Emphasized integration of the future land use and transportation elements to achieve sustainable growth patterns.
- **Task Manager, Local Government Corridor and Redevelopment Plans:** Developed corridor plans for the entirety of US 1, Dixie Highway and Atlantic Boulevard within the City of Pompano Beach. Roles included an assessment of existing land use and development patterns, performing build out analyses to determine future growth based on various land use scenarios, identifying areas most suitable for redevelopment, and developing an extensive array of strategies.
- **Florida Department of Transportation Staff Support:** Performed multimodal assessments to develop long range mobility plans and corridor studies to improve multimodal conditions along strategic roadways by recommending transit, land use, sidewalk and bicycle network modifications.

Entitlement Planner

KIMLEY-HORN AND ASSOCIATES, INC. JUNE 2006 – SEPTEMBER 2009

- **Entitlement Planner Task Manager:** Task Manager for future land use amendments, rezoning applications and developments of regional impact applications. Coordinated private sector-initiated development proposals, in collaboration with land use attorneys, engineers, architects and consultants, through the entire development review process.
- **Redevelopment Project Planning Manager:** Worked in the Rancho Cordova, California office and served as the entitlement planner for the Railyards Redevelopment in downtown Sacramento, among the largest urban redevelopment projects in the country, during the entitlement phase of the project. Responsible for project phasing cost estimates and source of funding and identifying necessary permits and responsible agencies associated with each phase of development.
- **Concurrency Review and Due Diligence Report Development:** Analyzed and developed reports for new development to identify improvements and capital investments necessary to meet concurrency requirements, including for schools, transportation and parks. Developed due diligence reports for clients to assess the feasibility of new development on various properties.

PROFESSIONAL AFFILIATIONS AND RECOGNITIONS

- American Institute of Certified Planners (AICP)
- Received region-wide Outstanding Analyst Award for outstanding performance at Kimley-Horn

EDUCATION

Master of City and Regional Planning May 2006

Bachelor of Science in Business Administration May 2004

- Major: Finance



Office of the Village Manager
226 Cypress Lane
Palm Springs, FL 33461
(561) 584-8200
www.vpsfl.org

January 24, 2023

Via Email to VNeilson@palmbeachtps.org

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

RE: Palm Springs Representative on Vision Zero Advisory Committee

Dear Ms. Neilson:

The Village has appointed Ms. Eliza Hansen to serve on the Palm Beach TPA's Vision Zero Advisory Committee as its representative. Her resume is attached. Ms. Hansen enjoys bicycling, which contributes to her personal interest in this committee's recommendations.

Ms. Hansen may be reached at ehansen@vpsfl.org or (561) 584-8200 ext. 8719.

In Public Service

A handwritten signature in blue ink, appearing to read "Michael Bornstein".

Michael Bornstein
Village Manager

cc: Kimberly M. Wynn, Village Clerk
Jimmie Johnson, Utility Director

Eliza Hansen, CPTM

Water Distribution System Operator, Class III

PROFESSIONAL SUMMARY

Dynamic Water & Wastewater Operator with 1 year of Utility Field experience, and 5 years of experience in information technology systems and data management. As a certified Technology Manager and Lean Six Sigma Yellow Belt trainee, I have experience writing SOPs and improving processes. As a Utility member I have training in field repairs, water sampling, Water & Wastewater O & M, as well as asset management.

WORK EXPERIENCE

UTILITIES COORDINATOR

July 2021 – Present

Town of Lake Clarke Shores

- Asset Management, Project Management, Software Management
- Report generation, Log keeping, filing & completing Federal/State/County paperwork
- GIS data collection, generation, manipulation. GIS software & application troubleshooting
- Water, Wastewater, Stormwater operation, maintenance, reporting

SPECIAL PROJECTS COORDINATOR

Sep. 2016 – July 2021

Town of Lake Clarke Shores

- Sponsorship, planning, managing 14 Community Events, 2 Camps, 1 Employee Event
- Content design & creation for social media platforms, website, electronic & printed newsletters/announcements
- Reverse 9-1-1, EOC team member, FEMA Grant Manager
- MUNIS, Microsoft Office, Adobe Creative Cloud, Adobe Acrobat, VoIP

UTILITIES REPRESENTATIVE

Jun. 2015 – Sep. 2016

Town of Lake Clarke Shores

- Utility Customer Account payments, status changes, work orders
- Report generation, water quality notifications, water quality reports
- EOC team member, Grant Management
- MUNIS, VoIP, Microsoft Office, IMS, website maintenance

EDUCATION

Associates Degree
Palm Beach State College
08/2021

High School Diploma
G- Star
05/2009

PROFESSIONAL DEVELOPMENT

Lean Six Sigma Yellow Belt
USF
2022

Water Distribution System
Operator, Class III
FDEP/ FRWA

Wastewater Collection
Systems
UF Treeo
2022

Certified Public Technology
Manager
FSU
2020

Eliza Hansen, CPTM

Water Distribution System Operator, Class III

SKILLS

Erosion & Sedimentation Insp
Temporary Traffic Control
Green Industries BMP
D.E.I. Training
SOP Generation
Project Management
Grant Management
Asset Management
Water Distribution
Wastewater Collection
Stormwater Collection
Generator Operation
Crane Operation
Heavy Machinery Operation

TECHNICAL

ARC GIS Online
ARC Pro
Arc Maps
MUNIS
Asset Essentials
ARC GIS Apps Suite
Guard Dog
Sentry Advisor
Add'l Telemetry Software
Microsoft Office
Adobe Acrobat Pro DC
Adobe Creative Cloud Suite

WORK EXPERIENCE CONTINUED

SPECIAL EVENTS TEMP EMPLOYEE

Jan. 2015 – Jun. 2015

Town of Lake Clarke Shores

- Sponsorship, planning, managing 11 Community Events, 2 Camps
- Recording clerk for Code Enforcement Board
- Parks & Recreation assistance
- Grant management
- MUNIS, Adobe, Social Media Accounts, Website Maintenance, VoIP, Microsoft Office

ADMINISTRATIVE ASSISTANT

Apr. 2014 – Nov. 2014

National Facility Services

- Process payroll for 20 sites (approximately 500 employees)
- Accounts Payable/Receivable/Collections
- Receptionist, Alpha-Numerical filing, VoIP, appointment setting

MASSAGE THERAPIST, ASSISTANT OFFICE MANAGER Dec. 2013 – Apr. 2014

Balance Point Acupuncture

- Florida Licensed Massage Therapist
- Office Management: appointment setting, community class scheduling, cleaning of facilities, Inventory management of consumables & sellable goods, social media and event promotions
- Accounts Payable/Receivable
- Submittal of insurance claim paperwork

ACHIEVEMENTS

Certified Public Technology Manager

A year long program offered by Florida State University Institute of Government.

- Research & evaluate information technology systems & software.
- Analyze & remediate system processes and work flows
- Project management

REFERENCES

Available Upon Request



**Department of Environmental
Resources Management**

2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2743

(561) 233-2400

FAX: (561) 233-2414

www.pbcgov.com/erm



**Palm Beach County
Board of County
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

February 1, 2023

Ms. Valerie Neilson, Executive Director
Palm Beach Transportation Planning Agency
Via e-mail to VNeilson@palmbeachtpa.org

**SUBJECT: Nomination of new Alternate for the Palm Beach TPA Vision
Zero Advisory Committee (VZAC)**

Dear Ms. Neilson;

The Department of Environmental Resources Management (ERM) is hereby nominating Lee Lietzke for appointment as our alternate representative on the Palm Beach TPA Vision Zero Advisory Committee (VZAC).

Mr. Lietzke has been a prior representative to the former BTPAC Advisory Committee. He has worked for ERM since 1999 when he started as a student intern. Since then he has advanced from Environmental Technician to Senior Environmental Analyst. In his present role, his main responsibility is the management of four natural areas. Over the course of his career Lee has successfully managed multiple environmental restoration and public use facility construction projects.

He is an avid cyclist who enjoys riding both roads and trails. He lives in east Lantana with his wife and dog.

Mr. Lietzke is available to serve as Alternate whenever needed. Please let us know the date of the meeting at which this nomination will be considered by the governing board. Thank you for your consideration. Please feel free to contact me with any questions at 561-233-2400.

Sincerely,

A handwritten signature in blue ink, which appears to read "Deborah Drum".

Deborah Drum, Department Director
Environmental Resources Management

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

Lee Lietzke

SUMMARY OF QUALIFICATIONS

- Specialized in planning and implementation environmental programs and construction projects.
- Reliable, responsible, resourceful and detail oriented.
- A team player with cross functional awareness and strong organizational skills.
- Extensive knowledge of Native South Florida ecosystems and 22 years of experience effectively managing them.
- Highly experienced in land management techniques including habitat restoration, invasive species control and mechanical vegetation reduction.
- Proven ability to collect, evaluate, analyze and interpret scientific and technical data and prepare complex technical reports.
- Innovative and effective use of geographic information systems including map making, use of GPS, planning and analysis.
- Ability to establish and maintain effective working relationships at all levels.
- Received 9 employee Recognition Awards and 2 Golden Palm Award for outstanding performance.

WORK EXPERIENCE

Palm Beach County – Board of County Commissioners **August 2000 – Present**
Environmental Resources Management - Land Management/Monitoring, Section One.

Senior Environmental Analyst August 2007 – Present
Major duties/responsibilities:

- Management of 4 natural areas: Jackson Riverfront Pines, Pondhawk, Royal Palm Beach Pines and Yamato Subnatural Areas.
- Construction project manager responsible for the successful development of the Pondhawk Wetland Restoration Project and construction of public use facilities at Pondhawk Natural Area, Acage Pine Natural Area, Cypress Creek Natural Area and Royal Palm Beach Pines Natural Area.
- Preparation of technical reports, Board Agenda Items and management plans.
- Securing and managing permits and grants.
- Effective written and oral communication.
- Conducting biological monitoring including wildlife surveys, listed plant and animal surveys, photo-monitoring and prescribed fire monitoring.
- Recording data and maintaining databases.
- Efficient, cost-effective procurement of supplies and vendor services.
Coordination and supervision of exotic pest plant removal.
- Organization and direction of volunteers for community outreach events.
- Leading natural area tours and giving presentations at public outreach speaking events.

Major duties/responsibilities:

- Collect biological data by performing animal and plant surveys.
- Coordinate ground water monitoring.
- Improve and enhance environmental quality of county-owned natural areas.
- Record data, maintain databases and submit technical reports.
- Coordinate environmental enhancement projects with volunteers.
- Implement land management plans, including removing non-native plants and planting native vegetation.
- Order and procure supplies and materials.
- Inspect construction sites, evaluate and record progress.
- Oversee county approved contractors perform environmental restoration work.
- Assist in the development of project plans and specifications for public-use facilities.
- Monitor public-use facilities, fences, management roads, firebreaks and hiking trails for damage or problems, performing minor repairs, installing irrigation systems and replacing signs.
- Operate and maintain equipment (hand tools, cameras, ATVs, boats, and other equipment).

EDUCATION

Palm Beach Community College, Lake Worth, FL
 Florida Atlantic University, Boca Raton, FL

Associate Degree - 2002
 Biology Degree - 2006

TRAINING AND CERTIFICATIONS

Cadre Member, Southern Area Engine Academy
 Florida Inter-Agency Prescribed Fire Course
 S-130, S-190
 S-90
 S-211, Portable Pumps and Water Use
 S-212 Wildland Fire Chainsaws
 S-215, Fire Operations in the Wildland/Urban Interface
 MS Project Training Certification Course
 Front End Loader Operator Training
 Chainsaw Training
 Skid Steer Loader Operator Training
 Defensive Driving
 Florida Bating Safety Education Course
 TV Safety Operation Certification

SOFTWARE AND EQUIPMENT OPERATED

Esri ArcMap 10.1
 Microsoft software (Word, Excel, Project and PowerPoint)
 Adobe Photoshop
 Environmental Enterprise Database
 GPS: GeoXT, GeoXH, Trimble Ranger and Allegro CX
 Chainsaw, Gas Powered Landscape Equipment and Hand Tools
 Front End Loader, Tracked Excavator and Skid Steer Loader
 Off-Road Truck, A.T.V., Swamp Buggy and Small Boats
 Camera and platforms including Cannon Rebel, Wildlife Cameras and DJI Phantom 2 UAV
 Survey Equipment including Laser Level and Optical Transit

The City of Boynton Beach



OFFICE OF THE CITY MANAGER

Daniel Dugger, City Manager
100 East Ocean Avenue
Boynton Beach, Florida 33435
(P): 561-742-6010 | (F): 561-742-6011
www.boynton-beach.org

January 30, 2023

Ms. Valerie Neilson
Executive Director
Palm Beach TPA
301 Datura Street
West Palm Beach, FL 33401


Re: City of Boynton Beach Vision Zero Advisory Committee Alternate

Dear Ms. Neilson,

The City of Boynton Beach recommends the appointment of Mr. Moisey Abdurakhmanov, E.I., as the City's Alternate to the TPA Vision Zero Advisory Committee. I have attached Mr. Abdurakhmanov's resume for your review. Mr. Abdurakhmanov has a variety of engineering experience that would be an asset to the Committee if needed. Mr. Abdurakhmanov can be reached by phone at (561) 742-6266 or by e-mail at AbdurakhmanovM@bbfl.us.

Thank you for your review and consideration of this recommendation. If you need additional information, please do not hesitate to contact my office at (561) 742-6010.

Sincerely,


Daniel Dugger
City Manager

MOISEY ABDURAKHMANOV, E.I.

PERSONAL SUMMARY

A highly motivated mid-level (intermediate) Civil Engineer with excellent teamwork skills and problem solving capabilities, who is result orientated and goal driven, seeking new and challenging opportunities to grow within the field of Engineering.

SKILLS

- AutoCAD, BlueBeam
- Microsoft Office (Excel, Word, Powerpoint)
- Technical Writing
- Bilingual (Russian and Beginner Spanish)
- Public Speaking
- Cascade (Flood Routing)

WORK HISTORY AND PROJECTS

City of Boynton Beach – Engineer II

August 2022 – Present

- Manage various projects and act as the lead and main point of contact, spanning multiple departments and government agencies.
- Coordinate with fellow associates, offices, and contractors to accomplish tasks and complete projects, create cost estimates, purchase orders, and contracts.
- Review, mark up, and provide comments on plans for review. Coordinate with clients to identify solutions
- Perform necessary due diligence to gather relevant information to provide solutions for various City projects
- Perform necessary field investigations and inspections
- Assist and manage grant applications, projects, and reports.
- Apply for permits throughout various agencies

Diversified Construction and Engineering Services (DCES) – Civil Engineering Associate

August 2018 – August 2022

- Apply for permits throughout various agencies
- Perform necessary due diligence to gather relevant information to create professional Engineering drawings
- Coordinate with fellow associates and offices to accomplish tasks and complete projects according to the established schedule
- Perform site inspections and field visits with appropriate documentation
- Utilize AutoCAD to create professional Engineering Drawings including details and sections - Paving Grading & Drainage Plans, Water & Sewer Plans, Erosion Control Plans, Pavement Marking and Signing Plans, as well as specific Plans as necessary for both residential and commercial projects
- Manage various projects and act as the lead and main point of contact on multiple projects (up to 10+ acres) spanning multiple teams and offices
- Review, mark up plans, and instruct other coworkers to create plans for submittals

Atlantic Crossing: Delray Beach, FL

Project Summary:

- A multi-phased, approximate 10-acre new construction project located in the heart of downtown Delray Beach consisting of 3 underground parking garages, 6 mixed-use buildings, and associated pathways and driveways throughout the site.

Responsibilities

- Obtain FDOT permits for drainage and driveway connections.
- Prepared stormwater management calculations and design (utilizing Cascade for flood

- routing).
- Performed Field Inspections and observations
- Attend weekly meetings for project updates and coordination.

Academy Bus: West Palm Beach, FL

Project Summary:

- A 5.3-acre expansion/new construction for an existing bus facility, that consisted of new retention areas, a right turn lane, and parking lot expansion, located in West Palm Beach.

Responsibilities

- Obtain permits for drainage and driveway connections.
- Prepared stormwater management calculations and design (utilizing Cascade for flood routing).
- Performed onsite field visits as necessary.
- Attend meetings for project updates and coordination.

EDUCATION

- Florida Atlantic University - Bachelor of Science in Civil Engineering
Graduated May 2017
- E.I.T. Certification - November 2019

AWARDS/TALENTS

PUBLISHED

- Transcriber to Leon Schagrin, Holocaust Survivor, author of The Horse Adjutant: A Boy's Life in the Nazi Holocaust

Amanda Williams

From: Bruce Rosenzweig <mitrecon@gmail.com>
Sent: Monday, February 6, 2023 12:20 PM
To: Valerie Neilson
Cc: Amanda Williams
Subject: Fwd: Nelle Chapman Resume
Attachments: Nelle Chapman 2022.pdf

Valerie,
Attached please find resume for Nelle Chapman the Boca Raton Bike Club's nominee for alternate representative on the VIZAC. I also sent this to Amanda. Let me know if this is sufficient.
Thanks,
Bruce Rosenzweig

Sent from my iPhone

Begin forwarded message:

From: Bruce Rosenzweig <mitrecon@gmail.com>
Date: February 6, 2023 at 12:15:51 PM EST
To: Amanda Williams <awilliams@palmbeachtpa.org>
Subject: Fwd: Nelle Chapman Resume

Hi Amanda,
Attached please find Nelle Chatman's resume. She is the Boca Raton Bike Club suggested alternate for the VIZAC committee. Let me know if you need any further info. Thanks

Sent from my iPhone

Begin forwarded message:

From: Nelle Chapman <nelle.chapman@wetfun.com>
Date: February 6, 2023 at 11:59:10 AM EST
To: mitrecon@gmail.com
Subject: Nelle Chapman Resume

Hi Bruce,
Let me know if this is acceptable for the purposes of VIZAC; or if changes are needed.

Thanks!

Nelle Chapman
Treasurer, Boca Raton Bicycle Club, Inc.
510-506-2853
nelle.chapman@wetfun.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Palm Beach TPA officials and/or employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records.

If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Nelle Chapman CPSM, C.P.M.

CURRENT FOCUS

Boca Raton Bicycle Club Inc. 2021 to present

Treasurer, Ride Leader, Certified Helmet Fitter

Broward County Supervisor of Elections 2020 to present

Poll Worker

Institute for Supply Management 2012 to present

Conference Volunteer Committee, Communications

PADI certified Diver since 1983

2012 IANTD Certified Normoxic Trimix Rebreather Diver, Underwater Photography/Videography

FORMER PROFESSIONAL PROFILE

- Accomplished Source to Pay Professional with special emphasis in corporate indirect and complex direct spend.
- Proven management experience in strategic sourcing, supplier management, contract negotiations.
- Strong organizational skills establishing standard operating procedures, process improvement, driving results.
- Lead numerous ERP implementations, business process outsourcing and process improvement initiatives.
- Institute of Supply Management CPSM and lifetime C.P.M. certifications.

PROFESSIONAL HISTORY

ADT LLC <i>Manager, Indirect Strategic Sourcing, Boca Raton FL</i>	2016 - 2021
Dolby Laboratories <i>Director, Corporate Procurement, San Francisco CA</i> <i>Senior Procurement Manager</i>	2012 - 2016 2009 - 2012
Clorox Services Company <i>Procurement Manager, Indirect, Oakland CA</i>	2007 - 2009
Safeway Inc. <i>Manager, Procurement and Tolling, Corporate Deli and Food Service</i>	2004 - 2007
Spherion Corporation, Fort Lauderdale, FL (now Randstad) <i>Contract Procurement, Supplier Management</i> <i>Commodity Manager, Supplier Management</i>	2004 2001 - 2004
Sportsline.com, Fort Lauderdale, FL (now CBS Interactive) <i>Purchasing Manager</i>	1999 - 2001
John Alden Life Insurance Company (now Assurant Health) <i>Director, Purchasing and Graphic Services</i> <i>Manager, Graphic Services</i>	1995 - 1998

EDUCATION

Ithaca College, Ithaca, NY
B.M., Music Education and B.M., Performance

PASSIONS

Dog Walker, Good Karma Pet Rescue Adoption Center



PALM BEACH
Transportation
Planning Agency

2.A.1

TRANSPORTATION IMPROVEMENT PROGRAM

FY 2023-2027

Adopted June 16, 2022

Amendment #3: FDOT Request to modify 1 project and add 2 projects. Scheduled for adoption on February 16, 2023.

PalmBeachTPA.org/TIP

Funding sources in the project amendments

Funding Code	Description	Source
ACSS	Advanced Construction Highway Safety Program	State (eligible for future federal reimbursement)
ACSU	Advanced Construction Surface Transportation Block Grant - Urban Areas	State (eligible for future federal reimbursement)
CARU	Carbon Reduction Program - Urban Areas	Federal
DU	Federal Transit Administration 5310 - enhanced mobility of seniors & individuals with disabilities	Federal
LF	Local Funds (ex. gas taxes, ad valorem, private, farebox revenue)	Local
SU	Surface Transportation Block Grant - Urban Areas	Federal

Phase	Fund Source	2023	2024	2025	2026	2027	Total
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EXISTING TIP

LINDELL BLVD FROM SW 10TH AVE TO US-1/FEDERAL HWY - Proj# 4415331
Type of Work: BIKE LANE/SIDEWALK

Length: 0.579 MI *Non-SIS*
 Lead Agency: DELRAY BEACH
 LRTP#: TPA-LI

Description: Install sidewalks and cycletracks (separated bike lanes) on: Lindell Blvd from Linton Blvd to Federal Hwy; and SW 10th Ave from Lindell Blvd to Linton Blvd - LAP w/ City of Delray Beach.

Notes: LI Priority #17-2

CST	LF	9,648,344	0	0	0	0	9,648,344
CST	SU	2,495,000	0	0	0	0	2,495,000
Total		12,143,344	0	0	0	0	12,143,344

Prior Years Cost	5,000	Future Years Cost	Total Project Cost	12,148,344
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PROPOSED TIP

Proj# 4415331 LINDELL BLVD AND SW 10TH AVE FROM WEST OF S DIXIE HWY TO LINTON BLVD
Type of Work: BIKE LANE/SIDEWALK

Length: 1.302 MI *Non-SIS*
 Lead Agency: DELRAY BEACH
 LRTP#: TPA-LI

Description: Install sidewalks and separated bike lanes on: Lindell Blvd from SW 10th Ave to west of S Dixie Hwy and SW 10th Ave from Lindell Blvd to Linton Blvd.

Notes: LI Priority #17-2. LAP with City of Delray Beach

CST	LF	7,226,052	0	0	0	0	7,226,052
CST	CARU	2,422,292	0	0	0	0	2,422,292
CST	ACSU	2,193,943	0	0	0	0	2,193,943
CST	SU	301,057	0	0	0	0	301,057
Total		12,143,344	0	0	0	0	12,143,344

Prior Years Cost	5,000	Future Years Cost	Total Project Cost	12,148,344
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Phase	Fund Source	2023	2024	2025	2026	2027	Total
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PROPOSED TIP

Proj# 4522261 STATEWIDE RUMBLE STRIPS							*Non-SIS*	
Type of Work: SAFETY PROJECT					Lead Agency: FDOT			
Description: Statewide rumble strip initiative project for southern counties in District 4 (Palm Beach and Broward).								
PE	ACSS	75,000	0	0	0	0	75,000	
	Total	75,000	0	0	0	0	75,000	
Prior Years Cost			Future Years Cost			Total Project Cost		75,000

Phase	Fund Source	2023	2024	2025	2026	2027	Total
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PROPOSED TIP

Proj# 4524581 PALM TRAN 5310 OPERATING ASSISTANCE							*Non-SIS*
Type of Work: OPERATING FOR FIXED ROUTE				Lead Agency: PALM TRAN			
Description: Operating for transportation services to meet the special transportation needs of seniors and individuals with disabilities.							
OPS	DU	50,000	0	0	0	0	50,000
OPS	LF	50,000	0	0	0	0	50,000
Total		100,000	0	0	0	0	100,000
Prior Years Cost			Future Years Cost			Total Project Cost	
						100,000	



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

January 17, 2023

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

**SUBJECT: Palm Beach Transportation Planning Agency
TIP Amendment Request FY 2022/23 – 2026/27
441533-1 LINDELL BLVD FROM WEST OF SR-811/SOUTH DIXIE HWY
TO SW 10TH AVE**

Dear Ms. Neilson:

Pursuant to *Part IV – Chapter 5: Statewide and Local Transportation Improvement Programs (STIP and TIP) of the Work Program Instructions*, the Florida Department of Transportation (FDOT) requests your processing and approval of the attached amendment to the FY 2022/23 – 2026/27 Transportation Improvement Program. This amendment is required because the project scope has been significantly changed and needs to be reflected in the TIP. The project limits were not correctly captured in the system which was only reflecting the lower portion of the project. Also, please be advised that portions of funds were added/changed to reduce local fund contribution using CARU funds. This fund type is the Carbon Reduction funds for Urban Area greater than 200K.

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 (changes are underlined in the proposed table):

EXISTING	FM#	Project Title		Type of Work		Project Length
	441533-1	LINDELL BLVD FROM SW 10 TH AVE TO US-1/FEDERAL HWY		BIKE LANE/SIDEWALK		0.579 MI
	Phase	Fund	FY 2023	FY 2024	FY 2025	FY 2026
	CST	LF	9,648,344	0	0	0
	CST	SU	2,495,000	0	0	0
	TOTAL		12,143,344	0	0	0

PROPOSED	FM#	Project Title		Type of Work		Project Length
	441533-1	LINDELL BLVD FROM WEST OF SR-811/SOUTH DIXIE HWY TO SW 10 TH AVE		BIKE LANE/SIDEWALK		<u>1.302 MI</u>
	Phase	Fund	FY 2023	FY 2024	FY 2025	FY 2026
	CST	<u>ACSU</u>	<u>2,193,943</u>	0	0	0
	CST	<u>CARU</u>	<u>2,422,292</u>	0	0	0
	CST	LF	<u>7,226,052</u>	0	0	0
	CST	SU	<u>301,057</u>	0	0	0
	TOTAL		12,143,344	0	0	0

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

The above TIP amendment was authorized to be included in the FY 2022/23-2026/27 Transportation Improvement Program.

MPO Chairman or Designee

Date

Signature



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

January 17, 2023

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

**SUBJECT: Palm Beach Transportation Planning Agency
TIP Amendment Request FY 2022/23 – 2026/27
452226-1 SWRS – SYSTEM RUMBLE STRIPS**

Dear Ms. Neilson:

Pursuant to *Part IV – Chapter 5: Statewide and Local Transportation Improvement Programs (STIP and TIP) of the Work Program Instructions*, the Florida Department of Transportation (FDOT) requests your processing and approval of the attached amendment to the FY 2022/23 – 2026/27 Transportation Improvement Program. This amendment is required because new projects have been added to the work program and needs to be reflected in the TIP.

The purpose of this safety project is a Statewide Initiative to install rumble strips on the shoulders of high-speed state roadways (50 mph and above). There are approximately 209 miles of rumble strips in Palm Beach and Broward. However, since they are Districtwide projects, both projects should be included in all District 4 MPO's TIP.

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

PROPOSED	FM#	Project Title		Project Description	Project Length
	452226-1	SWRS – SYSTEM RUMBLE STRIPS		STATEWIDE RUMBLE STRIP INITIATIVE PROJECT FOR SOUTHERN DIST.	0.000 MI
	Phase	Fund	FY 2023		
	PE	ACSS	75,000		
	TOTAL		75,000		

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

The above TIP amendment was authorized to be included in the FY 2022/23-2026/27 Transportation Improvement Program.

MPO Chairman or Designee

Date

Signature



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

January 17, 2023

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

**SUBJECT: Palm Beach Transportation Planning Agency
TIP Amendment Request FY 2022/23 – 2026/27
452458-1 5310 OPERATING - MIAMI UZA (B/WP) – PALM BEACH BOCC**

Dear Ms. Neilson:

Pursuant to *Part IV – Chapter 5: Statewide and Local Transportation Improvement Programs (STIP and TIP) of the Work Program Instructions*, the Florida Department of Transportation (FDOT) requests your processing and approval of the attached amendment to the FY 2022/23 – 2026/27 Transportation Improvement Program. This amendment is required because new projects have been added to the work program and needs to be reflected in the TIP. The project provide Federal Transit Administration (FTA) Section 5310 Operating Assistance to private non-profit organizations providing transportation services to seniors and/or people with disabilities. This is part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA) of 2021.

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:

PROPOSED	FM#	Project Title		Type of Work	Project Length
	452458-1	5310 OPERATING ASSISTANCE – MIAMI UZA (B/WP) – PALM BEACH BOCC		OPERATING FOR FIXED ROUTE	0.000 MI
	Phase	Fund	FY 2023		
	OPS	DU	50,000		
	OPS	LF	50,000		
	TOTAL		100,000		

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

The above TIP amendment was authorized to be included in the FY 2022/23-2026/27 Transportation Improvement Program.

MPO Chairman or Designee

Date

Signature

2.A.2

TPA RESOLUTION 2023-XX

A RESOLUTION APPROVING AMENDMENT 3 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 add two projects in Fiscal Year 2023 and change the length and funding sources for the Lindell Blvd Local Initiatives project 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 3 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 16th day of February 2023.

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

By: _____
Mayor Chelsea Reed, as its Chair

ATTEST:

Amanda K. Williams, Executive Assistant

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Paul R. Gougelman, TPA General Counsel

TPA RESOLUTION 2023-XX

A RESOLUTION ADOPTING NEW TARGETS FOR FEDERALLY REQUIRED PERFORMANCE MEASURES

WHEREAS, the Federal Highway Administration (FHWA) performance measure implementation requires the Palm Beach Metropolitan Planning Organization (MPO), doing business as the Palm Beach Transportation Planning Agency (TPA), to adopt new targets for federal performance measures;

WHEREAS, the TPA is required to adopt targets within 180 days after the State of Florida adopts statewide targets;

WHEREAS, the State of Florida adopted targets using year 2021 as a baseline, resulting in target-setting for two-years at 2023, and four-years at 2025;

WHEREAS, one-year safety targets (PM1), adopted annually, are required to be adopted by February 27, 2023, two-year (2023) and four-year (2025) bridge condition (PM2), pavement condition (PM2), and system performance (PM3) targets are required to be adopted by June 14, 2023;

WHEREAS, FDOT re-adopted the previous statewide targets for the three performance measure categories, shown in the summary table attached herein as “Exhibit A”;and

WHEREAS, the TPA previously adopted the statewide targets for safety and pavement condition, and chose to set more aggressive targets for bridges and system reliability that are closer to the existing performance of Palm Beach County.

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

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

SECTION 2. The TPA Governing Board hereby:

- a. Adopts the Federal Performance Measure targets for Palm Beach County, attached hereto as “Exhibit A” and by this reference incorporated herein;
- b. Directs TPA staff to integrate these performance measures and targets into the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (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 16th day of February 2023.

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

By: _____
Chelsea Reed, as its Chair

ATTEST:

Amanda K. Williams, TPA Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Paul R. Gougelman, TPA General Counsel

Exhibit A: Performance Measures and Targets

Palm Beach Transportation Planning Agency (Palm Beach County)

Performance Measure	Avg 2017-2021	Avg 2018-2022 ¹	Current Targets	Proposed 2023 Targets	Proposed 2025 Targets
Safety (PM1) for all roadways					
Number of fatalities	183	195	0	0	0
Rate of fatalities per 100 million vehicle miles traveled (VMT)	1.31	N/A	0	0	0
Number of serious Injuries	1,029	967	0	0	0
Rate of serious injures per 100 million (VMT)	7.37	N/A	0	0	0
Number of non-motorized fatalities & serious injuries combined	206	204	0	0	0
Performance Measure	Actual 2021	Actual 2022	Current Targets	Proposed 2023 Targets	Proposed 2025 Targets
Bridges (PM2) on National Highway System (NHS)					
NHS bridges in Good Condition	82.2%	82.1%	≥ 50%	≥ 50%	≥ 50%
NHS bridges in Poor Condition	1.0%	1.0%	≤ 5%	≤ 5%	≤ 5%
Pavement (PM3) on National Highway System (NHS)					
Interstate in Good Condition	59.5%	N/A	≥ 60%	≥ 60%	≥ 60%
Interstate in Poor Condition	0.0%	N/A	≤ 5%	≤ 5%	≤ 5%
Non-Interstate NHS in Good Condition	45.1%	N/A	≥ 40%	≥ 40%	≥ 40%
Non-Interstate NHS in Poor Condition	1.2%	N/A	≤ 5%	≤ 5%	≤ 5%
System Performance (PM4) on National Highway System (NHS)					
Percent of reliable person-miles traveled on the Interstate	83%	N/A	≥ 85%	≥ 75%	≥ 70%
Percent of reliable person-miles traveled on the non-Interstate NHS	97%	N/A	≥ 93%	≥ 50%	≥ 50%
Truck travel time reliability ratio (TTTR) on the Interstate	1.78	N/A	≤ 1.75	≤ 1.75	≤ 2

Notes:

1. Year 2022 crash data is preliminary data as of 1/24/23 from Signal4 Analytics.
Crashes are still being entered into the system. Official numbers are available October 2023.

Exhibit A: Performance Measures and Targets

Florida Department of Transportation (Statewide)

Performance Measure	Avg 2017-2021	Avg 2018-2022 ¹	Current Targets	2023 Targets	2025 Targets
Safety (PM1) for all roadways					
Number of fatalities	3,306	3,369	0	0	N/A
Rate of fatalities per 100 million vehicle miles traveled (VMT)	1.52	N/A	0	0	N/A
Number of serious Injuries	18,030	17,133	0	0	N/A
Rate of serious injures per 100 million (VMT)	8.25	N/A	0	0	N/A
Number of non-motorized fatalities & serious injuries combined	3,190	3,186	0	0	N/A
Performance Measure	Actual 2021	Actual 2022	Current Targets	2023 Targets	2025 Targets
Bridges (PM2) on National Highway System (NHS)					
NHS bridges in Good Condition	63.7%	61.5%	≥ 50%	≥ 50%	≥ 50%
NHS bridges in Poor Condition	0.67%	0.85%	≤ 10%	≤ 10%	≤ 10%
Pavement (PM3) on National Highway System (NHS)					
Interstate in Good Condition	70.5%	N/A	≥ 60%	≥ 60%	≥ 60%
Interstate in Poor Condition	0.3%	N/A	≤ 5%	≤ 5%	≤ 5%
Non-Interstate NHS in Good Condition	47.5%	N/A	≥ 40%	≥ 40%	≥ 40%
Non-Interstate NHS in Poor Condition	0.6%	N/A	≤ 5%	≤ 5%	≤ 5%
System Performance (PM4) on National Highway System (NHS)					
Percent of reliable person-miles traveled on the Interstate	87.5%	N/A	≥ 70%	≥ 75%	≥ 70%
Percent of reliable person-miles traveled on the non-Interstate NHS	96.8%	N/A	≥ 50%	≥ 50%	≥ 50%
Truck travel time reliability ratio (TTTR) on the Interstate	1.38	N/A	≤ 2	≤ 1.75	≤ 2

Notes:

1. Year 2022 crash data is preliminary data as of 1/24/23 from Signal4 Analytics.
Crashes are still being entered into the system. Official numbers are available October 2023.

2022 PERFORMANCE MEASURES REPORT CARD

2.B.2

 Updated as of 2/9/2023. Full details available at PalmBeachTPA.org/PM

The TPA annually assesses system performance as part of its commitment to preserve and enhance a safe, efficient, and connected multimodal transportation system.

Goal 1: Preserve

Maintenance

Pavement

	2017	2018	2019	2020	2021	2022	Targets Value	Time Frame
Interstate in Good Condition	55.2%	23.2%	61.2%	53.2%	59.5%	N/A	≥ 60%	< 5 yrs
Interstate in Poor Condition	0.0%	0.0%	0.0%	0.2%	0.0%	N/A	≤ 5%	< 5 yrs
Non-Interstate NHS in Good Condition	40.3%	39.9%	44.0%	N/A	45.1%	N/A	≥ 40%	< 5 yrs
Non-Interstate NHS in Poor Condition	0.5%	0.1%	0.1%	N/A	1.2%	N/A	≤ 5%	< 5 yrs

Bridges

NHS bridges in Good Condition	87.7%	88.1%	87.4%	85.2%	82.2%	82.1%	≥ 50%	< 5 yrs
NHS bridges in Poor Condition	1.2%	1.1%	1.0%	1.0%	1.0%	1.0%	≤ 5%	< 5 yrs

Transit

Percentage of **Palm Tran** infrastructure exceeding useful life for:

Vehicles - Articulated Bus (> 14 yrs old)	-	0%	0%	0%	0%	0.0%	≤ 10%	< 5 yrs
Vehicles - Fixed Route Bus (> 14 yrs old)	-	0%	0%	15.8%	17.6%	0.0%	≤ 10%	< 5 yrs
Vehicles - Cutaway Bus (> 10 yrs old)	-	0%	1.7%	46.5%	9.2%	0.0%	≤ 13%	< 5 yrs
Equipment - Automobiles (> 4 yrs old or 100,000 miles)	-	26%	31.1%	15.3%	34.6%	18.0%	≤ 14%	< 5 yrs
Equipment - Trucks (> 4 yrs old or 100,000 miles)	-	26%	29%	33.3%	27.9%	8.0%	≤ 0%	< 5 yrs
Facilities (<2.5 on 1-5 scale)	-	0%	0%	0%	0%	0.0%	0%	< 5 yrs

Percentage of **Tri-Rail** infrastructure exceeding useful life for:

Equipment - Support & Maintenance Vehicles (>8 yrs old)	-	0%	22.2%	44.4%	50.0%	62.5%	≤ 50%	< 5 yrs
Rolling stock - locomotives, coach cars, self-propelled cars (>39 yrs old)	-	0%	25%	26.7%	26.3%	30.0%	≤ 30%	< 5 yrs

Percentage of Tri-Rail facilities with poor condition (<2.5 on 1-5 scale)

Passenger Terminals	-	30%	5%	5%	5%	33%	≤ 5%	< 5 yrs
Maintenance Facilities	-	30%	5%	5%	5%	33%	≤ 5%	< 5 yrs
Administrative Offices	-	0%	5%	5%	5%	33%	≤ 5%	< 5 yrs
Rail fixed-guideway track with performance restrictions	-	8%	3.3%	0.0%	2.1%	15%	≤ 3.5%	< 5 yrs

Environment

Daily fuel use (gal) per person	1.29	1.29	1.28	1.16	1.23	N/A	≤ 1.25	10 yrs
Daily Vehicle Miles Traveled per person	26.8	27.2	27.3	24.2	25.2	N/A	≤ 21	10 yrs
% electric vehicles in rubber-tire transit fleet	0%	0%	0%	0%	0%	0%	≥ 75%	10 yrs

Resiliency

Percentage of federal aid eligible mileage susceptible to inundation by:

1.2-ft sea level rise & historic storm surge	-	3.9%	3.9%	3.9%	3.9%	3.9%	≤ 3%	10 yrs
1% chance of annual flooding	-	26.7%	26.7%	26.7%	26.7%	26.7%	≤ 25%	10 yrs

X.XX% Target met or improving **X.XX% Target not met or declining**

2022 PERFORMANCE MEASURES REPORT CARD

Updated as of 2/9/2023. Full details available at PalmBeachTPA.org/PM

The TPA annually assesses system performance as part of its commitment to preserve and enhance a safe, efficient, and connected multimodal transportation system.

	Actual Values						Targets	
	2017	2018	2019	2020	2021	2022	Value	Time Frame
Goal 2: Safe								
Vision Zero								
Number of fatalities	157	183	174	184	215	*218	0	< 5 yrs
Rate of fatalities per 100 million vehicle miles traveled (VMT)	1.12	1.29	1.11	1.38	1.56	N/A	0	< 5 yrs
Number of serious Injuries	1,123	1,193	1,021	916	890	*815	0	< 5 yrs
Rate of serious injuries per 100 million (VMT)	8.00	8.42	6.50	6.91	6.45	N/A	0	< 5 yrs
Number of non-motorized fatalities & serious injuries combined	209	214	217	198	190	*202	0	< 5 yrs
Number of rail fatalities	12	12	17	9	11	16	0	< 5 yrs
Goal 3: Efficient								
Reliability								
Percent of reliable person-miles traveled on the Interstate	84%	85%	78%	94%	83%	N/A	≥ 85%	< 5 yrs
Percent of reliable person-miles traveled on the non-Interstate NHS	89%	93%	94%	98%	97%	N/A	≥ 93%	< 5 yrs
Truck travel time reliability ratio (TTTR) on the Interstate	1.72	1.77	1.86	1.66	1.78	N/A	≤ 1.75	< 5 yrs
Ratio of transit v. car average commute time	1.97	1.98	2.11	1.92	2.01	N/A	≤ 1.75	10 yrs
Productivity								
Passenger trips per revenue hour								
for Tri-Rail service	34.96	34.76	35.1	31.2	18.4	N/A	40	10 yrs
for Palm Tran fixed route service	18.40	20.07	17.80	15.50	12.9	N/A	30	10 yrs

X.XX% Target met or improving **X.XX% Target not met or declining**

*Preliminary safety data for 2022. Official data to be released December 2023.

2022 PERFORMANCE MEASURES REPORT CARD

Updated as of 2/9/2023. Full details available at PalmBeachTPA.org/PM

The TPA annually assesses system performance as part of its commitment to preserve and enhance a safe, efficient, and connected multimodal transportation system.

	Actual Values						Targets	
	2017	2018	2019	2020	2021	2022	Value	Time Frame
Goal 4: Connected								
Complete Streets								
Centerline mileage of federal aid eligible roadways that include:								
Separated bike lanes	0	0	0	0.2	0.2	1.3	20	10 yrs
10-ft or wider shared use pathways	50	72	83	89	87	*85	100	10 yrs
8 to 9-ft paved pathways	-	294	296	296	293	*292	305	10 yrs
Buffered bike lanes	8	12	12	12	12	12	20	10 yrs
Designated bike lanes	180	200	202	225	246	249	300	10 yrs
Sidewalks	-	1,165	1,173	1,178	1,183	*1,169	1,300	10 yrs
Health & Equity								
Percentage of federal aid eligible mileage with:								
Bicycle facilities within 3 miles of a transit hub	17.3%	20.1%	20.1%	20.6%	24.6%	24.6%	100%	10 yrs
Pedestrian facilities within 1 mile of a transit hub	85.0%	85.0%	85.0%	85.0%	85.4%	85.3%	100%	10 yrs
Pedestrian facilities within 2 miles of elementary schools	-	79.0%	79.4%	79.6%	83.0%	83.0%	≥90%	10 yrs
Pedestrian facilities within 1/4 mile of a traditionally underserved community	-	67.7%	70.9%	N/A	78.7%	N/A	≥70%	10 yrs
Goal 5: Multimodal								
Commuter Mode Split								
Walking	1.50%	1.48%	1.35%	1.30%	1.19%	N/A	≥ 5%	10 yrs
Biking	0.62%	0.71%	0.61%	0.51%	0.45%	N/A	≥ 3%	10 yrs
Transit	1.88%	1.81%	1.63%	1.63%	1.47%	N/A	≥ 7%	10 yrs
Freight								
Annual tonnage of freight for								
Port of Palm Beach	2.48M	2.57M	2.31M	2.50M	2.55M	N/A	3.0M	10 yrs
Palm Beach International Airport	25.8k	26.8k	29.0k	29.5k	31.2k	30.6k	30.0k	10 yrs

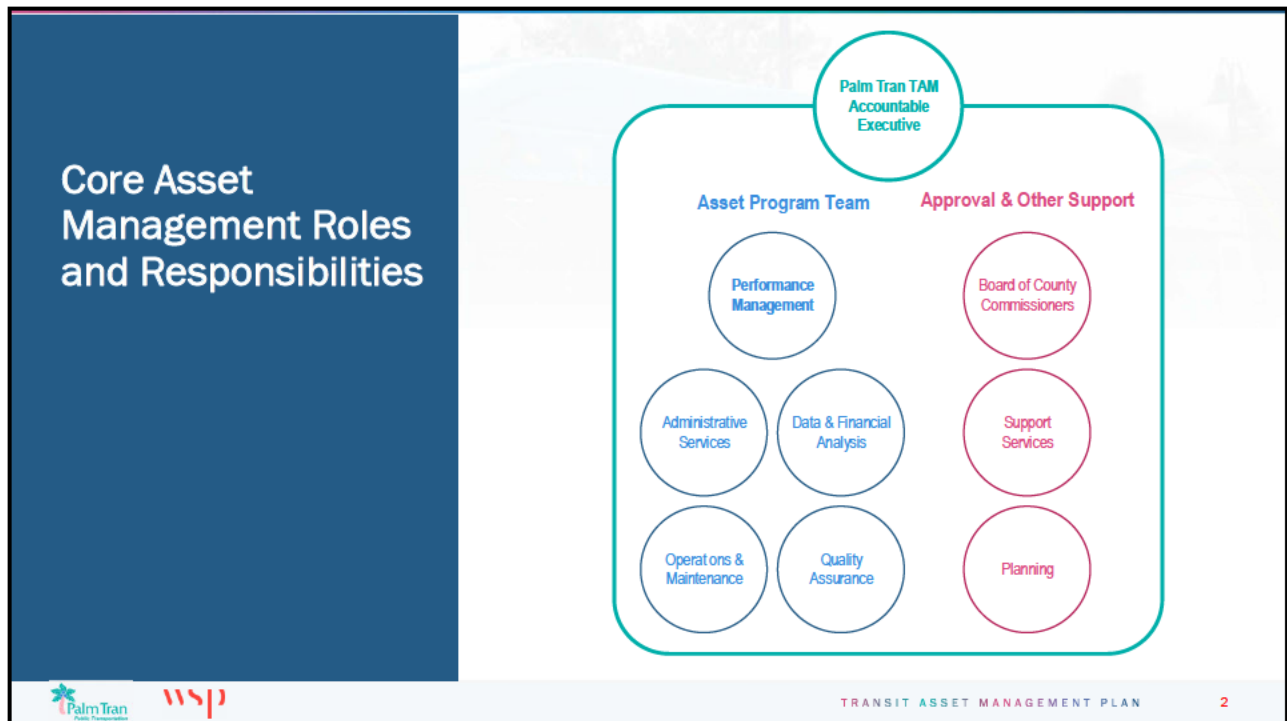
X.XX% Target met or improving **X.XX% Target not met or declining**

*Bicycle and pedestrian facility data may show decreases because of data cleaning.

3.B.1

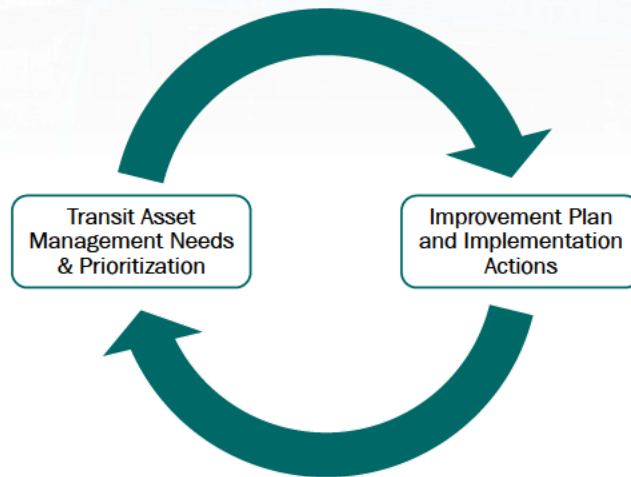


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Asset Management Journey



TRANSIT ASSET MANAGEMENT PLAN

3

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Key TAM Implementation Accomplishments



New headquarters at the South
County facility



Paradise Pass



Go-Glades program



Driver barrier doors



Expanded paratransit fleet



Contactless wheelchair
securement system



TRANSIT ASSET MANAGEMENT PLAN

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TAM Requirements

U.S. 49 CFR 625 requires transit agencies to establish asset management practices, develop an asset management plan and update the plan at least every four years.

TAM PLAN REQUIREMENTS	DESCRIPTION
TAM and SGR Policy	Policy defining the guiding principles Palm Tran will use to manage its assets.
Capital Asset Inventory	List of all capital assets that Palm Tran owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.
Condition Assessment	A condition assessment of inventoried assets for which Palm Tran has direct capital responsibility.
Decision Support Tool	Description of design support tools used to estimate capital investment needs over time and develop Palm Tran's investment prioritization.
Investment Prioritization	Ranked list of projects and programs based on TAM policies and strategies and estimated funding levels.
Implementation Plan	Description of how Palm Tran will carry out the TAM Plan.
Key Implementation Activities	List of activities considered critical to carrying out the TAM Plan.
Implementation Resources	Resources needed to implement the TAM Plan.
Evaluation Plan	Plan for how Palm Tran will monitor and evaluate the implementation of the TAM Plan.

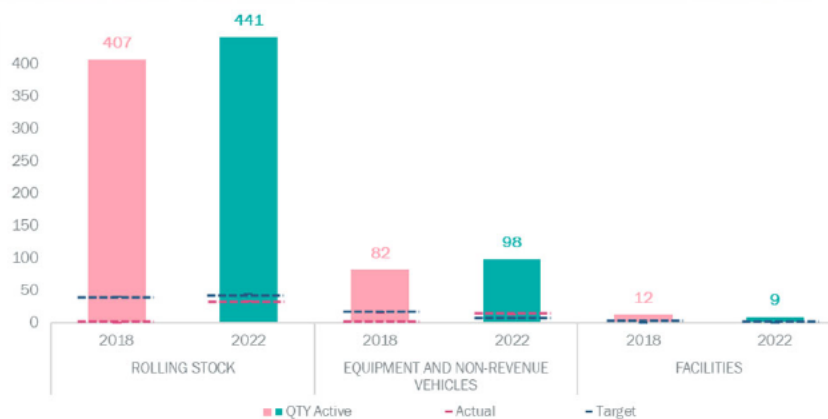


TRANSIT ASSET MANAGEMENT PLAN

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FY2018 vs FY2022 State of Good Repair Targets



Target and Actual figures for Rolling Stock and Equipment & Non-Revenue Vehicles are based on number of vehicles exceeding age-based useful life benchmarks. Target and Actual figures facilities are based on number of facilities scoring below 3 on TERM scale.



TRANSIT ASSET MANAGEMENT PLAN

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FY2023 SGR Targets by Asset Class

		<u>Total # of Active Vehicles</u>	<u>Total to Replace</u>	<u>2023 Target (%)</u>
1. Rolling Stock	Bus	Total 136	24	17.63%
	Cutaway	Total 230	54	23.48%
	Mini Vans	Total 43	15	34.88%
2. Equipment	Automobiles	Total 53	9	16.98%
	Trucks & Other Rubber Tire Vehicle	Total 39	1	2.56%
3. Facility	Passenger / Parking Facilities	Total 1	0	0.00%
	Admin / Maintenance	Total 8	0	0.00%

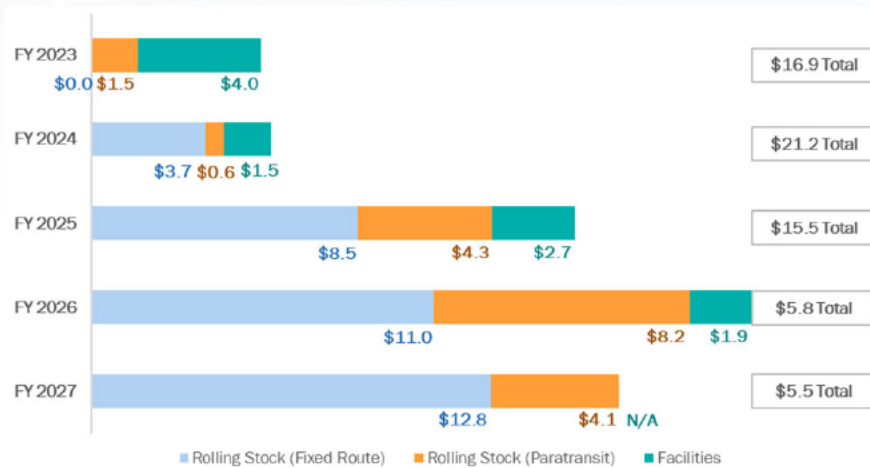


TRANSIT ASSET MANAGEMENT PLAN

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FY2023-FY2027 Summary of State of Good Repair Investment Needs by Asset Class



TRANSIT ASSET MANAGEMENT PLAN

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Continuous Improvement and Next Steps

Palm Tran participated in several workshops to:

- ✓ Further refine its improvement program: 20 implementation actions identified
- ✓ Establish a proposed timeline for implementation actions
- ✓ Estimate staffing needs



Asset Management Planning



Capital Planning and Management



Performance Reporting



Data-Driven Support Strategies



Resource Management



Asset Management Program Review



TRANSIT ASSET MANAGEMENT PLAN

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Thank you!

For questions, please contact:

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TRANSIT ASSET MANAGEMENT PLAN

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TRANSIT ASSET MANAGEMENT PLAN

Quality Management

Release Version

Transit Asset Management Plan

Release Date

Filename

Prepared by

Edward Baik, Shanwen Liu, Kelsey Peterson, Associate Consultant, WSP

Reviewed by

Kate Ko, WSP Deputy Project Manager

Approved by

Sandy Amores, WSP Deputy Project Manager

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Leadership Commitment

Executive Director and Accountable Executive



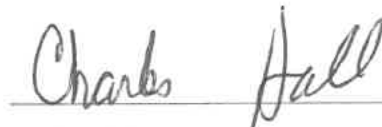
Clinton B. Forbes

Director of Support Services



Christian G. Londono

Director of Operations (Interim)



Charles Hall

Director of Administrative Services



Fredlyne Johnson

Senior Manager of Paratransit



Lou Ferri

Senior Manager of Human Resources



Betty Garret



Executive Summary

Palm Tran's Transit Asset Management (TAM) Plan describes the approach to managing its assets in compliance with the Federal Transit Administration's (FTA) Transit Asset Management Final Rule (49 Code of Federal Regulations (CFR) 625 and 630).

Palm Tran is the primary public transit provider for Palm Beach County, providing fixed route, paratransit, and dial-a-ride services from Jupiter to Boca Raton, and Palm Beach County to Glades County. Palm Tran directly operates its fixed route service, which includes 31 routes and 2,977 bus stops. In addition to its fixed route network, the agency contracts with two vendors to operate Palm Tran Connection, a shared-ride, door-to-door paratransit service. Palm Tran's newest service, Go Glades, is a dial-a-ride service that began as a pilot program in 2018. Initially designed as a deviated, flex-style service for the Glades region, Go Glades was adapted into a dial-a-ride service in 2020 to better serve the needs of the community. Ridership of all three services reached over seven (7) million in fiscal year (FY) 2022.

TAM PLAN OBJECTIVES

In 2016, the United State Department of Transportation (USDOT) issued a Final Rule establishing a National Transit Asset Management (TAM) System in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) legislation. The TAM Final Rule requires a transit service provider to develop and continuously update its TAM Plan, which includes performance metrics and targets to evaluate continuous improvement. Palm Tran is required to include the following elements in its TAM Plan:

- ▶ A TAM and State of Good Repair (SGR) policy
- ▶ A capital asset inventory
- ▶ An asset condition assessment of those assets for which Palm Tran has capital responsibility
- ▶ A description of analytical processes or decision-support tools that Palm Tran uses to estimate capital needs and develop its investment prioritization
- ▶ A TAM Plan implementation strategy
- ▶ A description of key TAM activities to be undertaken during the plan's four-year horizon
- ▶ A list of resources needed to develop and carry out the TAM Plan

- ▶ An outline of how Palm Tran will monitor, update, and evaluate its TAM Plan and related business practices as needed

Palm Tran's TAM Plan covers the physical assets owned and/or managed by the agency and used to provide public transportation services. It describes the asset management strategies required to provide Palm Beach County residents, businesses, and visitors access to opportunity; safely, efficiently, and courteously. It sets out the resources, responsibilities, and timeline for implementing the recommended approach for realizing the goals and objectives.

ASSET MANAGEMENT POLICY

Palm Tran's Asset Management Policy consists of seven principles. The policy aligns with the agency's TAM objectives and mission.



Engage in Sound Asset Management Planning



Innovative Strategies to Optimize Asset Performance



Leverage Data to Improve Strategic Decision Making



Develop One Single Source of Truth



Enhance Communications



Focus on Building a Strong Asset Management Organizational Foundation



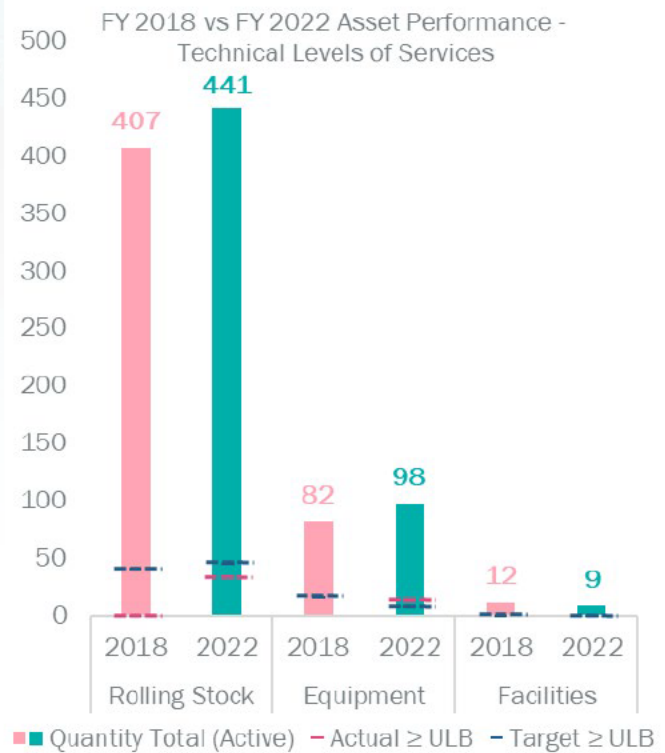
Prepare the Organization to Deliver Services Safely, Efficiently, and Courteously

ASSET AND SERVICE PERFORMANCE

In accordance with federal requirements, Palm Tran set State of Good Repair (SGR) targets by January 1, 2021, for Fiscal Year (FY) 2022. Just as in FY 2018, the performance of rolling stock and facilities either met or exceeded FY 2022 targets (with performance measures under targets). Palm Tran's rolling stock is relatively young, and therefore none of the agency's vehicles have met or exceeded their Useful Life Benchmarks (ULBs). All Palm Tran facilities are in a state of good repair, with no facility rated less than three (3) on the FTA TERM condition scale. However, eight (8) percent of all equipment/ non-revenue vehicle trucks exceeded their ULBs (with age above target).

A comparison of FY 2018 and FY 2020 technical levels of service for rolling stock, equipment, and facilities is presented to the right.

As for performance of customer levels of service (presented below), Palm Tran has improved upon non-preventable collisions on fixed route services since FY 2018. For paratransit services, customer commendations have improved while mean distance between road calls and reservation calls on hold time have not. While the agency has set realistic targets and goals for ridership, uncertainty around riders and workforce safety with COVID-19 has made them challenging to achieve. As the upward trends of ridership are expected to continue, Palm Tran is committed to meet forecasted demands and plan for services accordingly.



Target and actual figures for rolling stock and equipment are based on ULB. Those for facilities are based on TERM scale.

FY2022 Fixed-Route Customer Levels of Service

 SAFETY	Preventable Collisions per 100k Miles	
	Non-Preventable Collisions per 100k Miles	
	Total Incidents per 10k Boardings	
 MOBILITY	Total System Ridership	
	Riders per Revenue Hour	
 CUSTOMER SATISFACTION	On-Time Performance	
	Mean Distance Between Road Calls	
	Customer Commendations per 10k Boardings	
	All Customer Concerns per 10k Boardings	

 Performance target met or exceeded
 Performance target unmet

FY2022 Connection Customer Levels of Service

 SAFETY	Preventable Collisions per 100k Miles	
	Non-Preventable Collisions per 100k Miles	
 MOBILITY	Riders per Revenue Hour	
	On-Time Performance	
 CUSTOMER SATISFACTION	Mean Distance Between Road Calls	
	Customer Commendations per 1,000 Trips	
	All Customer Concerns per 1,000 trips	
	Reservations Call Hold Time	
	Where Is My Rider Hold Time	

ASSET PORTFOLIO

Palm Tran service delivery relies on three major asset groups: 469 revenue vehicles (441 active), 125 non-revenue vehicles and major pieces of equipment (with an acquisition value of \$50,000 or greater), and nine (9) facilities. The replacement values of rolling stock and equipment sums to over \$127.4 million.

Key investment since 2018 by asset class include:

► Rolling Stock:

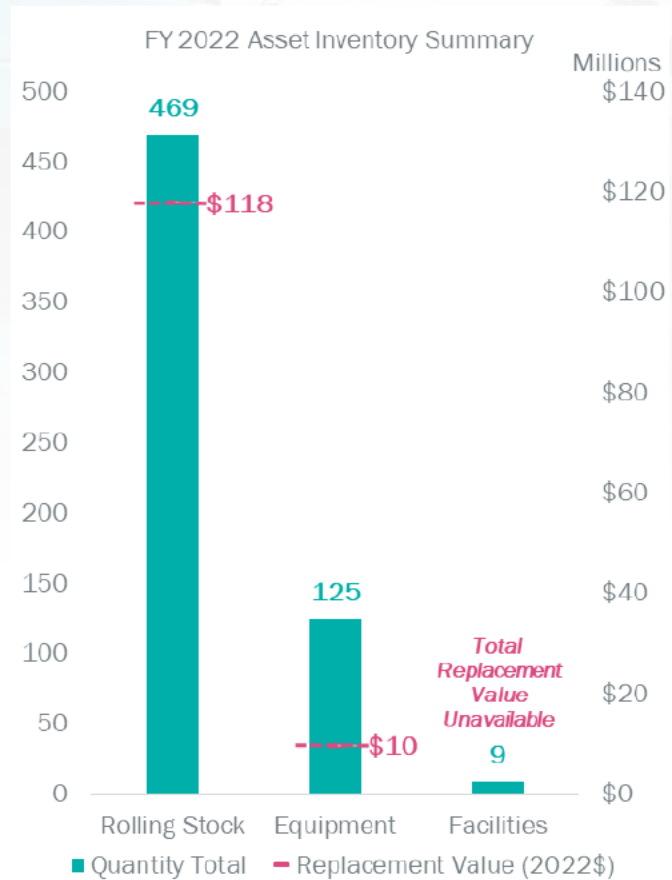
- » Purchased 292 new vehicles since 2018
 - 56 Buses
 - 208 Cutaways
 - 28 Vans

► Equipment:

- » Implemented Paradise Pass, a new fare collection system
- » Retrofitted buses with Q'Straint Quantum Securement System, an automatic seat securement for passengers who require wheelchair assistance

► Facilities

- » South County Facility
 - Increased square footage and capacity, moved administrative headquarters
 - New facility is LEED certified, electrification ready
 - Installed initial infrastructure, conduit for electrification

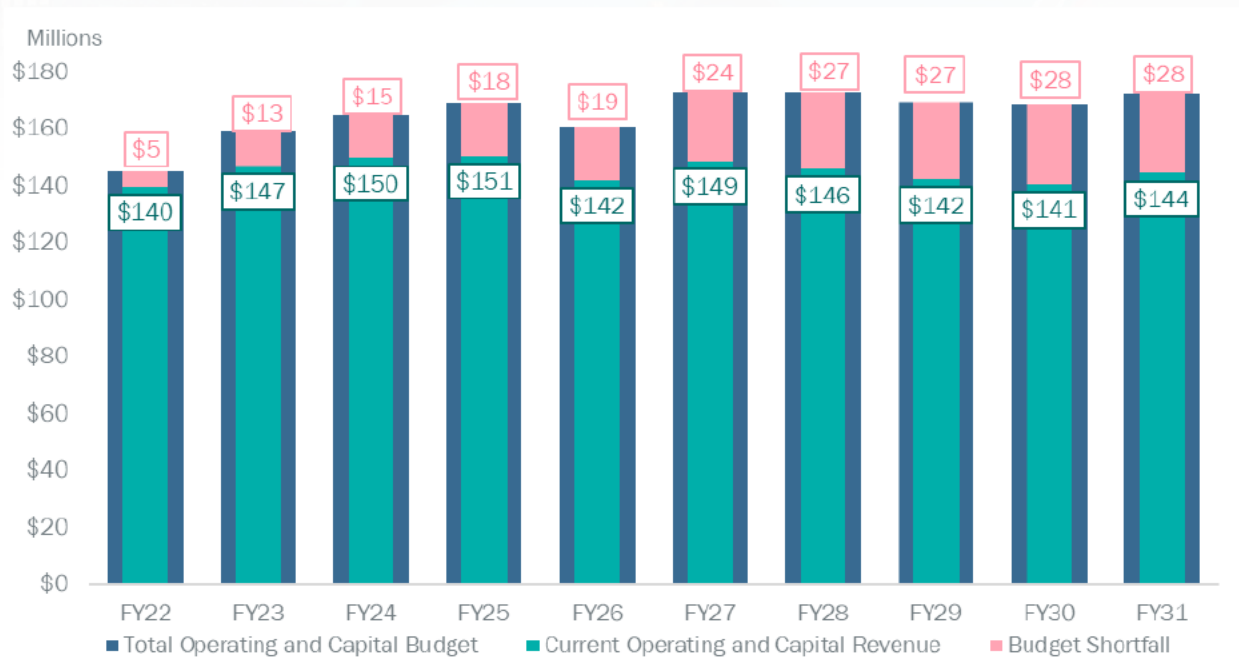


South County Facility

WORK PLANS & BUDGET FORECASTS

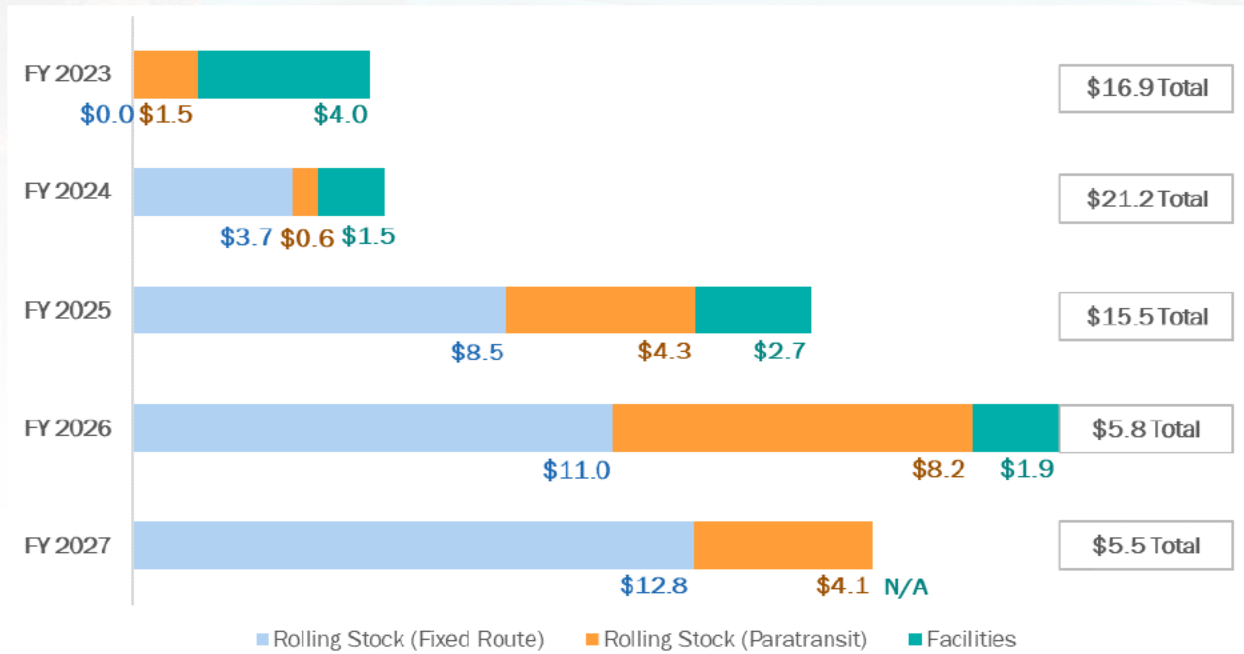
Funding needs for Palm Tran for the next 10 years are reported in its Transit Development Plan (TDP). The forecasted capital and operating budget needs for Palm Tran exceeds \$159.6 million in FY 2023, including repair, rehabilitation, and replacements. The increase in FY 2023 budget includes funding for additional buses for service improvements, transit signal priority (TSP), maintenance facility updates, and enhanced transit shelters. The drop in the FY 2026 budget is primarily driven by the end of the investment plan for bus stop improvements and electric vehicles and infrastructure ending in FY 2025.

FIGURE ES-1: TRANSIT DEVELOPMENT PLAN 10-YEAR (FY 2022-FY2031) FUNDING LEVELS



Palm Tran forecasted its estimated revenue vehicle replacement needs over the next five (5) years, as well as repair and rehabilitation needs for facilities and equipment. The analysis estimates the cost required to maintain the transit system in a state of good repair (SGR).

FIGURE ES-2: FY2023-FY2027 SUMMARY OF SGR NEEDS BY ASSET CLASS



Source: Palm Tran Vehicle Status Report FY 04042022 - WSP Edits.xlsx, Palm Tran Summary cost fleet replacement plan.xlsx, Palm Tran_Project SGR Expansion Investment Prioritization_05Dec2022_PBC.xlsx

CONTINUOUS IMPROVEMENT

Palm Tran's TAM program is being continuously updated and streamlined. There has been a number of TAM activities taken to improve stewardship over assets, manage risks, reduce lifecycle costs, inform investment decisions, and enhance service quality. Key activities and resulting impacts are reported in **Table ES-1**.

TABLE ES-0-1: KEY TAM IMPLEMENTATION ACCOMPLISHMENTS

IMPLEMENTATION TASK	IMPACT
Increased square footage and administrative capacity of Palm Tran's new headquarters at the South County facility	Meeting current and expected needs
Installed initial infrastructure and conduit for electrification at the South County facility	Support of Palm Tran's fleet electrification goals
Implemented Paradise Pass, a new fare collection system	Improve customer satisfaction, revenue management, and ridership monitoring
Retrofitted paratransit fleet with Q'Straint Quantum System, a contactless wheelchair securement system	Improve customer satisfaction and safety
Purchased SunPass transponders for paratransit fleet, allowing vehicles to travel on the Florida Turnpike	Improve service and fuel efficiency
Expanded Palm Tran Connection's paratransit fleet	Enhanced capacity for paratransit demand
Installed driver barrier doors on the entire fleet	Improve driver safety
Implemented Go Glades pilot program and transitioned the flex service to an on-demand, dial-a-ride service	Improve customer satisfaction
Improved PT-Stat program for performance management	Improve understanding of asset performance and decision-making

For this TAM Plan update, Palm Tran has reassessed its 2018 TAM Implementation Plan to prioritize unfunded challenges and advance asset management processes to maximize its program efficacy and efficiency. The updated plan optimizes the agency's available resources that can be devoted to TAM activities while meeting financial targets and maintaining federal compliance.

Key activities for the 2022-2026 horizon include:

- ▶ Establish TAM roles and responsibilities; identify support staff
- ▶ Integrate enterprise asset management system within Palm Tran TAM systems
- ▶ Revise the facility condition calculation methodology
- ▶ Document process for reconciling vehicle asset records between Palm Tran's and County systems
- ▶ Monitor SGR investment prioritizations and implementation plan - by Senior Manager of the Performance Management Office (PMO)

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1. Introduction

Palm Tran is the primary public transit provider for Palm Beach County, providing fixed route, paratransit, and dial-a-ride services throughout the county. Palm Tran's service area is the entirety of Palm Beach County, which is home to nearly 1.5 million people and stretches over 1,966 square miles of land area. The County experienced accelerated population growth during the COVID-19 pandemic and is expected to continue growing. Of Palm Beach County's 39 municipalities, most are located closer to the coastline, east of the Florida Turnpike. The western area of the county is primarily dedicated to agricultural and conservation uses, with several municipalities located on the westernmost part of the County along Lake Okeechobee.

Palm Tran directly operates its fixed route service, which includes 31 routes and 2,977 bus stops. The West Palm Beach Intermodal Transit Center is the main hub and provides transfers to other Palm Tran routes as well as alternate transfer services, including Tri-Rail, Amtrak, Greyhound, Circuit electric shuttles, and the West Palm Beach Trolley. Other major transfer locations are the Mall at Wellington Green, West Palm Beach Veteran Affairs Medical Center, Boca Town Center Mall, and Gardens Mall. Palm Tran riders can transfer to Broward County Transit (BCT) for free with a valid BCT transfer, and riders can transfer from BCT or Tri-Rail to Palm Tran for \$0.50.

In addition to its fixed route network, Palm Tran contracts with two (2) vendors to operate Palm Tran Connection, a shared-ride, door-to-door paratransit service. Palm Tran Connection is available throughout the County for eligible persons with disabilities who are unable to use the fixed route system or individuals who, because of disability, income status or age, are unable to transport themselves or purchase transportation and are thus dependent on public transit for healthcare, employment, education, and other life sustaining activities.

Palm Tran's newest service, Go Glades, is a dial-a-ride service that began as a pilot program in 2018. Initially designed as a deviated, flex-style service for the Glades region, Go Glades was adapted into a dial-a-ride service in 2020 to better serve the needs of the community.

1.1 Federal Transit Asset Management Requirements

In 2016, the United State Department of Transportation (USDOT) issued a Final Rule establishing a National Transit Asset Management (TAM) System in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) legislation. This Final Rule implements the requirement that all recipients and subrecipients of federal financial assistance under 49 United States Code (USC) Chapter 53 develop and regularly update a TAM Plan. Per the Final Rule, transit operators with more than 100 vehicles in revenue service during peak regular service or operators of rail fixed-guideway public transportation systems are defined as Tier I providers and are required to develop their own, individual

TAM Plan. Palm Tran is a recipient of these federal funds and is a Tier I provider and is thus required to develop and update a TAM Plan.

As a Tier I provider, Palm Tran must include nine (9) elements in its TAM Plan, outlined below in **Table 1-1**.

TABLE 1-1: TAM PLAN REQUIREMENTS FOR TIER I PROVIDERS

TAM PLAN REQUIREMENTS	DESCRIPTION	CHAPTER
TAM and SGR Policy	Policy defining the guiding principles Palm Tran will use to manage its assets.	1
Capital Asset Inventory	List of all capital assets that Palm Tran owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.	2
Condition Assessment	A condition assessment of inventoried assets for which Palm Tran has direct capital responsibility.	2
Decision Support Tool	Description of design support tools used to estimate capital investment needs over time and develop Palm Tran's investment prioritization.	3
Investment Prioritization	Ranked list of projects and programs based on TAM policies and strategies and estimated funding levels.	3
Implementation Plan	Description of how Palm Tran will carry out the TAM Plan.	4
Key Implementation Activities	List of activities considered critical to carrying out the TAM Plan.	4
Implementation Resources	Resources needed to implement the TAM Plan.	4
Evaluation Plan	Plan for how Palm Tran will monitor and evaluate the implementation of the TAM Plan.	4

1.2 Asset Management Policy

1.2.1 PURPOSE AND PRINCIPALS

Palm Tran's Asset Management Policy defines the guiding principles by which the agency manages its assets to effectively deliver public transportation services in Palm Beach County. The purpose of the Asset Management Policy is to set out Palm Tran's asset management intentions, aligned with the strategic objectives and broader mission "to provide access to opportunity for everyone; safely, efficiently and courteously." The guiding principles are listed in **Table 1-2**.

TABLE 1-2: ASSET MANAGEMENT GUIDING PRINCIPLES

	PRINCIPLE	DESCRIPTION
1	Engage in Sound Asset Management Planning	We will systematically examine our asset management needs and improve our practices accordingly to consistently deliver the level of service appropriate for residents, workers, and visitors in our growing county.
2	Innovative Strategies to Optimize Asset Performance	We will seek and adapt useful tools such as PT Stat and other creative approaches to achieve and maintain our assets in a State of Good Repair, extending asset life to maximize return on investment and achieve lowest whole life cost.

PRINCIPLE		DESCRIPTION
3	Leverage Data to Improve Strategic Decision Making	We will utilize quality data, conduct the necessary analyses, and manage risk so as to move from a more reactive to a more proactive and visionary organization.
4	Develop One Single Source of Truth	We will improve access to information and focus on integration of key systems to streamline process and information flows to reduce duplicate efforts and datasets, and ensure there is one single source of truth for asset information.
5	Enhance Communications	We will assure transparent communications throughout the business. We will also build and maintain strong relationships with our County, State, and federal partners to ensure consistent understanding of our asset management processes, available data, and needs to continue delivering vital public transit services for county residents.
6	Focus on Building a Strong Asset Management Organizational Foundation	We will advance our capabilities and work with our colleagues and partners to define clear asset management roles and responsibilities that optimize how we manage our assets and deliver quality service.
7	Prepare the Organization to Deliver Services Safely, Efficiently, and Courteously	We will continue to build a Palm Tran that serves the current and future travel needs of the county, eliminating waste in order to reinvest savings in the additional service and supporting infrastructure our customers deserve.

1.2.2 SCOPE & STRUCTURE OF TRANSIT ASSET MANAGEMENT PLAN

In accordance with the Final Rule, MAP-21 requirements, Palm Tran has updated its TAM Plan based on asset management standards and practices developed by the agency's divisional asset managers and Palm Beach County's Facilities Development & Operations (FD&O).

Palm Tran's TAM Plan covers the physical assets owned and/or managed by Palm Tran that are used to provide public transportation services. The development of the TAM Plan is led by a team that includes the Executive Director, Administrative Services Division, Support Services Division, Operations Division, and Performance Management. The TAM development is supported by the Planning Division and the Information Technology (IT) Team (within Support Services). **Figure 1-1** depicts the TAM organization with Palm Tran.

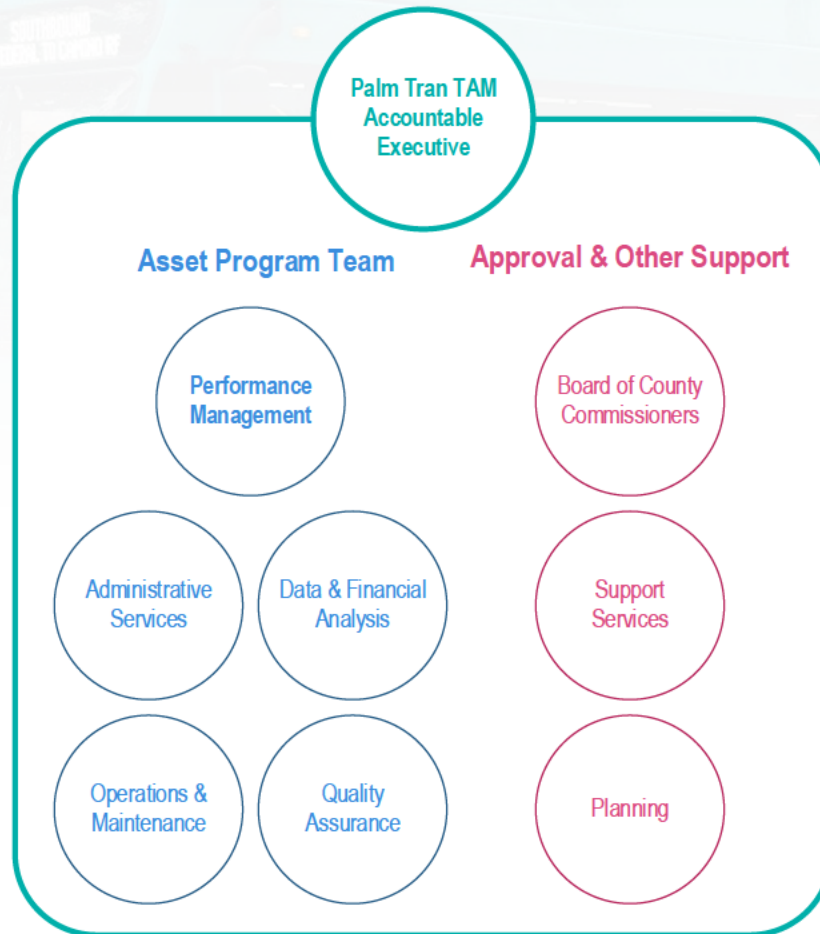
WHAT IS A TAM PLAN & HOW DOES IT BENEFIT PALM TRAN?

The transit asset management (TAM) Plan defines the long-term approach for managing the assets to deliver the Agency's goals and objectives.

It documents what assets Palm Tran currently has, what condition they are in, and the strategies and plans in place to manage the assets over their life. At the same time, the TAM Plan identifies opportunities for improvement and introduces processes, tools and methodologies so that the right information is readily available and centralized – improving quality of decisions.

The TAM Plan can also serve as a planning tool to help Palm Tran in improving its broader asset management capability – clearly linking people, business processes, information and technology with the physical assets supporting customer service and helping to unite the business and increase awareness of how individual efforts contribute to Palm Tran overall service. It sets out the resources, responsibilities, and timeline for implementing the approach and delivering the goals and objectives.

FIGURE 1-1: PALM TRAN TAM ORGANIZATION CHART



1.3 DOCUMENT STRUCTURE

Palm Tran’s TAM Plan is organized around the nine (9) requirements of a Tier 1 transit provider, listed in **Table 1-1**. The beginning of each chapter includes language from the Final Rule related to each requirement.

Chapter 1. Introduction – Federal TAM requirements, Palm Tran’s TAM and SGR Policy, Scope and Structure of TAM Plan.

Chapter 2. Asset Portfolio – Capital Asset Inventory and Condition Assessment.

Chapter 3. Investment Prioritization – Palm Tran’s Core Business Processes, Investment Prioritization, Work Plan and Budget Forecasts, Asset Lifecycle Management Strategies, Risk Management.

Chapter 4. Implementation Strategy: Progress & Continuous Improvement – Implementation Strategy, Key Implementation Activities, Implementation Resources, Evaluation Plan.



2. Asset Portfolio

The TAM Rule requires a Capital asset inventory in the TAM Plan

The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects.

And condition assessments of capital assets.

A TAM Plan must include ... A condition assessment of those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the investment prioritization.

For facilities...

The TAM final rule requires agencies assess all assets for which they have direct capital responsibility, including those that are owned by someone else but for which they have at least partial direct capital responsibility. FTA requires that facility condition data be fully updated and reported to the NTD every four years,

at a minimum. However, at a minimum, agencies must report the condition of one quarter of the total number of their facilities to the NTD annually, and their condition assessments for the previous three years must include all of the facilities for which they have capital responsibility. Each annual report must include updated facility condition data incorporating any assessments completed since the last report, if any.

2.1 Capital Asset Inventory & Condition

Palm Tran's asset portfolio consists of all assets used in the provision of public transportation services. Condition is assessed for those assets for which Palm Tran has direct capital responsibility. The portfolio is detailed in accordance with 49 CFR § 625.25 (1) and 49 CFR § 625.43 and organized by the following FTA asset categories: rolling stock (all revenue vehicles), equipment (including equipment valued at or greater than \$50,000 and all non-revenue vehicles regardless of replacement value), and facilities.

This chapter summarizes asset inventory, condition assessments, and performance improvements between 2018 and 2022. As part of the analysis, National Transit Database (NTD) reports and summary files from 2020 and 2022 were used.^{1,2} Asset inventory information for both revenue and non-revenue vehicles were consolidated from the 2022 summary files provided by Palm Tran. The 2022 summary files were used to confirm the fuel and vehicle type for all fixed route vehicles. Palm Tran NTD Form A-30 was used to confirm the fuel and vehicle type for all paratransit vehicles.³ Facility asset information was taken from Palm Tran NTD Form A-15, which include passenger stations, parking structures, administrative buildings, and maintenance facilities used by Palm Tran to provide transportation services.⁴ Equipment values were obtained from the County's Fixed Asset Management Office (FAMO) department.⁵

In 2022, Palm Tran's asset inventory consists of 469 rolling stock vehicles and 125 equipment and non-revenue vehicles. Many of the assets have met the FY22 performance target, and Palm Tran has plans to replace the non-revenue vehicles that have met or exceeded the ULB in 2023. A high-level summary of assets is provided in **Table 2-1**. Additional information is provided in the sections that follow.

TABLE 2-1: SUMMARY OF PALM TRAN CAPITAL ASSET INVENTORY

NTD ASSET TYPE	QTY	REPLACEMENT VALUE (2022\$)	FY22 TARGET	% AT OR PAST ULB	FY22 PERFORMANCE
Rolling Stock (Revenue Vehicles)					
Articulated Bus	6	\$5,023,651	0%	0%	Met FY22 Goal
Bus	143	\$84,106,600	10%	0%	Exceeded FY22 Goal by 10%
Cutaway	258	\$25,692,555	13%	0%	Exceeded FY22 Goal by 13%
Van	62	\$2,948,326	0%	54%	54% Below FY22 Goal

¹ Fixed Route and Service Vehicles - Inventory & Cond Assessment.xlsx; Paratransit Inventory & Cond Assessment.xlsx.

² Fixed Route Replacement Costs & Purch Date.xlsx; Paratransit Vehicle Replace Cost & Purch Date.xlsx.

³ A-30 DRPT Revenue Vehicle Inventory FY 2021 Ver. 6.xlsx

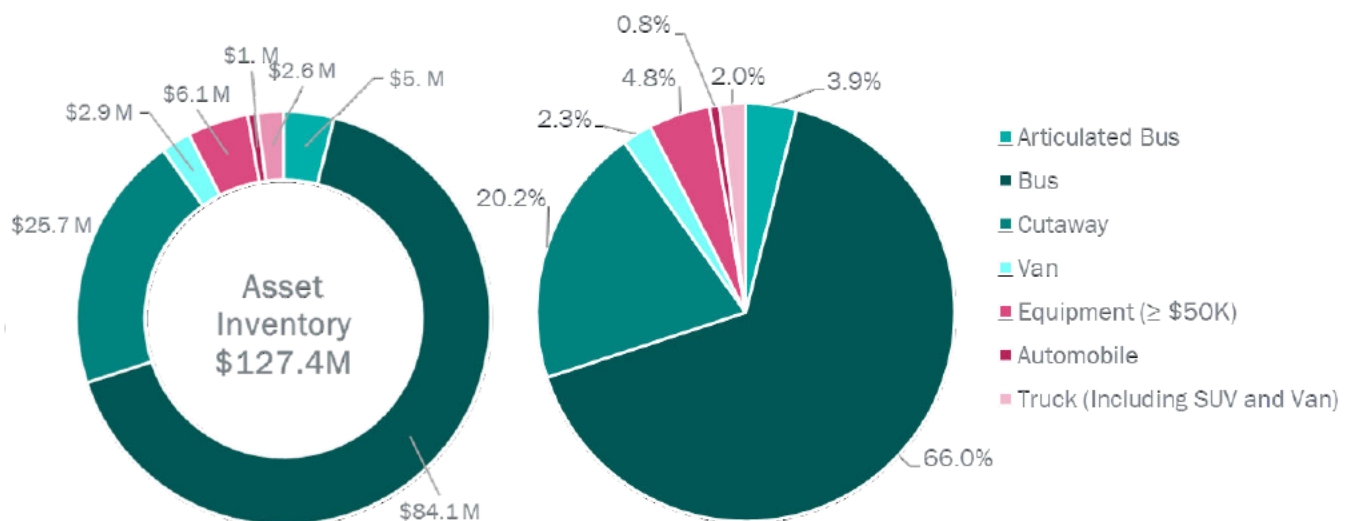
⁴ A-15 TAM Facilities Inventory Template - FY 2022.xlsx. Accessed December 12, 2022.

⁵ Palm Tran Assets list excel format.xlsx

NTD ASSET TYPE	QTY	REPLACEMENT VALUE (2022\$)	FY22 TARGET	% AT OR PAST ULB	FY22 PERFORMANCE
Rolling Stock Subtotal	469	\$117,771,133		34%	
Equipment and Non-Revenue Vehicles					
Equipment (≥ \$50K)	27	\$6,087,293	N/A	N/A	
Automobile	49	\$969,357	14%	18%	4% Below FY22 Goal
Truck (Including SUV and Van)	49	\$2,569,551	0%	8%	8% Below FY22 Goal
Equipment Subtotal	125	\$9,626,200		13%	
Facilities					
Administrative	1	Facilities Total Replacement Value Unavailable	0%	0%	Met FY22 Goal
Maintenance	4		0%	0%	Met FY22 Goal
Combined Admin/Maintenance	3		0%	0%	Met FY22 Goal
Passenger and Parking	1		0%	0%	Met FY22 Goal
Facilities Subtotal	9			0%	
Capital Asset Inventory Total	603	\$127,397,333 (Not Including Facilities)			

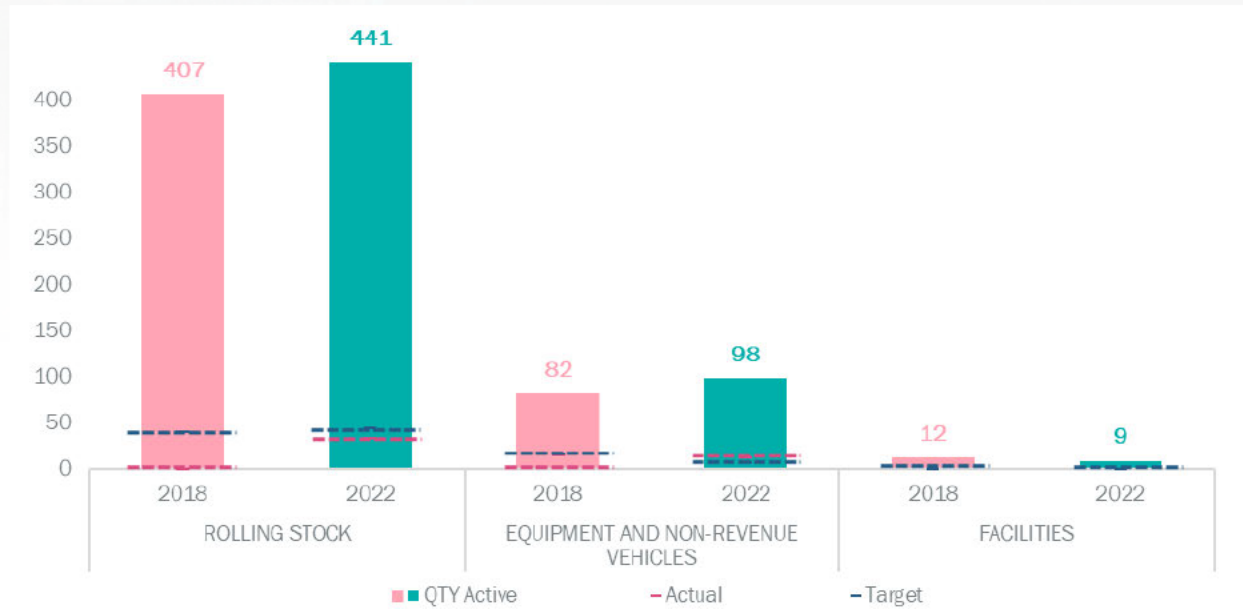
Values for all vehicles and equipment for which the agency has direct capital responsibility are reported in **Figure 2-1**. Equipment assets include non-revenue vehicles and equipment valued above \$50,000. The first graph on the left lists the replacement dollar amount for each asset mode, and the graph on the right shows the value of each asset mode as a percentage of the total asset inventory value. Out of Palm Tran's entire asset inventory of \$127.4 million, buses comprise the largest percentage of assets (66 percent). Data comparison by asset category/class and asset inventory value are also presented.

FIGURE 2-1: REPLACEMENT VALUE OF ALL ASSETS BY ASSET CLASS AND MODE



Since 2018, Palm Tran has acquired 292 rolling stock vehicles and 24 equipment-non-revenue vehicles. The number of facilities decreased from 2018 due to consolidation. New assets have improved Palm Tran's SGR (technical levels of service) performance, except for about 33 non-revenue service vans that have exceed ULB. A summary of the agency's SGR performance comparison between FY 2018 and FY 2022 is depicted in **Figure 2-2**.

FIGURE 2-2: FY2018 VS FY 2022 ASSET PERFORMANCE – TECHNICAL LEVELS OF SERVICE



Target and Actual figures for Rolling Stock and Equipment & Non-Revenue Vehicles are based on ULB. Target and Actual figures for Facilities are based on TERM.

2.2 Rolling Stock (Revenue Vehicles)

For TAM reporting, the appropriate FTA Useful Life Benchmark (ULB) for each class of rolling stock revenue vehicle was used to determine the number of years vehicles can be in service and remain in a state of good repair. Based on its asset inventory, Palm Tran compares each vehicle's age to its ULB to determine the percentage of revenue vehicles that have met or exceeded their ULB. The vehicle's age is calculated based on the year 2022.

However, while the ULB threshold is required for TAM reporting, in practice Palm Tran utilizes the FTA Minimal Useful Life thresholds outlined in FTA Circular C 5010.1E, which establishes when an asset is eligible for replacement with federal funds. According to the Circular, assets may be replaced when they reach their minimal useful life, which is determined by years of service or accumulation of miles, whichever comes first. ⁶ Historically, Palm Tran's fleet has reached the FTA Minimal Useful Life mileage threshold much sooner than the age-based threshold. The fleet has an average age of around 5.5 years and vehicles become part of the replacement plan at around nine (9) years old. After a vehicle's age exceeds its useful life mileage, Palm Tran determines vehicle replacement based on its preventive maintenance program, funding availability, safety requirements, and ongoing maintenance costs. More specifically, Palm Tran prioritizes rolling stock replacement based on established evaluation criteria related to safety, impact to service and operations, level of maintenance required, age, condition, and usage (see **Appendix C. Inventory & Condition Assessment Criteria, Table C-1**).

⁶ Useful life mileage per FTA Circular C 5010.1E, Award Management Requirements. Rev. 2, July 16, 2018.

2.2.1 FIXED ROUTE FLEET

Palm Tran's fixed route revenue bus fleet consists of two (2) different types of buses: bus and articulated bus. According to the FTA, the ULB for buses is 14 years. All buses are in a state of good repair, and in 2018 and 2022, none of them have met or exceeded their ULB. **Table 2-2** reports the corresponding inventory and conditions.

TABLE 2-2: SUMMARY OF CURRENT REVENUE BUS FLEET INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT IN 2022\$	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Gillig Low Floor 29' Bus	Diesel	6	\$560,287	3	3	14	0	0%
Gillig Low Floor 35' Bus	Diesel	10	\$522,648	7	7	14	0	0%
Gillig Low Floor 40' Bus	Diesel	11	\$542,343	12	9	14	0	0%
Gillig Low Floor 40' Bus	Diesel	10	\$508,170	6	5	14	0	0%
Gillig Low Floor 40' Bus	Diesel	9	\$552,010	9	9	14	0	0%
Gillig Low Floor 40' Bus	Diesel	7	\$548,274	14	14	14	0	0%
Gillig Low Floor 40' Bus	Diesel	6	\$605,109	7	7	14	0	0%
Gillig Low Floor 40' Bus	Diesel	5	\$606,931	14	14	14	0	0%
Gillig Low Floor 40' Bus	Diesel	2	\$581,807	11	11	14	0	0%
Gillig Low Floor 40' Bus	Diesel	1	\$572,592	45	45	14	0	0%
Gillig Low Floor 40' Bus	Diesel / Hybrid	11	\$776,724	1	0	14	0	0%
Gillig Low Floor 40' Bus	Diesel / Hybrid	8	\$772,392	9	9	14	0	0%
Gillig Low Floor 40' Bus	Diesel / Hybrid	7	\$787,719	5	5	14	0	0%
All Buses			\$610,539	143	138		0	0%

Source: Palm Tran Fixed Route Replacement Costs & Purch Date.xlsx (Aug 2022); Fixed Route and Service Vehicles - Inventory & Cond Assessment (Oct 2020)

The ULB for articulated buses is 14 years, per the FTA. In 2018, no articulated buses met or exceeded their ULB. Palm Tran has maintained its articulated bus fleet in a state of good repair. In 2022, none of the articulated buses have met or exceeded their ULB (**Table 2-3**).

TABLE 2-3: SUMMARY OF CURRENT ARTICULATED BUS FLEET INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT IN 2022\$	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
New Flyer Artic 60' Bus	Diesel	10	\$837,275	6	0	14	0	0%
All Articulated Buses			\$837,275	6	0	14	0	0%

Source: Palm Tran Fixed Route Replacement Costs & Purch Date.xlsx (Aug 2022); Fixed Route and Service Vehicles - Inventory & Cond Assessment (Oct 2020)

2.2.2 PARATRANSIT FLEET

Palm Tran's paratransit revenue fleet includes cutaway vehicles and vans. Per FTA guidance, a ULB of ten (10) years was used for cutaways and eight (8) years was used for vans for this analysis. There were 198 cutaway vehicles in 2018, and none of them met or exceeded their ULB. By replacing vehicles that are no longer in a state of good repair and adding new vehicles, Palm Tran maintained all of their cutaway vehicles in a state of good repair in 2022. **Table 2-4** reports the corresponding inventory and conditions.

TABLE 2-4: SUMMARY OF CURRENT PARATRANSIT CUTAWAY FLEET INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Ford Champion	Propane	7	\$92,523	7	5	10	0	0%
Ford Champion	Unleaded	7	\$74,108	10	8	10	0	0%
Ford Glaval	Propane	7	\$92,845	12	7	10	0	0%
Ford Glaval	Unleaded	7	\$72,260	3	3	10	0	0%
Ford Turtle Top	Unleaded	7	\$78,264	14	8	10	0	0%
Ford Glaval	Unleaded	4	\$79,818	3	3	10	0	0%
Ford Turtle Top	Unleaded	4	\$84,003	1	1	10	0	0%
Ford Turtle Top	Unleaded	3	\$96,609	1	1	10	0	0%
Ford Turtle Top	Unleaded	2	\$98,379	7	7	10	0	0%
Ford Turtle Top	Propane	2	\$119,732	31	31	10	0	0%
Ford Turtle Top	Unleaded	1	\$117,595	28	24	10	0	0%
Ford Collins	Unleaded	3	\$87,584	36	36	10	0	0%
Ford Collins	Unleaded	2	\$87,584	40	40	10	0	0%
Ford Collins	Unleaded	1	\$88,776	56	56	10	0	0%
Ford Collins	Unleaded	0	\$89,546	1	0	10	0	0%
All Cutaways			\$90,642	250	230		0	0%

Source: Palm Tran TAM New Numbers.xlsx.

All 40 vehicles in the paratransit van fleet were in a state of good repair in 2018. In 2022, none of the paratransit van fleet met or exceeded the ULB (**Table 2-5**).

TABLE 2-5: SUMMARY OF CURRENT PARATRANSIT VAN FLEET INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Dodge Braun	Unleaded	7	\$49,993	34	20	8	0	0%
Toyota Sienna	Unleaded	3	\$28,127	28	27	8	0	0%

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
All Vans			\$39,060	62	47		0	0%

Source: Palm Tran TAM New Numbers.xlsx.

2.3 Equipment & Non-Revenue Vehicles

Equipment in this analysis consists of all major equipment valued over \$50,000. Non-revenue vehicles in this analysis consists of automobiles, trucks, sports utility vehicles (SUVs), and vans. Palm Tran maintains its non-revenue vehicles as recommended by the vehicles' manufacturers. Manufacturers recommend maintenance services to be completed when vehicles reach specific mileage thresholds.

Table 2-6 reports the costs of major equipment valued over \$50,000. Much of the equipment is installed within Palm Tran's facilities and is therefore assessed as such for TAM SGR condition reporting. As part of Palm Tran's implementation plan, the agency will work with the County to revise the methodology for assessment such that key equipment conditions are not overlooked.

TABLE 2-6: SUMMARY OF MAJOR EQUIPMENT (≥\$50K) INVENTORY AND CONDITION

EQUIPMENT	QTY	AGE	COST/ UNIT IN 2022\$
Computer Server	1	0	\$54,027
Bus Paint Booth	1	24	\$91,155
FSX Diesel Particulate Filter Cleaning System	1	3	\$62,708
Bus Stop Shelter	3	5	\$74,585
Generator	3	16	\$313,394
Stertil-Koni St1085 Model 6, Earthlift (TM)	3	2	\$76,765
Vacuum Cleaning System	1	18	\$143,976
Palm Tran CCTV Replacement	2	5	\$468,230
Wash Steam Bay Lift	2	4	\$129,020
Modular furniture: 92 work stations	1	9	\$179,769
Card access system	1	6	\$184,162
AVL system	6	13	\$381,721
Driving Simulation System	1	11	\$246,153
Audio Visual Equipment/Install	1	1	\$246,283
All Major Equipment	27		\$6,087,293 (Total Value)

Source: Palm Tran Assets list excel format.xlsx

For TAM reporting, Palm Tran compares each vehicles' age to its ULB to determine the percentage of non-revenue vehicles that have met or exceeded their ULB, and then determines its equipment performance targets. Palm Tran uses

the FTA's default ULB for its equipment, which is eight (8) for automobiles, 14 for trucks, and eight (8) for vans. Equipment and non-revenue vehicles are prioritized for replacement based on the ULB as well as the following evaluation criteria: safety risk to staff, safety risk to customers, impact to service and operations, level of maintenance required, condition, and usage (see **Appendix C. Inventory & Condition Assessment Criteria, Table C-2**).

In 2018, 25 percent of 46 active automobiles met or exceeded their ULB. By replacing vehicles that are no longer in a state of good repair and adding new vehicles, only 18 percent of 49 active vehicles meet or exceed the ULB in 2022. The data are reported in **Table 2-7**.

TABLE 2-7: SUMMARY OF CURRENT NON-REVENUE AUTOMOBILE INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT IN 2022\$	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Ford	Gasoline	9	\$18,503	9	9	8	9	100%
Ford	Gasoline	7	\$18,629	14	14	8	0	0%
Ford	Gasoline	6	\$10,924	2	2	8	0	0%
Ford	Gasoline	5	\$11,646	1	1	8	0	0%
Toyota	Gasoline	4	\$18,975	13	13	8	0	0%
Toyota	Gasoline	2	\$26,185	10	10	8	0	0%
All Automobiles			\$17,477	49	49		9	18%

Source: *Palm Tran Service Vehicle Replace Cost & Purch Date.xlsx (Jan 2021); Fixed Route and Service Vehicles - Inventory & Cond Assessment (Oct 2020)*

Four (4) of 17 SUVs, six (6) of 10 vans, and two (2) of nine (9) trucks met or exceeded the ULB in 2018. By replacing vehicles that are no longer in a state of good repair and adding new vehicles, only four (4) vehicles (trucks, SUVs, and vans) meet or exceed the ULB in 2022. The data are reported in **Table 2-8**.

TABLE 2-8: SUMMARY OF CURRENT NON-REVENUE TRUCKS, SUVs, AND VANS INVENTORY AND CONDITION

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Chevrolet	Gasoline	14	\$20,095	1	1	14	1	100%
Chevrolet	Gasoline	4	\$30,669	1	1	14	0	0%
Dodge	Gasoline	8	\$52,453	1	1	14	0	0%
Dodge	Gasoline	5	\$54,734	1	1	14	0	0%
Ford	Diesel	13	\$71,388	1	1	14	0	0%
Ford	Gasoline	14	\$21,735	1	1	14	1	100%
Ford	Gasoline	11	\$25,208	1	1	14	0	0%
Ford	Gasoline	9	\$24,240	4	4	14	0	0%
Ford	Gasoline	8	\$22,775	1	1	14	0	0%

MANUFACTURER	FUEL TYPE	AGE	COST/ UNIT	QTY TOTAL	QTY ACTIVE	ULB	QTY ≥ ULB	% ≥ ULB
Ford	Gasoline	7	\$24,363	5	5	14	0	0%
Ford	Gasoline	4	\$29,516	11	11	14	0	0%
Ford	Gasoline	2	\$62,732	7	7	14	0	0%
Ford	Gasoline	1	\$31,658	7	7	14	0	0%
Gillig	Diesel	14	\$472,696	2	2	14	2	100%
Ram	Gasoline	4	\$24,185	5	5	14	0	0%
All Trucks (Including SUVs and Vans)			\$64,563	49	49		4	8%

Source: Palm Tran Service Vehicle Replace Cost & Purch Date.xlsx (Jan 2021); Fixed Route and Service Vehicles - Inventory & Cond Assessment (Oct 2020); Palm Tran Paratransit Vehicle Replace Cost & Purch Date.xlsx (Sept 2022); Paratransit Inventory & Cond Assessment (Oct 2022); Palm Tran NTD Form A-30 DRPT Revenue Vehicle Inventory FY 2021 Ver. 6.xlsx

2.4 Facilities

Condition assessments are conducted by Palm Beach County staff every two years and all facility assets were last assessed in October 2021, after the fiscal year end of September 30. The assessment schedule aligns with TAM and NTD reporting requirements for which FTA NTD requires annual reporting while facility assessment is only needed every four years.

Palm Tran has direct capital responsibility for nine (9) county-owned facilities at four locations presented in **Table 2-9** below. Palm Tran's North County location consists of four (4) facilities (i.e., buildings); South County consists of two (2) facilities; West County consists of two (2) facilities, and the East County consists of one (1) facility. **Table 2-9** also provides detail regarding the individual buildings associated with each location, including facility types and condition.

Condition is scored using FTA's Transit Economics Requirements Model (TERM) one (1) to five (5) scale, where 5.0 = Excellent, 4.0 = Good, 3.0 = Adequate, 2.0 = Marginal, and 1.0 = Poor. A condition score of 3.0 or above on this scale is defined as being in a state of good repair. As presented in **Table 2-9** and **Table 2-10**, all Palm Tran facilities are in a state of good repair, with no facility rated less than 3.0. In addition to condition, Palm Tran uses the following evaluation criteria to prioritize the replacement of facilities and facility components: safety risk to customers, safety risk to staff, impact to service and operations, level of maintenance required, and age (see **Appendix C. Inventory & Condition Assessment Criteria, Table C-3**).

An upcoming initiative of the TAM implementation plan (**Chapter 4.3. Improve understanding of asset performance and decision-making**) includes a revision to the existing facility condition assessment scoring methodology, which should highlight individual facility's unique priorities and needs.⁷

⁷ Method to align with FTA guidance. <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/asset-management/60361/tam-facility-performance-measure-reporting-guidebook-v1-2.pdf>. Accessed November 4, 2022.

TABLE 2-9: SUMMARY OF CURRENT FACILITY INVENTORY AND CONDITION

FACILITY LOCATION	FACILITY NAME	NTD ASSET TYPE	CURRENT CONDITION	CONDITION DEFINITION
North	Palm Tran North Admin. & Maint. Facility	Combined Admin/Maintenance	3.0	Adequate
North	Palm Tran North Fueling Station	Maintenance	3.0	Adequate
North	Palm Tran North Vehicle Wash	Maintenance	3.0	Adequate
North	Palm Tran Marketing Storage Shed	Combined Admin/Maintenance	3.0	Adequate
South	Palm Tran South Admin. Facility	Administrative	4.0	Good
South	Palm Tran South Maint. Facility	Maintenance	4.0	Good
West	Palm Tran West Admin. & Maint. Facility	Combined Admin/Maintenance	4.0	Good
West	Palm Tran West Vehicle Wash	Maintenance	4.0	Good
East	Central County Intermodal Center	Passenger and Parking	4.0	Adequate

Source: Palm Tran NTD Form A-15 Transit Asset Management Facilities Inventory

Table 2-10 provides additional condition performance information by the two facility type groupings by which agencies are required to set targets by and report on: (1) Administration and Maintenance and (2) Passenger and Parking.

TABLE 2-10: SUMMARY OF CONDITION PERFORMANCE BY FACILITY TYPE

ASSET TYPE	QUANTITY	AVERAGE CONDITION	QUANTITY ≥ ULB	% ≥ ULB
Administrative	1	4.0	0	0%
Maintenance	4	3.5	0	0%
Combined Admin/Maintenance	3	3.3	0	0%
Passenger and Parking	1	4.0	0	0%
Total	9	3.7	0	0%

Source: Palm Tran NTD Form A-15 Transit Asset Management Facilities Inventory



3. Investment Prioritization

The TAM Rule requires a description of decision support tools...

A description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time develop its investment prioritization.

And specific requirements for investment prioritization.

A TAM Plan must (a) include an investment prioritization that identifies a provider's programs and projects to improve or manage over the TAM Plan horizon period the state of good repair of capital assets for which the provider has direct capital responsibility. (b) A provider must rank projects to improve or manage the state of good repair of capital assets in order of priority and anticipated project year. (c) A provider's project rankings must be consistent with its TAM policy and strategies. (d) When developing an investment prioritization, a provider must give due consideration to those state of good repair projects to improve that pose an identified unacceptable safety risk when developing its investment prioritization. (e) When developing an investment prioritization, a provider must take into consideration its estimation of funding levels from all available sources that it reasonably expects will be available in each fiscal year during the TAM Plan horizon period. (f) When developing its investment prioritization, a provider must take into consideration requirements under 49 CFR 37.161 and 37.163 concerning maintenance of accessible features and the requirements under 49 CFR 37.43 concerning alteration of transportation facilities.

3.1 Core Business Process

Palm Tran uses a range of processes for decision-making, often beginning with regional governmental coordination and public engagement. The agency develops, coordinates, and operates the County's transit networks with a goal of providing access to opportunity for all; safely, efficiently, and courteously. Palm Tran works closely with the Federal Transit Administration (FTA), the Florida Department of Transportation (FDOT) District Four, the Palm Beach Transportation Planning Agency (TPA), Broward County Transit (BCT), the South Florida Regional Transportation Authority (SFRTA), Miami-Dade Department of Transportation and Public Works (DTPW), citizen advocacy groups, and other transportation stakeholders.

3.1.1 ASSET INVENTORY, CONDITION ASSESSMENT, CAPITAL PLANNING

Palm Tran tracks and updates its asset inventory annually through various spreadsheets. All assets valued over \$1,000 are barcoded and included in this inventory, including attributes about the assets such as asset identification numbers, replacement values, and condition. Asset replacement criteria are reported in **Appendix D. Project Prioritization Criteria**. For facilities in particular, Palm Beach County staff assess their conditions every two years. Palm Tran is looking to reassess the condition assessment process to better align components needs in driving asset state of good repair.

Details on project prioritization for capital planning is provided in **Chapter 3.2 Investment Prioritization Methodology**.

3.1.2 FUNDING & TRANSIT DEVELOPMENT PLAN

Federal funding for Palm Tran is channeled through the Palm Beach TPA and the County is the direct recipient of federal, state, and local funds for the Palm Tran's capital and operating needs. Palm Tran's funding sources include:




- ▶ American Rescue Plan Act of 2021
- ▶ FTA formula grant funds
- ▶ Federal Surface Transportation fund
- ▶ State Transportation Alternative Program (TAP)
- ▶ State Dedicated Fuel Tax Revenue
- ▶ Florida Commission of Transportation Disadvantaged: TD services
- ▶ FDOT service development funds (or an equivalent): new regional express bus service
- ▶ Palm Beach County General Fund
- ▶ Annual local option gas tax revenue
- ▶ Fare revenue
- ▶ Ad valorem revenue
- ▶ Advertising revenue

To ensure that the provision of public transportation is consistent with the current needs of the local community, Palm Tran is required to develop, adopt, and annually update a 10-year Transit Development Plan (TDP). The TDP must undergo a major update every five years with annual progress reports (APR) prepared each of the interim four years. The TDP includes 10-year forecast of transit needs. It is developed based on various data collection, asset and cross-asset level prioritization, and outreach efforts without any consideration for funding constraints to reflect the true needs of the community. The identified service alternatives are then prioritized to help develop the 10-year implementation and financial plan. As noted in the TDP, Palm Tran is actively pursuing additional and sustainable funding sources:

- ▶ Apply for competitive grant funding
- ▶ Pursue additional funding agreements (either public-private and/or public-public partnerships)

Additionally, key stakeholders of Palm Tran, such as riders, business leaders, and operators, believe there needs to be a dedicated funding source to meet the current and future needs of the agency. The County's current one-cent infrastructure tax, approved in 2016, will sunset in 2025 or 2026. In 2021, the Palm Beach TPA began discussions around a new transportation surtax to take effect. The next opportunity for a transportation tax to be placed on the ballot is at the general election in November 2024. Some stakeholders suggested an educational campaign to advocate for transit and its benefits to the public to garner support for the ballot as well as to attract riders (new and returning).

Funding planned for key initiatives include:

- ▶  **Fleet electrification.** The Palm Beach TPA has set aside funding for electric vehicles and charging infrastructure at the North County Facility within the 10-year planning horizon of the TDP. While Palm Tran has completed a fleet transition plan, it is planning to solicit professional services for an electrification master plan to help evaluate all issues, implications, and potential costs of this transition.
- ▶  **Transit signal priority (TSP).** TSP will be evaluated for each Enhanced Transit Corridor. Following Palm Tran stakeholder meetings to finalize the request for proposal (RFP) July – August 2022, Palm Beach County (PBC) Engineering will be leading the procurement and meet with Palm Tran in December 2022 to discuss the timeline and implementation. The RFP includes a pilot period before the vendor is picked to ensure the selected system is compatible with other Palm Beach County systems like Fire Rescue. The project has already been programmed in the TPA's Five-Year Transportation Improvement Program (TIP) (\$3 million TPA Flex) as follows:
 - » US-1 from Palmetto Park Road to Northlake Boulevard (construction funded in FY 2023)
 - » Okeechobee Boulevard from SR-7 to US - 1 and SR - 7 from Forest Hill Boulevard to Okeechobee Boulevard (construction funded in FY 2024)
 - » Lake Worth Road from SR-7 to US - 1 and SR - 7 from Lake Worth Road to Forest Hill Boulevard (identified as an unfunded need)
- ▶  **New facility for North County operations.** Currently the North facility is the main facility for operations with capacity for employee parking and bus yard capacity already reached. There are some existing funds for electrification, but the power grid has reached its capacity too. Minor repairs and upgrades to existing facility are being conducted but there is a real need to explore building a new facility in a different area of the county for future replacement.

All key initiatives and funding sources are reported in **Appendix E. List Of Prioritized Projects**. The projects include other minor SGR initiatives are funded through Palm Tran's operating (and maintenance [O&M]) budget. Maintenance managers submit requests and approvals are part of the agency's budgeting process.

3.1.3 PERFORMANCE MANAGEMENT

Related to Palm Tran's funding stream is its fare collection. As part of its mission to seamlessly connect passengers with other regional transit providers, Palm Tran is partnering with BCT, DTPW, and SFRTA to ensure the interoperability of its recently purchased upgraded fare collection system – Paradise Pass. This latest technology and software will allow for improved fare revenue management as well as ridership monitoring.

Asset performance has been reported in **Chapter 2.1 Capital Asset Inventory & Condition**. Factors under consideration in the development of the new targets include challenges involving the balance between SGR, modernization and expansion efforts, COVID-19 ridership recovery, in addition to changes to funding levels and sources. Another key performance initiative is the Palm Tran Statistics (PT Stat) program. Palm Tran launched its Performance Management Office in 2016 to produce monthly reports on technical and service performance. The reports focus on improving

performance in safety, mobility, vehicle failures, and customer satisfaction. The PT Stat Forum meets monthly and involves cross-functional teams that evaluate progress against the nine key performance indicators (KPIs), in order to develop recommendations to present to the Executive Leadership Team (ELT). The nine KPIs are:

► **Safety**

- » Preventable Collisions per 100k Miles
- » Non-Preventable Collisions per 100k Miles
- » Total Incidents per 10,000 Boardings

► **Mobility**

- » Total System Ridership
- » Riders Per Revenue Hour

► **Customer Satisfaction**

- » On-Time Performance
- » Mean Distance Between Failures
- » All Customer Commendations per 10k Boardings
- » All Customer Concerns per 10k Boardings

Details of PT Stat performance improvements are reported in Palm Tran's Performance Reports. A comparison of the FY 2018 and FY 2022 data are provided in **Table 3-1** and **Table 3-2**. Overall, fixed-route bus SGR measures have improved since the last TAM reporting while customer satisfaction measures have not improved.

TABLE 3-1: FIXED ROUTE SERVICE MEASURES, FY 2018 AND FY 2022 COMPARISON

Measure	FY 2018			FY 2022		
	Target	Goal	Actual	Target	Goal	Actual
Preventable Collisions per 100k Miles	1.3	0.8	0.8	1.2	0.7	0.7
Non-Preventable Collisions per 100k Miles	2.1	2.0	2.3	2.1	2	1.8
Total Incidents per 10k Boardings	1.3	1.0	1.4	1.3	1	0.9
Total System Ridership	875k	1MM	759,481	775k	850k	529,765
Riders per Revenue Hour	19.9	25.0	20.1	18.3	20.1	12.6
On-Time Performance	75%	77%	73%	76%	78%	75%
Mean Distance Between Road Calls	5k	6k	5,257	14k	16k	10,515
Customer Commendations per 10k Boardings	0.5	1.0	0.2	0.5	1	0.2
All Customer Concerns per 10k Boardings	3.0	2.5	2.8	3	2.5	4.2

Target has been met or exceeded

Source: September 2019/FY2019 Year-End Performance Report and September 2022 Performance Report

For paratransit services, non-preventable collisions have reduced while customer commendations have increased.

TABLE 3-2: CONNECTION SERVICE MEASURES, FY 2018 AND FY 2022 COMPARISON

Measure	FY 2018			FY 2022		
	Target	Goal	Actual	Target	Goal	Actual
Preventable Collisions per 100k Miles	1	0.7	1.0	1	0.7	1.4
Non-Preventable Collisions per 100k Miles	2.2	2	2.6	2.2	2	1.7
Riders per Revenue Hour	1.8	2	1.5	1.6	1.8	1.5
On-Time Performance	90%	92%	80%	90%	92%	75%
Mean Distance Between Road Calls	31k	35k	22,865	7,700	9,500	17,505
Customer Commendations per 1,000 Trips	1	1.3	1.5	1.1	1.4	2.4
All Customer Concerns per 1,000 trips	2	1.5	3.5	2	1.5	4.0
Reservations Call Hold Time	3:00	2:00	3:06	3:00	2:00	3:11
Where Is My Rider Hold Time	3:00	2:00	1:56	3:00	2:00	2:07

Target has been met or exceeded

Source: September 2019/FY2019 Year-End Performance Report and September 2022 Performance Report

3.1.4 SAFETY AND SYSTEM SECURITY PLAN

Palm Tran has developed and maintains the System Safety Program Plan (SSPP) and System Security Plan (SSP), which addresses mitigation, preparedness, response, recovery, and organizational structure to address security and emergency events (to include hurricanes). Standard Operating Guidelines (SOGs) also exist, providing all operation instructions including for incident and emergency procedures. In addition, Palm Tran performs incident investigations following the incident to continually improve upon incident response procedures.

3.1.5 TRAINING & COMPETENCY DEVELOPMENT

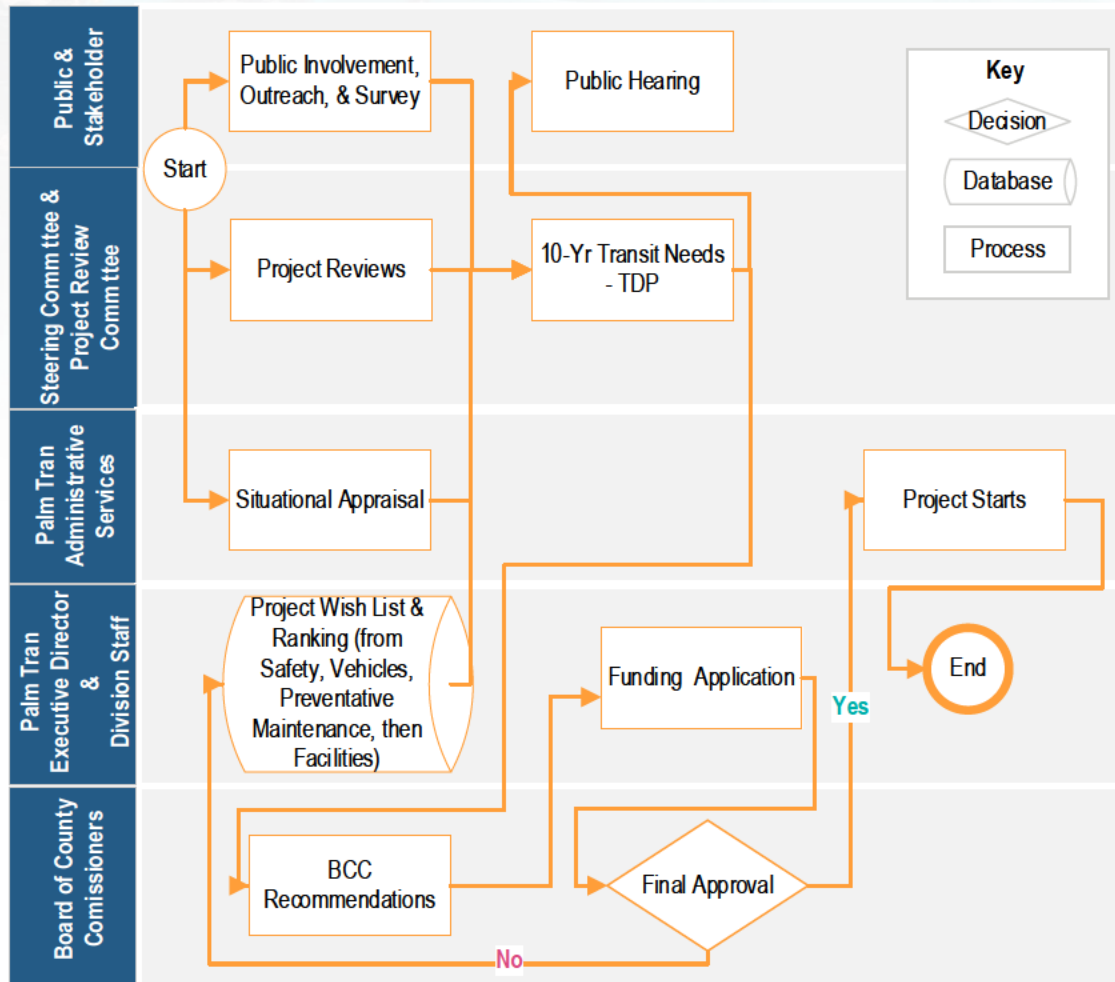
Palm Tran's Organizational Development Department (under Human Resources) is responsible for developing talent within the agency and facilitating professional development. Its priority is establishing comprehensive training programs and core competencies for each job classification in the agency. Longer term priorities include updating existing job descriptions to match current duties and identifying needs.

Specific TAM training needs are to be approved by supervisors and managers before Organizational Development Department's final approval. All other needs are to be approved by Palm Beach County.

3.2 Investment Prioritization Methodology

Palm Tran developed an evaluation framework to assist with investment prioritization and decision making. The evaluation process, structured to cover a wide spectrum of qualitative and quantitative metrics, is shown in Figure 3-1.

FIGURE 3-1: CAPITAL PROJECT PRIORITIZATION



This evaluation process will help determine the service priorities and implementation schedule for any improvements expected to be funded. **Table D–1 in Appendix D. Project Prioritization Criteria** lists the evaluation criteria that were used in the process and their associated measures of effectiveness and scoring system. In addition, each measure and criterion were assigned a weight to recognize its relative importance among the entire group.

3.3 Project-Based Prioritization of Investments

Palm Tran’s list of prioritized projects are categorized into: Service Improvements, Capital/Infrastructure Improvements, Technology Improvements, and Other Plans/Studies. These projects are reported in **Table E–1 through Table E–3 in Appendix E. List Of Prioritized Projects**.

Project highlights include:

- ▶ Improve frequencies on the five highest ridership routes (Routes 1, 2, 3, 43, and 62) to 15-minute headways on weekdays;
- ▶ St. Lucie-Palm Beach Express Service;
- ▶ Maintenance Facility Upgrades: Equipment upgrade/replacement needs identified for the South County Facility, West County Facility, and North County Facility.

- ▶ North County Facility Improvements: electrical upgrades and parking lot restoration.

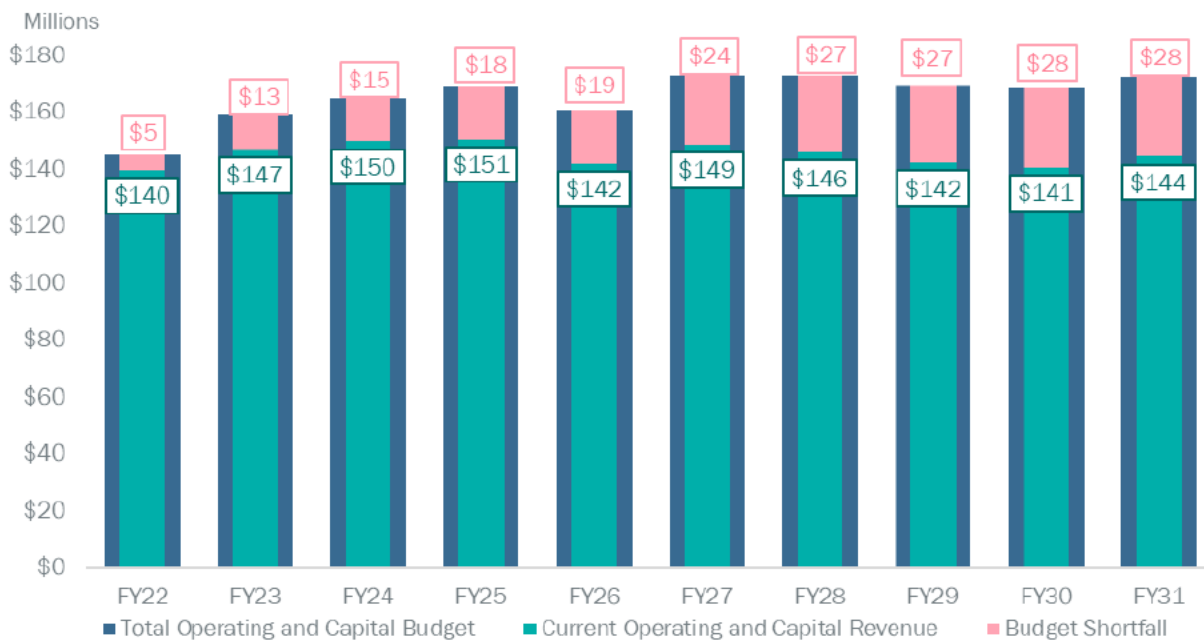
3.4 Work plan & Budget Forecasts

Funding is critical to maintain safe and reliable transit infrastructure and operations. To transition to a long-term and lifecycle approach to managing assets and optimizing whole-life-cost replacements of assets, it is paramount that long-term work plans can be produced within known budget constraints. Palm Tran's current situation of annualized budgets and uncertain future appropriations and grant security does not lend itself to optimized whole-life-cost asset management.

In accordance with 49 CFR § 625.33, the work plans and investment prioritization presented in this chapter are based on funding available to Palm Tran within each fiscal year over the horizon of this TAM Plan.

Palm Tran has historically had enough funding for vehicle replacements required, however, it now faces the challenge of securing local funding sources to meeting the overall funding needs. Palm Tran is exploring new potential sources for funding and revisiting its strategies to extend the assets' useful lives. As shown in the **Figure 3-2**, Palm Tran has \$1.65 billion operations and capital projects need over next 10 years, more than 85 percent of which will be met by various funding sources. However, there will be around \$0.2 billion dollars funding gap and Palm Tran will leverage other funding sources, as noted in **Chapter 3.1.2. Funding & Transit Development Plan**, to bridge the gap.

FIGURE 3-2: OPERATING AND CAPITAL FUNDING



3.5 Asset Lifecycle Management Strategies

Asset lifecycle management strategies involve activities and decisions made throughout the life of assets that optimize the total cost of ownership. Strategies are typically developed by asset class and cover asset life stages from early planning, design, procurement or construction, maintenance through decommissioning and disposal. This TAM Plan outlines lifecycle strategies based on the activity categories presented below:

- ▶ Inspection / Assessment
- ▶ Monitoring / Sensors
- ▶ Preventive / Routine Maintenance
- ▶ Corrective / Unplanned Maintenance
- ▶ Capital Maintenance Replacement

3.5.1 ROLLING STOCK

Palm Tran's Vehicle Maintenance Plan (revised 2021) serves as the guide for the agency's bus vehicle lifecycle strategies. Bus preventive maintenance schedules use a progressive and cumulative inspection program at 6,000-mile intervals, supplemented by daily pre-trip inspections and corrective maintenance as needed. For operation and maintenance of Palm Tran's paratransit fleet, the agency contracts with two vendors and each vendor's rolling stock management strategies are described in their respective vehicle maintenance plans: MV Transportation Inc. Maintenance Department Procedure Manual (2018) and First Transit / Palm Beach County Vehicle Maintenance Plan (2014).

3.5.2 MAJOR EQUIPMENT AND NON-REVENUE VEHICLES

Based on manufacturers' recommendations and Palm Tran's maintenance team experience, non-revenue vehicles and major equipment are inspected and preventive maintenance activities performed on regular schedules or based on mileage. Scheduled preventive maintenance on service vehicles and trucks is performed at 4,000-mile intervals. In-ground and portable hydraulic lifts are inspected and tested annually. Emergency generators and bus wash system inspection and preventive maintenance activities are performed monthly. Parties responsible are Palm Tran for the vehicles, the County for the generators, and specialized vendors for the lifts and bus wash system.

3.5.3 FACILITIES

Facilities are owned by Palm Beach County and managed by Palm Tran. Maintenance repairs are performed through a combination of Palm Beach County departments – Facilities Development & Operation (FD&O) and Electronic Services and Security (ESS) – and specialized vendors. Palm Tran, however, has direct maintenance responsibility over facility equipment, such as lifts and bus wash systems. All lifecycle strategies are described in detail in the Palm Tran Facility and Component Maintenance Management Plan (2016).

Further details of Palm Tran's asset lifecycle management strategies are provided in **Appendix F. Asset Lifecycle Management Strategies**.

3.6 Risk Management

3.6.1 Overview

Although federal regulations do not require formal risk management processes and procedures as part of a transit agency's asset management practices, doing so can enable Palm Tran leadership to make more informed, risk-based decisions regarding capital investment prioritization and asset lifecycle management strategies. As noted in the Executive Summary of the Federal Transit Administration's Transit Asset Management Final Rule (49 CFR § 625 and 630), "Critical to the safety and performance of a public transportation system is the condition of its capital assets...When transit assets are not in a state of good repair, the consequences include increased safety risks [but also] decreased system reliability, higher maintenance costs, and lower system performance." Further, 49 CFR § 625.33 (d) requires that a "provider must give due consideration to those state of good repair projects to improve that pose an identified unacceptable safety risk when developing its investment prioritization."

Safety and security is Palm Tran's top priority as reflected in its capital program prioritization, SGR investment prioritization approach, system security plans, as well as emergency response and preparedness plans, briefs, drills, exercises, and tests. While Palm Beach County manages certain types of risk – primarily those related to insurance needs, worker's compensation and Occupational Safety and Health Administration (OSHA) requirements – a comprehensive risk management plan that enables Palm Tran to systematically identify, assess, and manage enterprise and asset level risks has yet to be established. Enterprise risks are those that have a broader impact on the organization, in addition to asset management functions. Asset-level risks are specific to the performance of individual assets or a set of assets. Developing a comprehensive risk management plan that covers both enterprise and asset-level risks can further support a well-informed capital planning strategy, operations and maintenance, and other transit business processes.

Since Palm Tran already has a preventative maintenance plan within its vehicle maintenance management plan, the agency will develop an agency-wide risk register similar to what has already been developed for tracking bus shelters from Planning. The risk register will be used for tracking and monitoring risks impacting performance and state of good repair (risk name, risk trigger, impacts, mitigations, risk owner). It shall also be used for tracking opportunities that can advance Palm Tran's TAM program, such as those with vehicle procurement (piggy-backing County vehicle replacement) and federal grant funding.

3.6.2 Risk Management Improvement

The framework for integrating risk management into Palm Tran's asset management practices (reported in **Table 3-3**) is aligned to the international standard for asset management International Organization for Standardization (ISO) 55000. The framework can be used to integrate risk identification and control activities in Palm Tran's asset management activities.

TABLE 3-3: ISO-ALIGNED RISK MANAGEMENT FRAMEWORK

FUNCTION	DESCRIPTION
Establishing Context	Defines the basic parameters for risk evaluation and determines the scope for the rest of the risk management process, focusing on a specific area of the business. The risk management categories proposed include (1) enterprise level risks and (2) asset level risks (e.g., revenue buses, paratransit vehicles, major equipment, non-revenue vehicles, facilities, etc.).
Risk Identification	The process of finding, recognizing, and describing risks. Risk identification is a systematic and continual process to maintaining an up-to-date view of risks. A risk typically includes a risk trigger, description, likelihood of occurrence, impact, and risk owner.

FUNCTION	DESCRIPTION
Risk Analysis	The process used to determine the nature and level of risk.
Risk Evaluation	Compares the results of the analysis to determine whether the risk is tolerable or acceptable. In this phase, risk consequence, likelihood, and magnitude ratings would be established for risk identified across the five asset management risk categories.
Risk Mitigation	<p>Involves selecting one or more options for modifying the risk to tolerable levels. Best practice risk management considers one or more of four typical strategies:</p> <ol style="list-style-type: none"> Risk prevention is directed to eliminating sources of risk or substantially reducing its likelihood of occurring. Examples may include engineering and/or design changes, changes to the asset inspection or maintenance frequency, operations and use changes, and quality assurance procedures. Impact mitigation directed to minimizing the consequences of risk. Some risks such as extreme weather cannot be avoided, therefore risk management should be directed at coping or managing the impact. Examples may include contingency planning, regular asset inspections, and design changes to harden physical assets from weather damage. Risk transfer is directed at shifting the responsibility for the risk to another party, who ultimately bears the consequences if the risk arises. Examples include insurance, procurement and contracting, which may require decisions at the time of or prior to asset handover. Risk acceptance occurs when risks cannot be avoided or transferred, or the cost benefit would not be worthwhile to treat, and therefore the risk is accepted and monitored.
Regular Risk Monitoring, Management and Communication	An important part of the risk management process, it ensures that new risks and changes to existing risks are identified and managed.



4. Implementation Strategy: Progress & Continuous Improvement

The TAM Rule requires an implementation strategy.

A TAM Plan must include... a provider's TAM Plan implementation strategy; a description of key TAM activities that a provider intends to engage in over the TAM Plan horizon period; a summary or list of the resources, including personnel, that a provider needs to develop and carry out the TAM Plan; and an outline of how a provider will monitor, update, and evaluate, as needed, its TAM Plan.

As part of the FY 2022-2031 Transit Development Plan (TDP) completed in 2021, Palm Tran updated their 10-year goals and objectives to include the following five goals:

1. Provide a system of coordinated, customer-based services to maximize the efficiency, responsiveness, and reach of the Palm Tran system
2. Deliver safe, reliable, accessible, and environmentally friendly transit services
3. Provide user-friendly and innovative services that connect communities
4. Continue to promote the visibility and public image of Palm Tran and its services
5. Maximize Palm Tran resources

These goals, and their associated objectives, support Palm Tran's mission and vision for the future (Figure 4-1) and guide the TAM priorities and implementation strategy.

FIGURE 4-1: PALM TRAN MISSION AND VISION



4.1 TAM Roles & Responsibilities

The Palm Tran TAM program organization chart is provided in **Figure 1-1** in **Chapter 1.2.2. Scope & Structure of Transit Asset Management Plan**. The **Accountable Executive** is defined by the TAM Final Rule as, “a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency’s public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency’s transit asset management plan in accordance with 49 U.S.C. 5326.” For Palm Tran, this means to provide executive leadership, support, and overall guidance for planning and review of TAM processes. The Accountable Executive also approves requests for TAM personnel resources, systems, and funding levels. The Accountable Executive must approve the SGR performance targets that are set each year and is responsible for ensuring that a TAM Plan is carried out in accordance with FTA TAM requirements.

Under Performance Management, the **TAM Manager** is responsible for the day-to-day management of Palm Tran’s TAM program. The TAM Manager:

- ▶ Identifies TAM program and support staff
- ▶ Oversees TAM improvement implementation and progress, and development policies and procedures
- ▶ Develops guides, standards, and inspection procedures for the collection of condition data into an asset inventory database and reporting of performance and condition data
- ▶ Sets SGR performance targets and the TAM Plan for the approval of the Accountable Executive
- ▶ Share SGR performance targets with Palm Beach TPA
- ▶ Provides periodic TAM Program updates to the Accountable Executive
- ▶ Confirms all MAP-21 requirements are met and in compliance with FTA standards

The TAM manager is also heavily involved with NTD reporting, with related TAM duties including:

- ▶ Overseeing FTA reporting procedures and data requirements
- ▶ Condition assessment document and assessment schedule management
- ▶ Analyze and report condition assessments and action items to corresponding divisions

The TAM Manager is supported by staff members from planning, operations, maintenance, finance, and information technology (IT).

Staff members from **Operations & Maintenance** are responsible for asset lifecycle maintenance. With revenue vehicles (rolling stock) and non-revenue vehicles, staff coordinate needs with service planning, finance, and Palm Beach County for vehicle procurement and disposal. Staff are also responsible for inventory, periodic rehabilitation and repair, as well as identifying and prioritizing needs to advance SGR.

Specifically, maintenance staff maintains an inventory that includes all vehicles and key equipment (valued over \$50,000). Each piece of equipment is identified by type, location, model number, serial number or any other identifier that could be used to locate the equipment and track maintenance of the equipment. Staff are also responsible for assessing vehicle conditions while maintaining licensing and/or certifications where applicable. Maintenance Supervisors perform quality assurance and quality control (QA/QC) for both inventory and condition assessment records before sharing with other members of the TAM program. Maintenance Trainer/ Superintendents, who are the trade qualifiers, along with Maintenance Managers, maintain the preventive maintenance procedures for assets based on manufacturers' recommendations and staffs professional experience. Moreover, Maintenance Trainer/ Superintendents shall coordinate with County Facilities Development & Operations (FD&O) regarding facility assessment records and reporting.

Administration Services and **IT** are responsible for budget development, accounting, financial management and reporting, including reporting to the National Transit Database (NTD), procurement functions, and management of Information Technology (IT) assets. The fare collection services Division manages fare collection assets.

4.2 Key TAM Activities 2018-2022

Palm Tran has made a number of improvements to their facilities, fleet, and operational processes. **Table 4-1** outlines key tasks Palm Tran has implemented since 2018.

TABLE 4-1: KEY TAM ACTIVITIES 2018-2022

IMPLEMENTATION TASK	IMPACT
Increased square footage and administrative capacity of Palm Tran's new headquarters at the South County facility	Meeting current and expected needs
Installed initial infrastructure and conduit for electrification at the South County facility	Support of Palm Tran's fleet electrification goals
Implemented Paradise Pass, a new fare collection system	Improve customer satisfaction, revenue management, and ridership monitoring
Retrofitted paratransit fleet with Q'Straint Quantum System, a contactless wheelchair securement system	Improve customer satisfaction and safety
Purchased SunPass transponders for paratransit fleet, allowing vehicles to travel on the Florida Turnpike	Improve service and fuel efficiency
Expanded Palm Tran Connection's paratransit fleet	Enhanced capacity for paratransit demand
Installed driver barrier doors on the entire fleet	Improve driver safety

IMPLEMENTATION TASK	IMPACT
Implemented Go Glades pilot program and transitioned the flex service to an on-demand, dial-a-ride service	Improve customer satisfaction
Improved PT-Stat program for performance management	Improve understanding of asset performance and decision-making


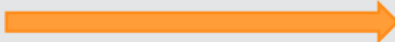

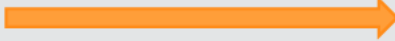

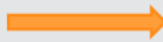

4.3 Future TAM Activities 2022-2026

As part of the 2018 TAM Plan, Palm Tran completed an Asset Management Baseline Assessment, which resulted in the identification of key TAM improvement actions. Through the development of this TAM Plan update, Palm Tran assessed actions that still need to be implemented as well as additional actions that are needed to maintain TAM compliance and support Palm Tran's mission and goals.

A key upcoming initiative that Palm Tran is exploring is a new facility for North County operations. The North County Facility is currently the main facility for business operations, but the capacity is insufficient for both employee parking and the bus yard. In order for Palm Tran to expand service, the capacity of this facility will first need to be expanded. Additionally, while Palm Tran has funds available for electrification, the grid of the existing facility is maxed out. Therefore, upgrading the North County facility will be critical to advancing other goals. The options for the facility expansion may include upgrading the existing facility or building a new facility in another area of the county. Palm Tran will look to fund this effort through a competitive federal grant. A related activity concerns paratransit fleet facility capacity on whether a new facility that is separated from fixed-route is needed.

Under each of the TAM implementation areas, key business needs and actions are listed. **Table 4-2** documents the actions for each TAM implementation area and indicates the proposed timeline for each action. Actions that are critical to FTA TAM compliance or Palm Tran operations are noted as actions to be implemented now (Year 0-1), and opportunities for further enhancements are noted as actions to be implemented in the future (Year 2-3 and beyond).

TABLE 4-2: TAM IMPLEMENTATION SCHEDULE




TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	TIMELINE	YEAR 0	YEAR 1	YEAR 2	YEAR 3 & BEYOND
I. Asset Management Planning	A. Asset Management Roles and Responsibilities	1. Establish TAM roles and responsibilities; identify support staff. <i>Assume one-week effort spread over two months.</i>	2 months				
		2. Cross functional asset management coordination and planning. <i>Assume monthly meeting that mirror PT-Stat forum (two-hour meeting for about 5-15 staff).</i>	Ongoing				
II. Capital Planning & Management	A. Capital Asset Inventory	1. Documenting process for reconciling vehicle asset records between Palm Tran and County systems. Actual reconciliation should be tracked during monthly TAM meeting. <i>Less than one-week effort.</i>	Ongoing				
		2. Expand the North County Facility operating capacity by either upgrading the existing facility or building a new facility. Upgrades should include, but are not limited to, expanded capacity of the bus yard and employee parking and electrification of infrastructure. <i>No additional resource needs expected</i>	Ongoing				
III. Performance Reporting	A. Asset Lifecycle Management Strategies	1. Investigate a capital maintenance program that would address mid-life overhauls or replacements to extend useful life. <i>To be considered in the long run; assume a four-week study.</i>	12 months				
		2. Revise the facility condition calculation methodology to weigh facility components appropriately. Start with locating previous assessment and review discrepancies. Develop a strategy to improve upon existing methods. <i>Assume four-week effort; to be implemented within two years. Follow up with County to discuss potential changes will likely take a few meetings over a few months</i>	24 months				
		3. Evaluate the lifecycle management strategies for major assets (bus wash, fare collection) and forecast future needs to inform capital planning for these asset types. Data for useful and conditions should be easily accessible from the County system. <i>Assume meetings with Fixed Assets Management Office with County; training; creation of procedures; one-week effort for two staff members; spread over two months</i>	2 months				











TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	TIMELINE	YEAR 0	YEAR 1	YEAR 2	YEAR 3 & BEYOND
		4. Refine vehicle condition assessment methodology for calculating final score; and who is responsible so that the right person is getting the assessment completed on a regular basis. Revision process should be similar to facilities. <i>Assume two-week effort.</i>	4 months	→			
		5. Track assets' condition and implement a system of automatic creation of work orders upon threshold exceedances. <i>Ties to enterprise asset management system implementation (IV.B.1); no additional resource needs expected.</i>	Ongoing	→	→	→	→
		6. Develop a methodology for how condition data are used for predictive analysis. <i>To be considered in the long run; assume a four-week study.</i>	12 months		→		
		7. Establish standard documentation of roles, responsibilities, and procedures for asset failures resulting in road calls. Ties to establishing TAM roles and responsibilities (I.A.1); <i>Ties to establishing TAM roles and responsibilities (I.A.1); no additional resource needs expected.</i>	12 months		→		
	B. Risk Management	1. Develop risk register for tracking and monitoring program level risks impacting performance and state of good repair (risk name, risk trigger, impacts, mitigations, risk owner)- similar to what has already been developed for tracking bus shelters from Planning; for vehicles, there is a maintenance management plan and within that, there is a preventative maintenance plan. <i>Assume one-week effort.</i>	12 months	→			
		2. Develop a risk management process that addresses enterprise-level and asset-level risks. <i>To be considered in the long run; assume a two-week coordination and development of procedures spread over a quarter.</i>	3 months		→		
IV. Data-Driven Decision Support Strategies	A. Data-Driven Decision Support Strategies	1. Continue to utilize asset performance data to conduct trend analysis and enable reliability improvement initiatives. PM optimization initiatives, and defect elimination. <i>Assume no additional hours needed.</i>	Ongoing	→	→	→	→
		2. Develop Asset Information Standards to set out the data governance framework for asset management. <i>To be considered in the long run and finish with IV.B.1; assume a two-week coordination and development of procedures spread over a quarter.</i>	3 months		→		










TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	TIMELINE	YEAR 0	YEAR 1	YEAR 2	YEAR 3 & BEYOND
		3. On reporting incidents, currently reporting through TrackIt (web-based program for incident reporting, stored on the server) and People Works (County). <i>Assume no additional hours needed.</i>	Ongoing				
	B. Technologies Upgrade	1. Integrate enterprise asset management system within Palm Tran systems - County procurement; and once the system is in place, there may be additional staff needs for integration. <i>A vendor noted implementation for a year for at least one FTE on top of one year of procurement.</i>	24 months				
V. Resource Management	A. Training and Development	1. Ongoing condition assessment training/refresher for assessors and asset owners to meet FTA asset management guidelines, especially on roles and responsibilities. <i>Assume one day once a year for 5-15 staff members.</i>	Ongoing				
VI. Asset Management Program Review	A. Evaluation and Improvement Plan	1. Monitor SGR investment prioritizations and implementation plan - by Sr Manager of Performance Management. <i>Assume one day per quarter.</i>	Ongoing				
		2. Update Risk Register. <i>Assume one day per quarter</i>	Ongoing				






The level of effort for each implementation action is estimated in terms of labor hours as reported in Table 4-3. The responsible party (see legend) accountable for each implementation action is also reported.

TABLE 4-3: TAM IMPLEMENTATION RESOURCE NEEDS



TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	ANNUAL LABOR HOURS	FTE/ RESOURCES NEEDED	AM PROGRAM	OTHER SUPPORT
I. Asset Management Planning	A. Asset Management Roles and Responsibilities	1. Establish TAM roles and responsibilities; identify support staff. <i>Assume one-week effort spread over two months.</i>	10	0.00		
		2. Cross functional asset management coordination and planning. <i>Assume monthly meeting that mirror PT-Stat forum (two-hour meeting for about 5-15 staff).</i>	240	0.12		

TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	ANNUAL LABOR HOURS	FTE/ RESOURCES NEEDED	AM PROGRAM	OTHER SUPPORT
II. Capital Planning & Management	A. Capital Asset Inventory	1. Documenting the process for reconciling vehicle asset records between Palm Tran and County systems. Actual reconciliation should be tracked during monthly TAM meeting. <i>Less than one-week effort.</i>	5	0.00		
		2. Expand the North County Facility operating capacity by either upgrading the existing facility or building a new facility. Upgrades should include, but are not limited to, expanded capacity of the bus yard and employee parking and electrification of infrastructure. <i>No additional resource needs expected</i>	0	0.00		
III. Performance Reporting	A. Asset Lifecycle Management Strategies	1. Investigate a capital maintenance program that would address mid-life overhauls or replacements to extend useful life. <i>To be considered in the long run; assume a four-week study.</i>	40	0.02		
		2. Revise the facility condition calculation methodology to weigh facility components appropriately. Start with locating previous assessment and review discrepancies. Develop a strategy to improve upon existing methods. <i>Assume four-week effort; to be implemented within two years. Follow up with County to discuss potential changes will likely take a few meetings over a few months</i>	40	0.02		
		3. Evaluate the lifecycle management strategies for major assets (bus wash, fare collection) and forecast future needs to inform capital planning for these asset types. Data for useful and conditions should be easily accessible from the County system. <i>Assume meetings with Fixed Assets Management Office with County; training; creation of procedures; one week effort for two staff members; spread over two months</i>	20	0.01		
		4. Refine vehicle condition assessment methodology for calculating final score; and who is responsible so that the right person is getting the assessment completed on a regular basis. Revision process should be similar to facilities. <i>Assume two-week effort.</i>	20	0.01		

TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	ANNUAL LABOR HOURS	FTE/ RESOURCES NEEDED	AM PROGRAM	OTHER SUPPORT
		5. Track assets' condition and implement a system of automatic creation of work orders upon threshold exceedances. Ties to enterprise asset management system implementation (IV.B.1); <i>no additional resource needs expected.</i>	0	0.00		
		6. Develop a methodology for how condition data are used for predictive analysis. <i>To be considered in the long run; assume a four-week study.</i>	40	0.02		
		7. Establish standard documentation of roles, responsibilities, and procedures for asset failures resulting in road calls. Ties to establishing TAM roles and responsibilities (I.A.1); <i>no additional resource needs expected.</i>	0	0.00		
	B. Risk Management	1. Develop risk register for tracking and monitoring program level risks impacting performance and state of good repair (risk name, risk trigger, impacts, mitigations, risk owner)-similar to what has already been developed for tracking bus shelters from Planning; for vehicles, there is a maintenance management plan and within that, there is a preventative maintenance plan. <i>Assume one-week effort.</i>	10	0.00		
		2. Develop a risk management process that addresses enterprise-level and asset-level risks. To be considered in the long run; <i>assume a two-week coordination and development of procedures spread over a quarter.</i>	20	0.01		
IV. Data-Driven Decision Support Strategies	A. Data-Driven Decision Support Strategies	1. Continue to utilize asset performance data to conduct trend analysis and enable reliability improvement initiatives. PM optimization initiatives, and defect elimination. <i>Assume no additional hours needed.</i>	0	0.00		
		2. Develop Asset Information Standards to set out the data governance framework for asset management. To be considered in the long run and finish with IV.B.1; <i>assume a two-week coordination and development of procedures spread over a quarter.</i>	20	0.01		
		3. On reporting incidents, currently reporting through TrackIt (web-based program for incident reporting, stored on the	0	0.00		

TAM IMPLEMENTATION AREAS	KEY BUSINESS NEEDS	IMPLEMENTATION ACTIONS	ANNUAL LABOR HOURS	FTE/ RESOURCES NEEDED	AM PROGRAM	OTHER SUPPORT
		server) and People Works (County). <i>Assume no additional hours needed.</i>				
	B. Technologies Upgrade	1. Integrate enterprise asset management system within Palm Tran systems - County procurement; and once the system is in place, there may be additional staff needs for integration. <i>A vendor noted implementation for a year for at least one FTE on top of one year of procurement.</i>	1,040	0.50		
V. Resource Management	A. Training and Development	1. Ongoing condition assessment training/refresher for assessors and asset owners to meet FTA asset management guidelines, especially on roles and responsibilities. <i>Assume one day once a year for 5-15 staff members.</i>	80	0.04		
VI. Asset Management Program Review	A. Evaluation and Improvement Plan	1. Monitor SGR investment prioritizations and implementation plan - by Sr Manager of Performance Management. <i>Assume one day per quarter.</i>	32	0.02		
		2. Update Risk Register. <i>Assume one day per quarter</i>	32	0.02		
		Total Annual Hours	1,649			

Legend

-  Asset Management Program
-  Other Support

4.4 RESOURCES

To implement the key activities, Palm Tran may need to enlist additional resources beyond those already designated for TAM duties. Resources may include additional personnel and funding needs. Palm Tran may hire additional employees or identify current employees who are able to take on these additional duties. **Table 4-4** details the Full-Time Employees (FTE) needed to implement all key activities by implementation area. The TAM implementation plan is a set of business needs, actions, schedules, accountabilities, dependencies, and roles and responsibilities that can be implemented given adequate resources without changing priorities. It represents aspirational initiatives rather than funded commitments.

TABLE 4-4: FTE ALLOCATION BY IMPLEMENTATION AREA

TAM IMPLEMENTATION AREAS	FTE NEEDS		TOTAL FTE NEEDS	FTE EQUIVALENT COST
	Short Term (<2 Years)	Long Term (> 2 Years)		
I. Asset Management Planning	0.12	0.00	0.03	\$20,815
II. Capital Planning & Management	0.00	0.00	0.00	\$416
III. Performance Reporting	0.07	0.02	0.09	\$15,820
IV. Data-Driven Decision Support Strategies	0.51	0.00	0.51	\$88,258
V. Resource Management	0.02	0.02	0.01	\$6,661
VI. Asset Management Program Review	0.02	0.02	0.01	\$5,329
Total	0.73	0.06	0.79	\$137,299

Note. As documented in the Final Rule for wage calculations, a wage of \$69.64 (fully loaded for Operations Specialties Manager for Urban Transit Systems (NAICS 485100)) for in-house staff from the Bureau of Labor Statistics is used. Rates are updated from 2016 to 2022 dollars using price deflator from the Bureau of Economic Analysis. One FTE is 2,080 hours per year.

4.5 Monitoring & Evaluation Plan

Palm Tran is committed to periodically review and revise the TAM Plan to ensure that it continues to align with regional strategic goals, complies with FTA requirements and, most importantly, improves the safety and reliability of its assets. Specifically, the agency will:

- ▶ Update TAM Plan at least once every four (4) years;
- ▶ Document and respond to comments made by FTA;
- ▶ Revise TAM program roles and responsibilities as necessary;
- ▶ Conduct annual TAM meetings led by managers and/or the executive director to review progress towards goals and performance measures;
- ▶ Conduct monthly meetings in an effort to coordinate cross functional asset management and planning;
- ▶ Set performance target for the following fiscal year together with NTD reporting preparations;
- ▶ When possible, coordinate performance target reporting and annual review with regional partners;
- ▶ Engage stakeholders on a periodic basis and address comments from stakeholders;
- ▶ Update internal asset database as well as TAM Plan to reflect key inventory changes;
- ▶ Address findings of internal and external audits (if any); and
- ▶ Perform periodic reviews of all vendor and contractor contracts to address issues if necessary and incorporate any updates that are reflected in the TAM Plan.

Appendices

Appendix A.	Acronyms
Appendix B.	Glossary
Appendix C.	Inventory & Condition Assessment Criteria
Appendix D.	Project Prioritization Criteria
Appendix E.	List Of Prioritized Projects
Appendix F.	Asset Lifecycle Strategies
Appendix G.	TAM Plan Revision Log

Appendix A. Acronyms

AVL	Automatic Vehicle Location
APR	Annual Progress Report
BCC	Board of County Commissioners
BCT	Broward County Transit
CFR	Code of Federal Regulations
DTPW	(Miami-Dade) Department of Transportation and Public Works
DVI	Daily Vehicle Inspection
ELT	Executive Leadership Team
ESS	Electronic Services and Security
FAMO	Fixed Asset Management Office
FDOT	Florida Department of Transportation
FD&O	(Palm Beach County) Facilities Development & Operations
FTA	Federal Transit Administration
FY	Fiscal Year
ISO 55000	The International Organization for Standardization asset management standard
IT	Information Technology
KPI	Key Performance Indicator
MAP-21	Moving Ahead for Progress in the 21 st Century
NTD	National Transit Database
O&M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
PBC	Palm Beach County

PM	Preventive Maintenance
PMO	Performance Management Office
PT STAT	Palm Tran Statistics
QA/QC	Quality Assurance and Quality Control
RFP	Request for Proposal
SFRTA	South Florida Regional Transportation Authority
SGR	State of Good Repair
SOG	Standard Operating Guidelines
SSP	System Security Plan
SSPP	System Safety Program Plan
SUV	Sports Utility Vehicle
TAM	Transit Asset Management
TAMP	Transit Asset Management Plan
TD	Transportation Disadvantaged
TDP	Transit Development Plan
TERM	Transit Economic Requirements Model
TIP	Transportation Improvement Program
TPA	(Palm Beach) Transportation Planning Agency
TSP	Transit Signal Priority
USC	United States Code
ULB	Useful Life Benchmark
USDOT	United States Department of Transportation

Appendix B. Glossary

Accountable Executive

A single, identifiable person who has ultimate responsibility for carrying out the safety management systems of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset

A tangible item of value that is owned or leased by Palm Tran for the purposes of providing transit services. This includes fleet, facilities and infrastructure assets that are repairable, replaceable and subject to a preventive maintenance schedule or inspection or calibration or need to be tracked from a capital depreciation point of view. This does not include consumables (e.g., a filter), but does include software installed to operate an asset (the action of modifying a software version being the repair).

In this report the above definition of an asset includes both items that are capital eligible and operating expensed.

Capital Asset

A "unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation."

Equipment

An article of nonexpendable, tangible property having a useful life of at least one year.

Facility

A building or structure that is used in providing public transportation.

Investment Prioritization

A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM Plan horizon period.

Lifecycle

The time interval that begins with the acquisition of a Transit Asset or Land Asset, and ends with the disposal of the asset. Lifecycle phases may include planning, design, procurement, construction, operations, maintenance, rehabilitation, and asset replacement/disposal.

Performance Measure

An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target

A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Rolling Stock

A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle

A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR)

The condition in which a capital asset is able to [safely] operate at a full level of performance. It is further defined by an asset's Useful Life Benchmark (for rolling stock and equipment) or physical condition (for facilities). Assets are considered in a State of Good Repair when they do not meet or exceed their ULB or physical condition threshold. Vehicle and equipment assets, for example, are considered in a State of Good Repair, when rated as a 2.5 or above on FTA's TERM Lite scale, where 2.5 is equivalent to the ULB set for an asset class. Additionally, facilities, are considered in a State of Good Repair when rated as a 3 or above on FTA's TERM scale. *Also, see definition for Useful Life Benchmark.*

TERM Scale

The five-category rating system used in the FTA's Transit Economic Requirement Model (TERM) to describe the condition of an asset, where 5 is excellent condition and 1 is poor condition.

Tier I Transit Provider

An entity that receives federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient, that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Transit Asset Management (TAM)

The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their lifecycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management Plan (TAMP)

This document, which describes: the capital asset inventory; condition of inventoried assets; TAM performance measures, targets, and prioritization of investments aligned with the agency's TAM and SGR policy, strategic goals and objectives; as well as the strategies, activities, and resources required for delivering this plan (including decision support tools and processes); and other agency-wide approaches to continually improve TAM practices. While this TAM Plan exists as a standalone document, Asset Class Plans may be considered an extension of the TAM Plan by reference.

Transit Asset Management (TAM) Policy: a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System

A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Useful Life

Either the expected lifecycle of a capital asset or the acceptable period of use in service determined by FTA. It generally defines the minimum eligibility for retirement, replacement, or disposal of an asset.

Useful Life Benchmark (ULB)

The expected lifecycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA. The ULB is the realistic expectation for when an asset would be disposed or replaced based on operating environment and procurement timelines. It is not the same as "Useful Life" in FTA grant programs, is reported by age (in years), and usually only pertains to rolling stock or equipment. It is a single number shared for or within specified asset classes, although may vary across different asset classes and providers.

Appendix C. Inventory & Condition Assessment Criteria

Revenue Vehicle Replacement Evaluation Criteria

TABLE C-1: TIER 1 EVALUATION CRITERIA FOR REVENUE VEHICLES

REVENUE VEHICLE EVALUATION CRITERIA		SCORING OPTIONS	SCORING DESCRIPTIONS
Safety	Does operating the vehicles pose a safety risk to the traveling public or others that cannot be easily mitigated through routine maintenance /service to the vehicle?	0 – No Safety Risk 1 – Low Safety Risk 3 – Medium Safety Risk 5 – High Safety Risk	0 No safety risk now or anticipated
			1 Any deficiencies can be addressed through corrective maintenance as they arise
			3 Not currently a safety risk, but could impact safety if not replaced in next 3-10 years
			5 Likely to pose safety risk if not replaced within 3 years
Impact to Service and Operations	Is the vehicle reliably providing service to the public?	0 – Always 1 – Mostly 2 – Sometimes 3 – Rarely 5 – No	0 No impact on delivering service
			1 Infrequent road calls, but complete most scheduled runs
			2 N/A
			3 Periodic breakdowns/road calls cause occasional missed runs; anticipate inability to meet scheduled service if not replaced in next 4-10 years
			4 N/A
Level of Maintenance Required	How frequently do vehicle components fail or cause vehicle breakdowns/road calls? What is the Mean Distance Between Failure? Does the vehicle require any major parts/components or major overhaul activities?	0 – No 1 – Rarely 2 – Sometimes 3 – Mostly 5 – Always	5 Frequently in shop/or subject to breakdown; prevents ability to provide scheduled service if not replaced in next three years
			0 Vehicles can be maintained in SOGR through routine inspection and preventive maintenance activities
			1 Occasional breakdowns require road calls even with routine inspection and preventive maintenance activities
			2 N/A
			3 MDBF increasing over time; maintenance costs growing beyond sustainable level; should be replaced within next 4-10 years
			4 N/A

REVENUE VEHICLE EVALUATION CRITERIA		SCORING OPTIONS	SCORING DESCRIPTIONS
Age	Is the vehicle beyond its useful life or mileage benchmark? If yes, how many years is it beyond its useful life benchmark/miles beyond its mileage benchmark?		5 Lifecycle cost of maintaining these vehicles exceeds replacement cost; vehicles should be replaced within next 3 years.
		0 – 2+ years from ULB	0 At least two years or more from reaching estimated useful life or mileage benchmark
		1 – 1.0 to 2.0 years from ULB	1 1.0 to 2.0 years from estimated useful life
		2 – 0.0 to 0.9 years past ULB	2 0.0 to 0.9 years past estimated useful life; at 500,000 mileage benchmark
		3 – 1.0 to 1.9 years past ULB	3 1.0–1.9 years past ULB; 0 to 50,000 miles beyond mileage benchmark
		4 – 2.0 to 2.9 years past ULB	4 2.0 to 2.9 years past ULB; 50,000 miles to 100,000 miles beyond mileage benchmark
		5 – 3+ years past ULB	5 3+ years beyond ULB; 100,000+ miles beyond mileage benchmark; must be replaced
			1 New
			2 Minor deterioration
			3 Slightly worn as expected by age
Condition*	What condition are the vehicles in?	1 – Excellent	4 Deteriorated; not ideal image of Palm Tran quality
		2 – Good	5 Deteriorated beyond reasonable repair efforts
		3 – Adequate	
		4 – Marginal	
		5 – Poor	

*Please Note: For condition criteria scores, potential scoring responses are in reverse order of the corresponding TERM scale to align with the prioritization ranking approach.

Major Equipment & Non-Revenue Vehicle Replacement Evaluation Criteria

TABLE C-2: TIER 1 EVALUATION CRITERIA FOR MAJOR EQUIPMENT (≥\$50K) AND NON-REVENUE VEHICLES

MAJOR EQUIPMENT / NON-REVENUE VEHICLE EVALUATION CRITERIA		SCORING OPTIONS	SCORING DESCRIPTION
Safety Risk to Staff	Does the condition of this equipment or non-revenue vehicle pose a safety risk to staff who use the equipment?	0	No safety risk
		1	Low safety risk if routine maintenance continues
		3	Medium safety risk; monitor condition closely; assume need to replace in next 3-5 years
		4	Anticipate growing safety risk over time; replace within 1-2 years
		5	High safety risk; remove from service and replace as soon as possible
Safety Risk to Customers	Does the condition of this equipment affect the ability to maintain the safe operation of customer-facing assets (e.g., vehicles)?	0	No safety risk
		1	Low safety risk if routine maintenance continues
		3	Medium safety risk; monitor condition closely; assume need to replace within 3-5 years
		4	Anticipate growing safety risk over time; replace within 1-2 years
		5	High safety risk; remove from service and replace as soon as possible
Impact to Service and Operations	Does the condition of this equipment or non-revenue vehicle impact the ability to provide revenue service and meet existing levels of service?	0	No impact on delivering service
		1	Infrequent breakdowns or inoperability, but rarely impacts service
		2	Sometimes
		3	Periodic breakdowns or inoperability results in occasionally missed runs; anticipate potential inability to support scheduled service if not replaced in next 3-5 years
		5	Frequent failures/inoperability prevents ability to support scheduled service if not replaced in next 1-2 years
Level of Maintenance Required	What is the level of maintenance and inspection required to keep the equipment/non-revenue vehicle in working condition?	0	None. Can be maintained in SOGR through routine inspection and preventive maintenance activities
		1	Low. Occasional breakdowns even with routine inspection and preventive maintenance activities
		3	Medium. Maintenance costs growing beyond sustainable level; should be replaced within next 3-10 years
		5	High. Lifecycle cost of maintenance exceeds replacement cost; should be replaced within 1-3 years.
Age	Is the equipment or non-revenue vehicle beyond its useful life or mileage	0	0.0 to 0.9 years beyond ULB
		1	1.0 to 1.9 years beyond ULB
		2	2.0 to 2.9 years beyond ULB

MAJOR EQUIPMENT / NON-REVENUE VEHICLE EVALUATION CRITERIA		SCORING OPTIONS	SCORING DESCRIPTION
benchmark? If yes, how many years is it beyond?	3	3.0 to 3.9 years beyond ULB	
	4	4.0 to 4.9 years beyond ULB	
	5	5.0+ years beyond ULB	
Condition* What is the equipment's/non- revenue vehicle's condition? The condition may be based on a visual inspection, review of maintenance records, and other tests that may have been performed on it.	1	Excellent	
	2	Good	
	3	Adequate	
	4	Marginal	
	5	Poor	

**Please Note: For condition criteria scores, potential scoring responses are in reverse order of the corresponding TERM scale to align with the prioritization ranking approach.*

Facilities Evaluation Component Replacement Criteria

TABLE C-3: TIER 1 EVALUATION CRITERIA FOR FACILITIES AND FACILITY COMPONENTS

FACILITIES EVALUATION CRITERIA		SCORING OPTIONS		SCORING DESCRIPTION
Safety Risk to Customers (Passenger and Parking Facilities)	Does the condition of this facility/component pose a safety risk to customers who interface with this facility? Does the condition of this facility/component affect the ability to maintain the safe operation of customer-facing assets (e.g., vehicles)?	0		No safety risk
		1		Low safety risk if routine maintenance continues
		3		Medium safety risk; monitor condition closely; assume need to replace in next 3-5 years
		4		Anticipate growing safety risk over time; replace within 1-2 years
		5		High safety risk; remove from service and replace as soon as possible
Safety Risk to Staff (Administrative and Maintenance Facilities)	Does the condition of this facility/component pose a safety risk to staff who use this facility?	0		No safety risk
		1		Low safety risk if routine maintenance continues
		3		Medium safety risk; monitor condition closely; assume need to replace within 3-5 years
		4		Anticipate growing safety risk over time; replace within 1-2 years
		5		High safety risk; remove from service and replace as soon as possible
Impact to Service and Operations	Does the facility/component impact revenue service? This factor prioritizes activities on passenger facilities versus administrative facilities.	0		No impact on delivering service
		1		Infrequent breakdowns or inoperability, but rarely impacts service
		2		Sometimes
		3		Periodic breakdowns or inoperability results in occasionally missed runs; anticipate potential inability to support scheduled service if not replaced in next 3-5 years
		5		Frequent failures/inoperability prevents ability to support scheduled service if not replaced in next 1-2 years
Level of Maintenance Required	What is the level of maintenance and inspection required to keep the facility/component in working condition??	0		None. Can be maintained in SOGR through routine inspection and preventive maintenance activities
		1		Low. Occasional breakdowns even with routine inspection and preventive maintenance activities
		3		Medium. Maintenance costs growing beyond sustainable level; should be replaced within next 3-10 years
		5		High. Lifecycle cost of maintenance exceeds replacement cost; should be replaced within 1-3 years.
Age		0		0.0 to 0.9 years beyond ULB

FACILITIES EVALUATION CRITERIA		SCORING OPTIONS	SCORING DESCRIPTION
Is the equipment or non-revenue vehicle beyond its useful life or mileage benchmark? If yes, how many years is it beyond?	1	1.0 to 1.9 years beyond ULB	
	2	2.0 to 2.9 years beyond ULB	
	3	3.0 to 3.9 years beyond ULB	
	4	4.0 to 4.9 years beyond ULB	
	5	5.0+ years beyond ULB	
Condition* What is the equipment's/non-revenue vehicle's condition? The condition may be based on a visual inspection, review of maintenance records, and other tests that may have been performed on it.	1	Excellent	
	2	Good	
	3	Adequate	
	4	Marginal	
	5	Poor	

**Please Note: For condition criteria scores, potential scoring responses are in reverse order of the corresponding TERM scale to align with the prioritization ranking approach.*

Appendix D. Project Prioritization Criteria

TABLE D-1: TDP 10-YEAR SERVICE NEEDS EVALUATION FACTORS AND WEIGHTS

CRITERIA	MEASURE	RANGE (SD = STANDARD DEVIATION) AND CORRESPONDING SCORE	MEASURE DESCRIPTION	MEASURE WEIGHT
Public Support	Transit Needs Survey	Less than (Average - 1 SD): 1	Level of interest in specific alternatives from quantitative, measurable public outreach activities	10%
		Between (Average - 1 SD) to Average: 3		
		More than Average to (Average + 1 SD): 5		
		More than (Average + 1 SD): 7		
	Opinion Poll Survey	Less than (Average - 1 SD): 1		10%
		Between (Average - 1 SD) to Average: 3		
		More than Average to (Average + 1 SD): 5		
		More than (Average + 1 SD): 7		
	Other Public Input	None: 1	Level of interest in specific alternatives from general observations and qualitative feedback obtained from public outreach activities	20%
		Moderate: 3		
		High: 5		
		Very High: 7		
Ridership Potential	Ridership Productivity	Less than (Average - 1 SD): 1	TBEST outputs for the 2031 trips per hour	20%
		Between (Average - 1 SD) to Average: 3		
		More than Average to (Average + 1 SD): 5		
		More than (Average + 1 SD): 7		
Connectivity	First/Last Connectivity Mile	No: 1	Improved connections to/from the fixed route network and other public transit services	10%
		Yes: 3		
	Regional/Local Connections	No: 1	Improved connections to nearby local and regional activity centers	10%
		Yes: 3		
Financial Feasibility	Cost Efficiency	Less than (Average - 1 SD): 1	Operating cost per trip	15%
		Between (Average - 1 SD) to Average: 3		
		More than Average to (Average + 1 SD): 5		

CRITERIA	MEASURE	RANGE (SD = STANDARD DEVIATION) AND CORRESPONDING SCORE	MEASURE DESCRIPTION	MEASURE WEIGHT
		More than (Average + 1 SD): 7		
		None: 7		
		Very Low: 5		
	Capital Costs	Low: 3	Cost of associated capital	5%
		Moderate: 1		
		Very High: 0		

Appendix E. List Of Prioritized Projects

TABLE E-1: TDP 10-YEAR PLAN SUMMARY (SERVICE IMPROVEMENTS)

Description	Implementation Year(s)	Annual Operating \$ (2022\$)	Operating Funding Source(s)	Total Capital \$ (2022\$)	Capital Funding Source(s)
Route 40 Frequency Improvements	2023-2031	\$515,351	Unfunded/TIRRF/Other Local Funding	\$1,711,559	Federal Grants
Sunday Service Improvements	2023-2031	\$1,501,291	Unfunded/TIRRF/Other Local Funding	\$-	Federal Grants
561 Plan/Core Network – Route 1	2023-2031	\$1,756,619	Unfunded/TIRRF/Other Local Funding	\$3,423,118	Federal Grants
561 Plan/Core Network – Route 43	2023-2031	\$1,863,234	Unfunded/TIRRF/Other Local Funding	\$1,141,039	Federal Grants
561 Plan/Core Network – Route 3	2024-2031	\$3,113,338	Unfunded/TIRRF/Other Local Funding	\$4,564,157	Federal Grants
561 Plan/Core Network – Route 2	2025-2031	\$2,832,257	Unfunded/TIRRF/Other Local Funding	\$5,134,677	Federal Grants
561 Plan/Core Network – Route 62	2026-2031	\$1,831,648	Unfunded/TIRRF/Other Local Funding	\$1,141,039	Federal Grants
561 Plan/Core Network – Route 46	2027-2031	\$1,008,571	Unfunded/TIRRF/Other Local Funding	\$1,711,559	Federal Grants
561 Plan/Core Network – Route 73	2027-2031	\$2,363,361	Unfunded/TIRRF/Other Local Funding	\$3,423,118	Federal Grants
561 Plan/Core Network – Route 81	2028-2031	\$2,149,766	Unfunded/TIRRF/Other Local Funding	\$2,852,598	Federal Grants
561 Plan/Core Network – Route 91	2028-2031	\$304,249	Unfunded/TIRRF/Other Local Funding	\$-	Federal Grants
Spare Buses for Service Improvements	Various	\$-	-	5705197	Federal Grants
Port St. Lucie “Jobs” Express – Phase 1	2022-2025	\$183,784	Service Development	\$1,711,559	Federal Grants
Port St. Lucie “Jobs” Express – Phase 2	2025-2026	\$367,567	Service Development	\$-	Federal Grants
I-95/WPB to Boca Raton Express	2026-2031	\$559,122	Service Development	\$-	Federal Grants
TNC Partnership Pilot Program	2022-2031	\$165,000	Unfunded/TIRRF/Other Local Funding	\$-	
Mobility On-Demand (MOD) Priority Area 1 (Go Glades*)	2022-2031	\$2,167,641	Unfunded/TIRRF/Other Local Funding	\$-	
MOD Priority Area 2 Pilot	2024-2031	\$1,471,725	Unfunded/TIRRF/Other Local Funding	\$990,000	Federal Grants
MOD Priority Area 3 Pilot	2025-2031	\$1,471,725	Unfunded/TIRRF/Other Local Funding	\$990,000	Federal Grants
MOD Priority Area 4 Pilot	2026-2031	\$1,471,725	Unfunded/TIRRF/Other Local Funding	\$990,000	Federal Grants
MOD Priority Area 5 Pilot	2027-2031	\$1,471,725	Unfunded/TIRRF/Other Local Funding	\$990,000	Federal Grants
**Total Annual Operating \$:		\$28,018,348	Total Capital \$:	\$36,479,621	

TIRRF – Transit Innovation and Ridership Recovery Fund

*Assumes cost of directly operating Go Glades services starting in 2024. **Total cost reflects only the full regional express bus service to be implemented in 2026 and not the costs of the interim phases.

TABLE E-2: TDP 10-YEAR PLAN SUMMARY (PLANS, CAPITAL INFRASTRUCTURE & TECHNOLOGY IMPROVEMENTS)

Description	Implementation Year(s)	Total Operating \$ (2022\$)	Total Capital \$ (2022\$)	Funding Source(s)
Connection Facility Assessment Study	2022	\$100,000	\$-	Federal Grants
School District Coordination Study	2022	\$60,000	\$-	Federal Grants
TDP Major Update (FYs 2027-2036)	2026	\$400,000	\$-	Federal/State Grants
Okeechobee Blvd PD&E Study	2027	\$966,760	\$-	TPA Funds
US-1 PD&E Study	2029	\$3,741,819	\$-	TPA Funds
Lake Worth Rd PD&E Study	2031	\$776,804	\$-	TPA Funds
Total Operating \$ for Plans/Studies:		\$6,045,384		
North County Facility Electrical Upgrades	2022	\$-	\$700,000	Federal Grants
North Facility Parking Lot Restoration	2022	\$-	\$2,100,000	Federal Grants
Bus Stop Improvements (Programmed in TIP)	2022, 2024	\$-	\$3,780,655	Federal/State Funds
561 Plan Corridors – Enhanced Transit Shelters	2022-2026	\$-	\$14,553,400	Federal/State Funds
Fleet Replacement Program – Fixed Route	2022-2028	\$-	\$67,321,320	Federal Grants
Fleet Replacement Program – Connection	2022-2031	\$-	\$36,052,000	Ad Valorem
South/North/West Facility Maintenance Upgrades	2023-2026	\$-	\$9,014,663	Federal Grants
Palm Tran Bus Stop Shelter Program	2023-2031	\$-	\$7,650,000	Federal Grants
North Facility Planning & Design Study	2027-2028	\$-	\$5,000,000	Unfunded
Total Capital \$ for Other Capital/Infrastructure:		\$-	\$146,172,038	
Bus Radio System Upgrades	2022	\$-	\$975,000	Federal Grants
Fleet Software/Hardware Upgrades	2022	\$-	\$1,000,000	Federal Grants
Enterprise Asset Management Software	2022	\$-	\$1,300,000	Federal Grants
Electrification Master Plan	2022	\$-	\$500,000	Federal Grants
Transit Signal Priority – US-1	2023	\$-	\$2,000,000	TPA Funds
Bus Stop Real Time Arrival Signage	2023-2031	\$-	\$1,350,000	Federal Grants
Electric Vehicles / Charging Stations	2024-2025	\$-	\$9,336,388	TPA Funds/ Other Local Funding
Wi-Fi Enabled Fleet (Average Annual \$)	2024-2031	\$225,630	\$-	Unfunded/Other Local Funding
Transit Signal Priority – Okeechobee Blvd/SR-7	2024	\$-	\$1,000,000	TPA Funds
Transit Signal Priority – Lake Worth Rd/SR-7	2027	\$-	\$1,000,000	Federal Grants/Other Local Funding
Total Operating \$/ Total Capital \$ for Technology:		\$225,630	\$18,461,388	

TABLE E-3: STATE OF GOOD REPAIR INVESTMENT PRIORITIES BY ASSET CLASS

NTD ASSET TYPE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Fixed Route Fleet Replacement					
Vehicle Count	0	6	14	18	21
Total Replacement Cost	\$0	\$3,663,233	\$8,547,544	\$10,989,699	\$12,821,315
Paratransit Fleet Replacement					
Vehicle Count	15	9	45	74	35
Total Replacement Cost	\$1,500,000	\$600,000	\$4,320,000	\$8,220,000	\$4,110,000
Facilities - Belle Glade (West) Facility					
Paint & Waterproof Admin Exterior	-	\$28,650	-	-	-
Install Pre Fab Guard Shack	-	\$17,190	-	-	-
Upgrade Parking Lot Lights to LED	\$85,951	-	-	-	-
Asphalt Repair/Reseal	\$85,951	-	-	-	-
Replace HVAC in Admin Bldg	\$126,062	-	-	-	-
In-Ground Lift \$200,000 (If Maintenance Expands)	-	-	\$229,203	-	-
Facilities - Intermodal Facility - WPB					
Replace 7 Bus Shelters	-	\$206,970	-	-	-
Sidewalk Repair (Andrea Construction)	\$30,970	-	-	-	-
Upgrade Bathrooms / Epoxy Floor	\$25,212	-	-	-	-
Upgrade lights to LED	\$85,951	-	-	-	-
Facilities - North Facility - WPB					
DPF Cleaner Repair (one unit for North)	\$158,961	-	-	-	-

NTD ASSET TYPE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Replace Fire Alarm (FACP Main)	\$242,932	-	-	-	-
Upgrade Parking Lot Lights to LED	\$22,920	-	-	-	-
Operations Wing Renovation (Planning)	-	\$57,301	-	-	-
Renovate Maintenance Supervisor's Office	-	-	\$17,190	-	-
Canopy Lighting Repair / Upgrade to LED	-	\$28,650	-	-	-
PA Sytem Upgrade - Dispatch & Install PA System in Maintenance	\$7,334	-	-	-	-
Upgrade Server Room Backup AC	-	-	\$5,730	-	-
HVAC (1st Floor Air Distribution)	\$171,902	-	-	-	-
Retrofit Maintenance Overhead Doors to Motorized	-	\$85,951	-	-	-
Facilities Rehabilitate Admin/Maint Facilities	\$744,909	-	-	-	-
Walkway Canopies - Bus, Employee & Visitor Lots	-	-	\$160,442	-	-
Visitor Parking Lot ADA Modifications	-	\$90,535	-	-	-
Parking Lot & Irrigation Repairs	\$1,439,327	-	-	-	-
Exterior Paint	-	\$122,623	-	-	-
Fuel and Bus Island Replacement	-	-	\$1,719,020	-	-
Fence Replacement for Parameter	-	-	\$30,942	-	-
Parking Lot Modifications	\$90,535	-	-	-	-
Air Distribution Upgrades & Relocate Transformer	-	\$171,902	-	-	-

NTD ASSET TYPE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Grubbing Removal	\$5,730	-	-	-	-
Repair Roof Leaks Over Maintenance	\$100,849	-	-	-	-
South Property fence replacement	\$19,482	-	-	-	-
Facilities - South Facility - Delray					
Rehab Restroom-Shower SC (Colome')	\$343,804	-	-	-	-
HVAC-SC- 3 Units - Maint/Foreman/parts room.	\$171,902	-	-	-	-
PA System Upgrade - Dispatch	\$3,896	-	-	-	-
Facilities Rehab Maint Facilities	-	\$15,592	-	-	-
Replace Weatherproofing	-	-	\$97,411	-	-
Expand Generator Capacity	-	-	-	\$1,375,216	-
Replace Maintenance Bldg Lighting	-	\$114,601	-	-	-
Refurbish Maintenance Breakroom	-	\$57,301	-	-	-
Refurbish Maint Supervisor Offices	-	\$57,301	-	-	-
Fuel Island Canopy-Replace/Expand	-	-	\$229,203	-	-
Replace Roof-Maint & Wash Area	-	-	-	\$573,007	-
Exhaust Fan System Maint Ceiling	-	-	\$171,902	-	-
Replace Motor Wash Equipment	-	\$229,203	-	-	-
Replace Bus Wash	-	\$229,203	-	-	-
Total SGR Projects	\$5,464,582	\$5,776,206	\$15,528,587	\$21,157,922	\$16,931,315

Source: Palm Tran Vehicle Status Report FY 04042022 - WSP Edits.xlsx; replacement value based on average bus cost of \$610,539.; Palm Tran Summary cost fleet replacement plan.xlsx; PalmTran_Project SGR Expansion Investment Prioritization_05Dec2022.xlsx

Appendix F. Asset Lifecycle Management Strategies

BUS FLEET VEHICLES

According to the Palm Tran Vehicle Maintenance Plan (Revision 2021), the asset lifecycle strategies are summarized below.

Inspection and Monitoring

Scheduled inspections and preventive maintenance (PM) for revenue vehicles are performed at 6,000 mile intervals using a progressive and cumulative schedule through 48,000 miles. Palm Tran's Fleet system produces daily reports to indicate what PM is due based on the current mileage.

Palm Tran's PM program provides inspection checklists and guidance for all PM activities which are reviewed and updated regularly to reflect state-of-art practice, typically when new vehicles are received. Additionally, Palm Tran will incorporate information from manufacturer and supplier service bulletins as they are used.

Preventive Maintenance

Both vehicle operators and maintenance personnel play a role in pre-trip inspections. Operators perform a pre-trip inspection before vehicles are put into revenue service to make sure that all basic necessary functions can be performed. Maintenance personnel provide daily service from the hours of 3:30PM to 12:00AM to ensure that vehicles are prepared for the next day's service.

During pre-trip inspections, the operator will inspect in the following aspects: operations of lights, tire and lug nut condition, interior and exterior body damage, operations controls, interior and exterior cleanliness, wheel chair ramp operation, etc., and report any deficiencies on a defect card, which is used to produce the defect report provided to the maintenance supervisor. Any serious defects that require immediate attention during revenue service are considered unscheduled maintenance and accounted for as a road call.

Maintenance personnel are required to perform the following daily activities: fueling, fluids check and replenishment, and interior and exterior cleaning. Additionally, maintenance personnel monitor and record daily fluid and mileage readings using the E.J. Ward Fueling System on a daily basis. These readings are entered into Fleet in order to track scheduled PM.

Corrective Maintenance

Palm Tran classifies corrective (or reactive) maintenance as scheduled maintenance or unscheduled maintenance. Issues and deficiencies are identified during daily pre-trip inspections and scheduled PM inspections and are either immediately addressed or scheduled for future repair.

Scheduled maintenance needs typically are noted through PM inspections and scheduled based on criticality, available resources, and necessary parts.

Critical deficiencies requiring immediate attention, such as issues identified during road calls and pre-trip inspection defect reports, or minor and safety related issues noted during PM inspections are performed daily, as needed.

PARATRANSIT VEHICLES

Inspections and Monitoring

MV TRANSPORTATION

Seasonal maintenance pertains to vehicle AC and cooling systems. These systems are typically scheduled for service during the winter months. The cooling system typically has one major inspection each year. Per the National Highway Transportation Safety Administration (NHTSA), CNG cylinders are inspected every 3 years, 36,000 miles, or after a vehicle fire or collision. Aside from daily vehicle inspections (DVI) fire suppression systems are inspected by the operator during every PM inspection, semi-annual PM inspections or every 18,000 miles using a supplemental inspection sheet.

The Monthly Mileage report is overseen by the Maintenance Manager. Maintenance personnel must physically take vehicle mileage readings from each assigned vehicle rather than relying on the readings from the DVI Report (DVIR).

FIRST TRANSIT

Preventive maintenance inspections are performed on light-duty cutaways at 4,000 mile intervals, and support vehicles are every 5,000 miles. PM inspections check all major systems including AC, engine, windows, doors, chassis, seating and lights according to the inspection check list. PM Inspections take into account previous defect reports to note any needs specific to the vehicle. Interior and exterior cleaning is performed at each PM inspection. Lubrication and fluid change is performed based on mileage and oil analysis.

In addition to daily lift inspections by operators, wheel chair lifts are inspected by maintenance personnel at each 5,000 mi PM inspection, with major lift inspections occurring at 30,000 miles depending on the vehicle type. Additionally, safety inspections are held on a monthly basis.

Preventive Maintenance

MV TRANSPORTATION

Before each vehicle goes into service, operators are responsible for reviewing the prior day's daily vehicle inspection (DVI) report to confirm that repairs have been performed accordingly. Additionally, the operator will perform both a pre-trip and post-trip inspection which includes but is not limited to cleanliness, tire condition, fire suppression system, etc. The operator will report any deficiencies in the DVI report sheet. The operator submits the DVI report to the dispatcher for review before it is sent to maintenance. Maintenance personnel are then responsible for reviewing and addressing defects. Safety defects must be addressed before the vehicle can return to service.

Fueling and fluids are monitored and replenished each day. In addition to a daily cleaning inspection performed by the operator, the operator may need to remove graffiti from the day or possibly do a sweep (depending on the division). At a minimum, a complete interior cleaning and exterior cleaning must both be performed weekly or as needed. Interior cleaning service includes floor, modesty panels, passenger seats, hand rails, walls and ceiling, instrument panel, etc. Exterior cleaning service includes: exterior body panels, tires and wheels, mud flaps, wheel wells, windows and mirrors, lighting lenses, etc.

In addition to the daily tire inspection performed by the operator, tire pressure should be checked and adjusted at least every week. Tire measurements should be recorded and wheel fasteners inspected during each PM Inspection.

FIRST TRANSIT

First Transit performs daily inspections to check fuel, fluids, cleanliness, lift function, as well as daily repairs. Cleanliness include both interior (graffiti, seat cuts, glazing, lights, fire extinguisher, mirror, and body) inspections as well as exterior. Fuel and fluids inspections check coolant levels, engine oil, and transmission fluid which may be checked on a weekly basis. Any defects are reported to maintenance for repair. Additionally, mileage and fuel additions are recorded daily.

Corrective Maintenance

MV TRANSPORTATION

Each coach exchange or service call is charged to either the operations or maintenance department based on the cause. Operations charged road calls may involve: driver and/or passenger illness, accidents (non-mechanical vehicle failure), flat tire, operator error, etc. Maintenance charged road calls involve but are not limited to: the engine, failure to start, brakes, electrical, doors, suspension/steering, drive train, cooling system, lights, etc. The General Manager, Maintenance Manager, and Safety Manager collectively determine how to report each road call in the monthly Failure Analysis Report. This report serves as a tool to identify reoccurring issues and the source of the issues, to support identification of mitigation and prevention strategies.

FIRST TRANSIT

All defects reported by maintenance personnel, operators, or as a result of road calls are repaired as soon as possible and tested before going back into service. All repairs are recorded in the MIS.

Capital Replacement

Palm Tran replaces its paratransit fleet every 10 years or at 300,000 miles.

FACILITIES

Inspections and Monitoring

Palm Beach County uses MAXIMO to track and schedule inspections. Additionally, Palm Tran's security and facility management personnel perform scheduled inspections of mission critical facilities assets and components.

Preventive Maintenance

Palm Beach County also utilizes MAXIMO to track and schedule repairs. PM for facilities and components is scheduled in compliance with the manufacturer's specifications. Job Plans provide a checklist of inspection procedures and frequencies.

Corrective Maintenance

Corrective maintenance procedures are detailed in the Service Agreement between Palm Tran and the Palm Beach County departments responsible for performing the maintenance. Required forms for unscheduled corrective maintenance are also provided in the Service Agreement.

Appendix G. TAM Plan Revision Log

DATE	DESCRIPTION OF CHANGE	MADE BY
September 2018	Initial TAMP in accordance with FTA TAM Rulemaking requirements	Palm Tran
December 2022	Four-year update	Palm Tran

DECLARING MARCH 2023 AS FLORIDA BICYCLE MONTH

3.C

WHEREAS, [INSERT MUNICIPALITY/CP] residents and visitors engage in bicycling as a viable and environmentally sound form of transportation and an excellent form of physical activity and recreation; and

WHEREAS, the State of Florida designates March as Bicycle Month and Palm Beach County will recognize it locally; and

WHEREAS, Florida Bicycle Month features a number of fitness opportunities and events for riders of all ages to enjoy throughout the month at various parks and locations throughout Palm Beach County; and

WHEREAS, the recognition of Florida Bicycle Month will raise awareness of bicycling and ultimately promote physical activity and healthy lifestyles by elevating bicycling as a more widely accepted choice of transportation;

WHEREAS, the Palm Beach Transportation Planning Agency plans and recommends projects to make bicycling more accessible and promotes comprehensive community education efforts aimed at improving bicycle safety; and

WHEREAS, Palm Beach County has an ever-expanding designated or enhanced bicycle lane network, with over 250 miles of existing and 745 miles of planned facilities to create a safe, connected system of bicycle infrastructure.

NOW, THEREFORE, BE IT PROCLAIMED BY THE [INSERT MUNICIPALITY], assembled in regular session this [INSERT DATE] day of March 2023, that the month of March 2023, in [INSERT MUNICIPALITY], is hereby proclaimed:

Florida Bicycle Month

BE IT FURTHER PROCLAIMED BY THE [INSERT MUNICIPALITY], that this proclamation is duly sealed, ribboned and executed by the members of this [INSERT COMMISSION/COUNCIL]. The foregoing proclamation was sponsored by Honorable Mayor [INSERT NAME], and upon unanimous consent of the [INSERT COMMISSION/COUNCIL], the Mayor declared the proclamation duly enacted.

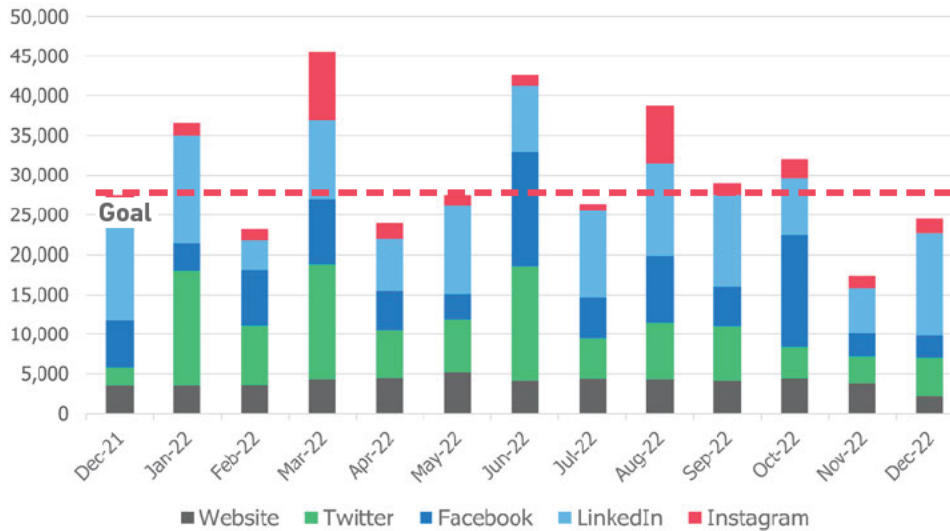
Public Involvement Activity Report

December 2022

4.A.1

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: 42 TPA-related media stories

Total December 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 Audience

569,713

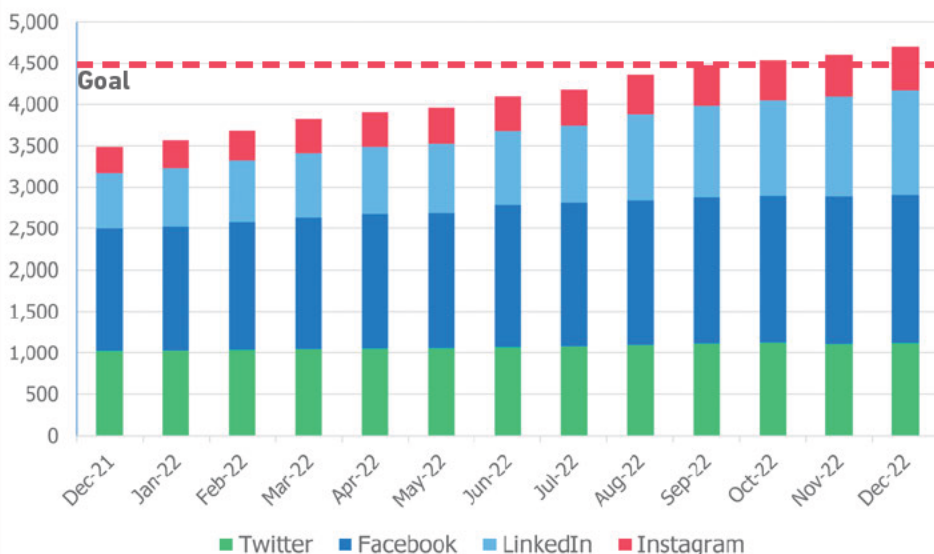
Total Online + Print Publicity

USD \$13,325

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

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

Social Media Followers



TPA Executive Director, Valerie Neilson, participated in a press conference with the City of West Palm Beach, Palm Beach County, Brightline, South Florida Regional Transportation Authority (SFRTA)/ Tri-Rail and Florida Department of Transportation to remind drivers, bicyclists and pedestrians to be alert and look twice near train tracks. This holiday campaign encouraged individuals that when they "see tracks, think train".

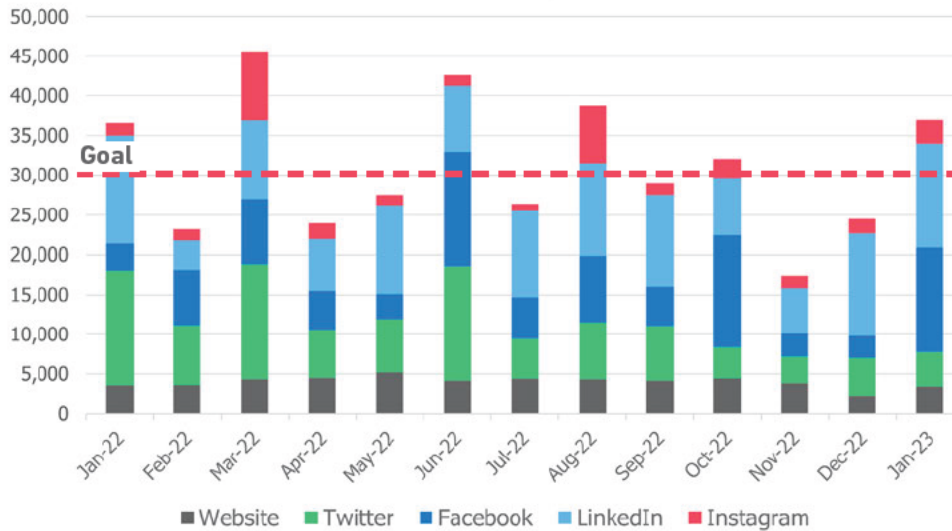
[Read the Palm Beach Post article](#)

Public Involvement Activity Report

January 2023

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: 65 TPA-related media stories

Total January 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
289,052

Total Local TV Publicity
USD \$79,632



Total Radio Audience
938,759



Total Online + Print Audience
2,247,478

Total Online + Print Publicity
USD \$2,906,966



Total Social Followers
542,830

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

WLRN: Okeechobee Blvd. & SR 7 Multimodal Corridor Study

Could a light rail line help ease congestion in Palm Beach County?

By [Natu Tush](#)

Published January 11, 2023 at 7:00 AM EST

[▶ LISTEN • 50:55](#)



PEDESTRIAN & BICYCLE QUARTERLY CRASH REPORT



Quarter 3 (Q3) Crash Analysis

The Palm Beach Transportation Planning Agency (TPA) has adopted Vision Zero – a goal to eliminate all traffic-related fatalities and serious injuries (also referred to as “Incapacitating Injuries”) in Palm Beach County. One emphasis area of the Vision Zero Action Plan places emphasis on some of the most vulnerable and disproportionately impacted roadway users: pedestrians and bicyclists.

The TPA’s Vision Zero Action Plan (VZAP) Culture Action 3.1 requires the agency to create a quarterly summary of crashes involving a pedestrian or bicyclist to provide understandable information to the public and stakeholders. This policy requires the TPA to provide observations and actions related to fatal crashes within the planning area. Serious injury crashes have been included starting in the second quarter of 2022.

An annual report is published in June of every year providing an overview of the progress towards the goal of zero fatalities and serious injuries on our roadways by 2030. The annual report includes information related to crash trends, research and feedback for future analysis by stakeholders and partners.

Crash Trends to Watch

- July 1 to September 30 (Q3, 2022) had a total of 48 serious injury or fatality related crashes involving people walking or people bicycling, an increase of 13 crashes from Q2.
- 5 crashes involved persons walking or bicycling and rail incidents.
- Crashes involving people biking primarily occurred on arterial roads, continuing a trend of this crash type on this functional classification system.
- A large proportion of crashes involving people walking occurred mid-block (83%) while crashes involving people bicycling largely occurred at intersections (79%).
- Distracted driving continues to be a leading characteristic for drivers and there was a notable number of ageing drivers involved in crashes.
- 53% of the mapped crashes were on the Palm Beach TPA’s High Injury Network (HIN).
- A strong concentration of crashes were located in the medium to very high on the high area of the Traditionally Underserved Index in Central Palm Beach County.



Report Alignment

A. FDOT Strategic Highway Safety Plan (SHSP)

The SHSP is a statewide safety plan developed by FDOT and its safety partners as a framework for eliminating fatalities and serious injuries on all public roads. This framework is the guide for how Florida's traffic safety partners will move toward the vision of a fatality-free transportation system during the next five years. To achieve this vision, this SHSP affirms the target of zero traffic fatalities and serious injuries.

B. FDOT Pedestrian and Bicycle Safety Plan

This Pedestrian and Bicycle Strategic Safety Plan (PBSSP) advances this safety vision by supporting the safety of people walking and biking and aligning with the principles set forth by the Pedestrian and Bicyclist Emphasis Area of the Strategic Highway Safety Plan (SHSP). The PBSSP is charged with implementing this plan and consists of federal, state and local safety partners, stakeholders, and safety advocates.

C. Palm Beach County Local Road Safety Plan and Municipal Safety Plans

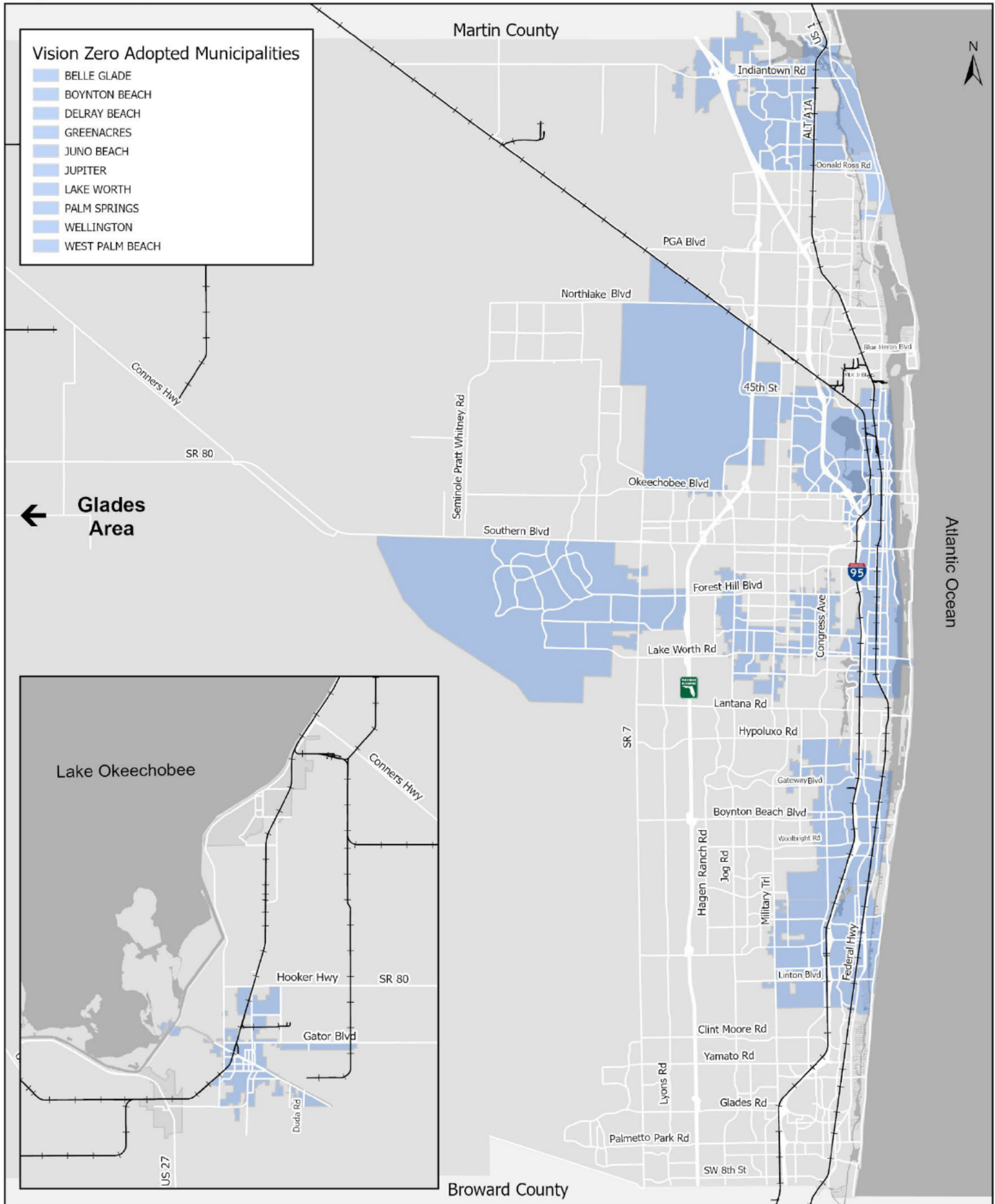
The Palm Beach County Local Road Safety Plan (LRSP) is a comprehensive plan that provides a framework for reducing the number of fatalities and serious injuries associated with crashes that occur on Palm Beach County's (hereafter, "the County's") roadway system. The information in this LRSP draws on best practices in safety planning from documents prepared by the Federal Highway Administration (FHWA), the American Association of State Highway and Transportation Officials, the National Cooperative Highway Research Program, the National Highway Traffic Safety Administration, as well as state and local safety partners. The LRSP supports statewide goals and priorities established in the Florida Strategic Highway Safety Plan (SHSP), including Florida's vision of "A Fatality Free Roadway System".

D. Local Governments

To date, 10 Municipalities have adopted a Vision Zero Goal, including a target date to eliminate traffic fatalities and serious injuries. The map below indicates the agencies with an adopted Vision Zero Goal in Palm Beach County.



Palm Beach County - Vision Zero Adopted Municipalities



Date: 1/25/2023

Summary Table of Q3 Crashes

The table below displays a summary of crashes occurred in Quarter 3 from July 1st to September 30th, 2022. More than half of the total crashes took place in the incorporated areas of the county, with a total of 30 crashes, whereas the unincorporated areas had a total of 17 crashes. There was an increase in fatal crashes accounting for 36% of the total crashes from the previous quarter at 30%.

Pedestrian			Bicyclist		
Crash Report #	Jurisdiction	Crash Severity	Crash Report #	Jurisdiction	Crash Severity
24604232	West Palm Beach	Serious Injury	25270616	Unincorporated	Serious Injury
25272342	Lake Worth	Serious Injury	25270418	Unincorporated	Fatality
24604552	West Palm Beach	Serious Injury	25270607	Unincorporated	Fatality
25270521	Royal Palm Beach	Serious Injury	24604560	West Palm Beach	Fatality
24604344	West Palm Beach	Serious Injury	24604345	West Palm Beach	Serious Injury
25272303	Unincorporated	Fatality	24849518	Delray Beach	Serious Injury
25442996	West Palm Beach	Serious Injury	25271434	Unincorporated	Serious Injury
24909917	West Palm Beach	Fatality	25272141	Delray Beach	Fatality
25270889	Unincorporated	Serious Injury	25142827	Boca Raton	Serious Injury
25270839	Boca Raton	Serious Injury	25273228	Unincorporated	Serious Injury
25271224	Unincorporated	Fatality	25274118	Unincorporated	Serious Injury
25271249	Palm Beach	Serious Injury	25456281	Jupiter	Serious Injury
25272035	Unincorporated	Serious Injury	25443722	West Palm Beach	Serious Injury
25272241	Lake Worth	Serious Injury	24849375	Delray Beach	Serious Injury
25272074	Unincorporated	Fatality			
25273703	Unincorporated	Fatality			
25180795	Boynton Beach	Fatality			
25443063	West Palm Beach	Serious Injury			
25142799	Boca Raton	Fatality			



Pedestrian			Bicyclist	
25142878	Boca Raton	Serious Injury		
25009114	Delray Beach	Fatality		
25273132	Unincorporated	Serious Injury		
25273328	Unincorporated	Fatality		
25092183	North Palm Beach	Serious Injury		
25456219	Jupiter	Fatality		
25527056	Unincorporated	Serious Injury		
25527118	Wellington	Serious Injury		
25527005	Boynton Beach	Serious Injury		
25443734	West Palm Beach	Serious Injury		
24983044	Palm Springs	Fatality		
25274249	Unincorporated	Fatality		
25526924	Unincorporated	Fatality		
24848916	Delray Beach	Serious Injury		
Total Mapped/Unmapped		30/3	Total Mapped/Unmapped	13/1

*Crash data retrieved 1/9/2023



Crash Trends Deep Dive

This deep dive aligns the FDOT's Florida Strategic Highway Safety Plan (SHSP) Emphasis Areas for crashes and the TPA's High Injury Network (HIN) considerations, and other trending topics to summarize the conditions in table. This information is useful when looking at long term crash trends to better determine when crash modification factors may necessitate changes to roadways.

The consecutive pages provide an analysis of Q3's crash conditions with the following three maps:

- **Pedestrian and Bicycle Crashes:** An overall analysis of the pedestrian and bicycle crashes occurred during the third quarter, broken down by crash severity.
- **Crashes on the High Injury Network within Palm Beach County:** An overlay of the crashes on the HIN within PBC. The corridors on the HIN were selected based on the roads with the most fatal and serious injuries, as identified on the TPA's 2021 Vision Zero Action Plan. The TPA's HIN has 20 identified intersections and approximately 50 corridors.
- **Crashes on the Traditionally Underserved Index:** An overlay of the crashes on the Traditionally Underserved Index. To maintain consistency with the TPA's 2021 Vision Zero Action Plan, an equity component was analyzed by prioritizing our traditionally underserved communities on areas where residents likely lack transportation access due to demographic conditions, low income, or a historical lack of services.

Moreover, FDOT conducted a review of Florida's traffic safety resources and analysis of crash data to identify the preeminent crash factors by emphasis area. The five emphasis areas identified on FDOT's SHSP are the following: Roadways, Road Users, User Behavior, Traffic Records and Information Systems, and Evolving emphasis areas. This report only includes the top three emphasis areas organized as such: Roadway, Human Behavior, and Socioeconomic Conditions. The TPA's determination for this selection was based on crash frequency and data availability.

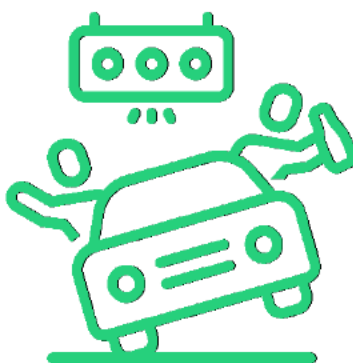
ROADWAY

CONDITIONS



HUMAN

BEHAVIOR

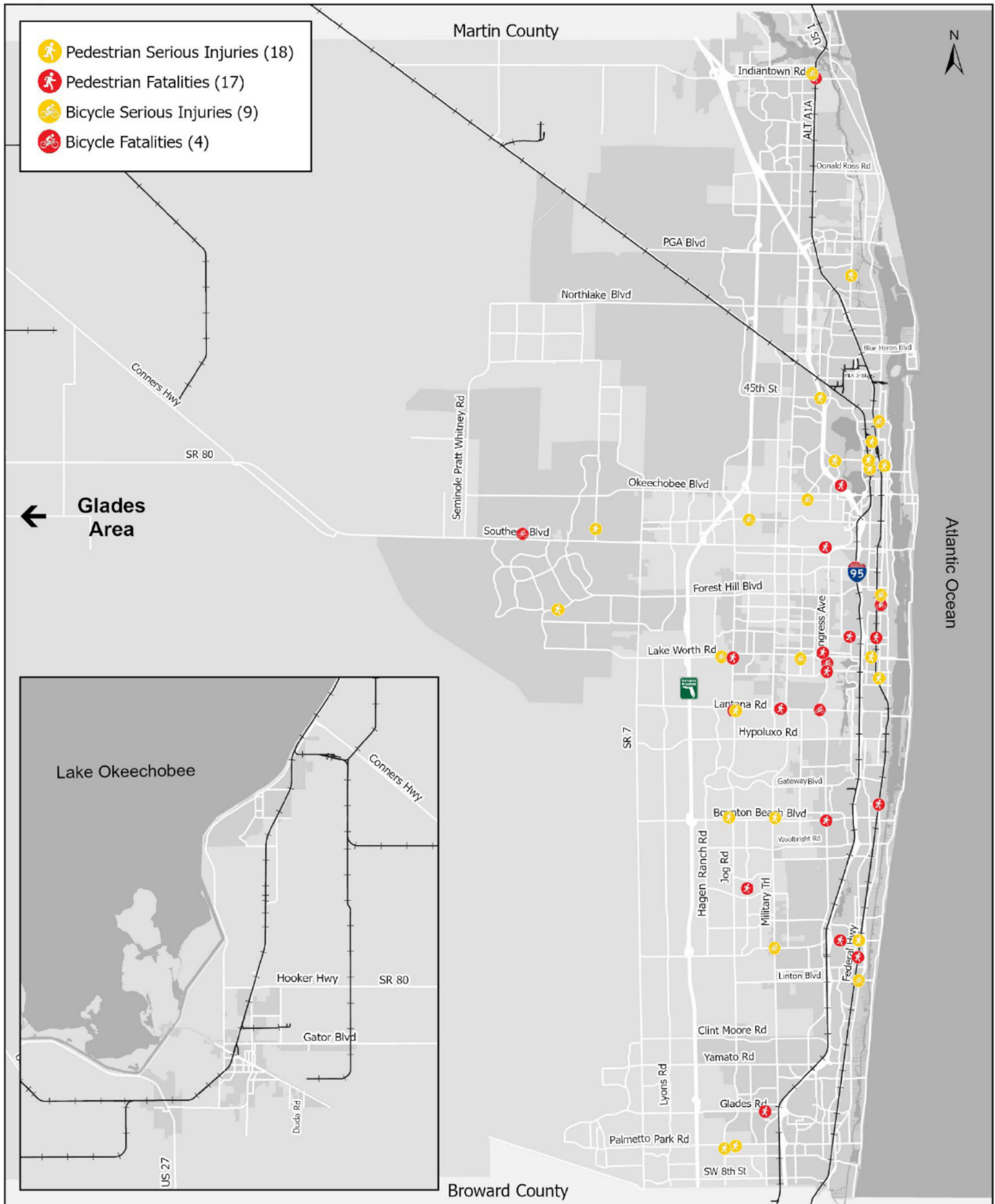


SOCIOECONOMIC

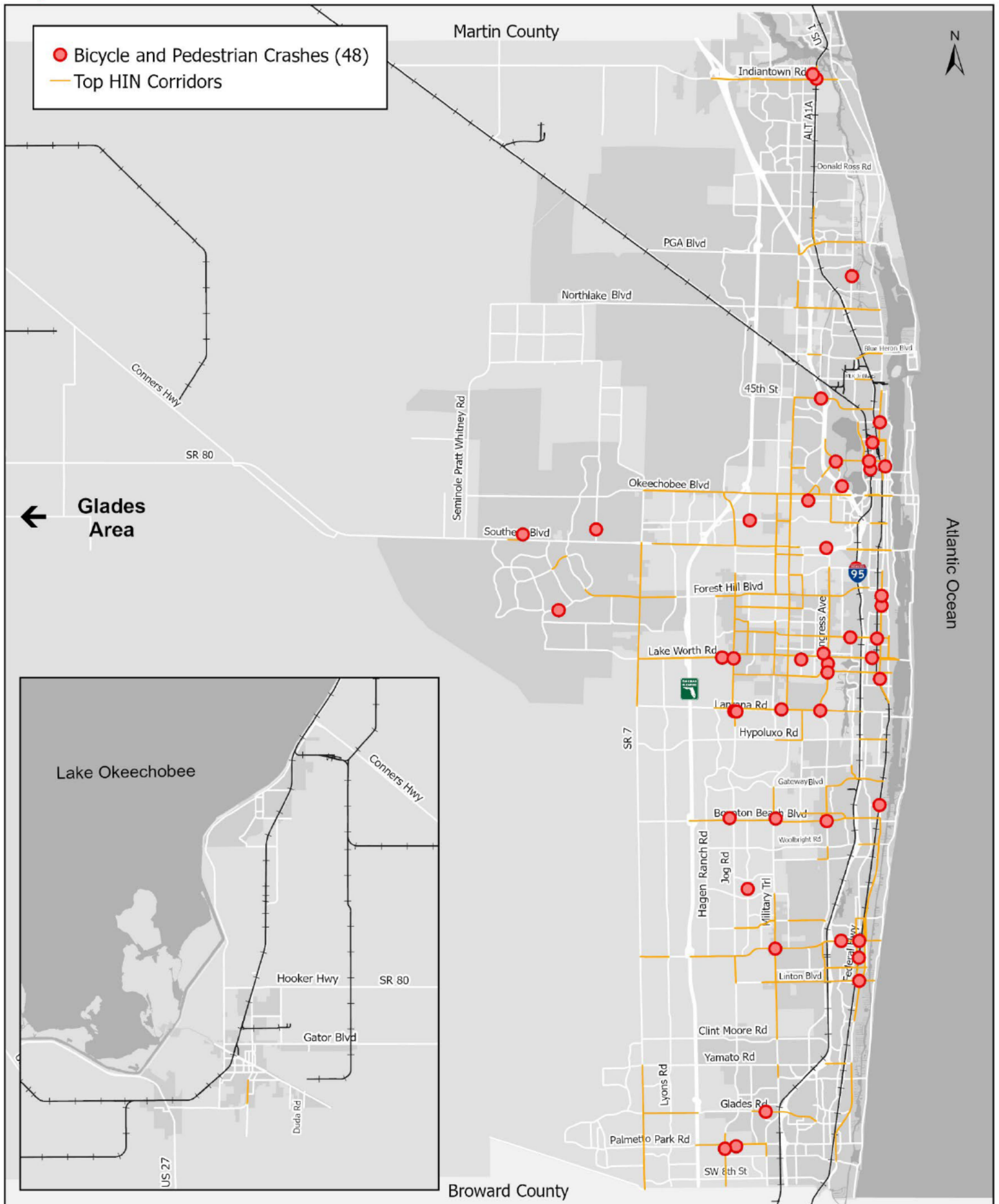
CONDITIONS



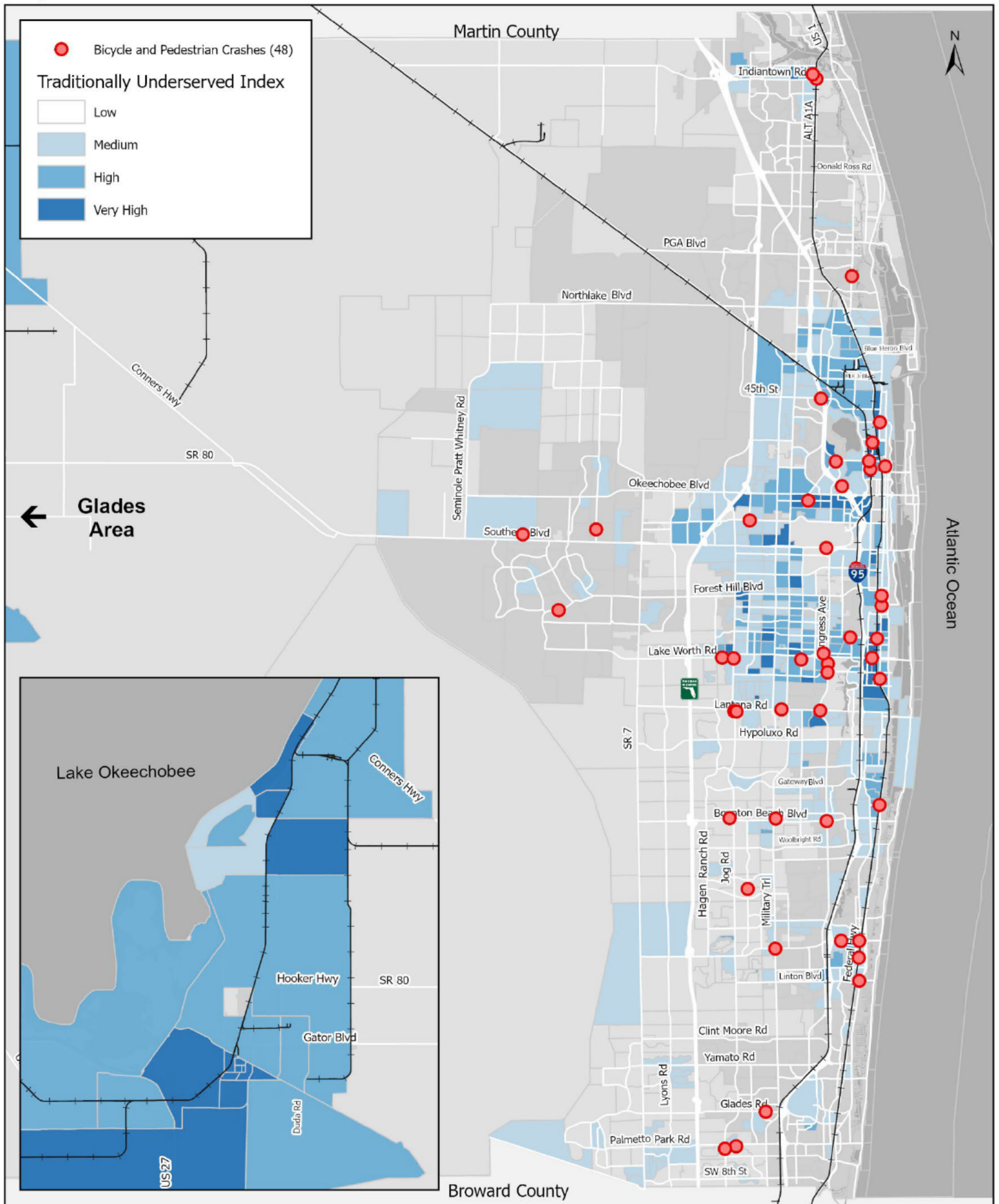
Ped/Bike Crashes - July 1 to September 30, 2022



Crashes on the High Injury Network within Palm Beach County



Crashes on the Traditionally Underserved Index



Roadway, Human Behavior, and Socioeconomic Conditions Analysis

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Pedestrian	Bicyclist	Pedestrian	Bicyclist	Pedestrian	Bicyclist	Pedestrian	Bicyclist
Total Crashes	48	14	29	10	38	14		
Fatalities	20	5	11	1	17	4		
Serious Injuries	28	9	18	9	21	10		
Roadway Conditions								
Posted Speed Limit								
>30	13	3	8	3	14	4		
35-40	20	7	11	3	5	4		
45>	15	4	6	3	14	5		
Intersections								
Mid-Block	23	6	15	4	31	3		
Intersection	14	6	4	5	7	11		
Number of Lanes								
2 Lane	18	7	11	3	14	6		
3-4 Lane	14	6	6	1	8	3		
5 > Lane	16	1	7	5	11	4		
Functional Classification								
Major Arterial	14	2	6	8	11	4		
Minor Arterial	17	4	13	0	7	3		
Major Collector	6	7	4	0	4	3		
Minor Collector	6	1	2	1	3	0		
Local Road	5	0	1	0	8	3		
Lane Departure								
Crashes	5	1	5	1	6	0		
Surface Conditions								
Wet Road	5	0	5	0	3	2		
Dry Road	42	14	21	10	30	11		
Lighting Conditions								
Daytime	23	13	11	8	12	10		
Nighttime	25	1	18	2	21	4		
Rail Crossings								
Trespassers	4	0	0	0	5	0		
Human Behaviors								
Impaired Driving	4	1	1	0	0	0		
Distracted Driving	11	0	5	1	10	2		
Speeding and Aggressive Driving	0	0	2	1	0	1		
Socioeconomic Conditions								
Aging Driver	9	4	3	2	6	1		
Teen Driver	2	0	2	2	1	0		



TPA Reporting

To track the progress made since updating the TPA's 2021 Vision Zero Action Plan, the following actions were applied during the third quarter to help reach our Vision Zero goal:

- Supported the adoption of a Vision Zero Resolution to establish a commitment of the investment of projects that will help eliminate fatal and serious injuries for the following municipalities:
 - City of Greenacres
 - City of Lake Worth Beach
 - Town of Juno Beach
 - Village of Wellington
- Supported the adoption of a Complete Streets Policy to establish a commitment of using a flexible, context-sensitive, and multimodal approach when designing and planning for transportation infrastructure for the following municipalities:
 - City of Lake Worth Beach
 - Village of Wellington
- Supported the following agencies in applying for the Safe Streets and Roads for All grant application to fund the development of a comprehensive safety action plan:
 - City of Boca Raton
 - City of Greenacres
 - City of West Palm Beach
 - Palm Beach County
 - Village of Wellington
- TPA staff attended Florida's Pedestrian and Bicycle Safety Coalition meeting to stay up to date on the latest pedestrian and bicycle state laws, crash data reporting, and statewide Vision Zero efforts
- TPA staff attended the NACTO: Designing Cities conference to learn best practices for designing and implementing street safety redesign projects

The TPA will continue to encourage agencies to develop comprehensive roadway safety action plans and utilize resources and grants available to develop such materials.



Background Information and Sources

The TPA works collaboratively with Palm Beach County (PBC) and the Florida Department of Transportation (FDOT), as well as municipalities and other strategic partners to align strategies and funding within programs to eliminate crashes that result in a serious injury or fatality. This effort aligns the TPA's goals with those of others, identified below:

Data Notes

The information contained within this report was downloaded from Signal Four Analytics – University of Florida GeoPlan and the Federal Railroad Administration Office of Safety Analysis data portal and reformatted for this analysis. Please note that the information provided within this report is preliminary and subject to change.

- Signal 4 Analytics: This web-based interactive tool allows government employees and consultants working on behalf of government agencies the ability to view crash reports, produce maps, and interact with data to analyze area trends. [S4Analytics \(signal4analytics.com\)](https://signal4analytics.com) More information on the data is available from the Signal 4 Analytics Data Dictionary. [S4 Data Dictionary.pdf \(signal4analytics.com\)](#). Data for this quarter was retrieved January 9, 2023.
- US Department of Transportation: Federal Railroad Administration: This site shares railroad safety information including accident, incident, inventory, and highway-rail crossing data with the public. [FRA Safety Data & Reporting | FRA \(dot.gov\)](https://www.fra.dot.gov) Data for this quarter was retrieved January 9, 2023.

*Disclaimer: Every effort has been made to provide data that is current and accurate. All data is considered preliminary until the year is reconciled and closed out by the FLHSMV, and thus certain adjustments may be made to verify the data where clerical errors are noted. The following data was not included in Signal 4 Analytics and was obtained through other means.

- Posted Speed Limit: Posted speed limit data not included in Signal 4 Analytics. Data was obtained through individual crash reports.
- Functional Classification: Functional Classification data not included in Signal 4 Analytics. Additional spatial analysis was performed to obtain this data.



- Intersection – Mid-Block Crossing: Mid-Block Crossing data not included in Signal 4 Analytics. Data was obtained through individual crash reports and further analysis of conditions.

Important Safety Contacts

Palm Beach County

- Motasem Al-Turk, Division Manager
Palm Beach County Traffic Division
malturk@pbcgov.org
(561) 684-4030
- Fadi Emil Nassar, Manager, Traffic
Engineering Operations
Palm Beach County Traffic Division
fnassar@pbcgov.org
(561) 684-4030

FDOT District Four

- Katie Kehres, District Four Safety
Administrator
District Safety Office
Katherine.kehres@dot.state.fl.us
(772) 429-4889
- Yujing “Tracey” Xie, District Four Traffic
Safety Program Engineer
District Safety Office
Yujing.xie@dot.state.fl.us
(954) 777-4355



Project Scheduling Report – February 2022

Phases occurring within the next 90 days

Palm Beach TPA & FDOT District 4

4.A.3

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 (MMSCL)	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	Tentative date to conduct a public information workshop. Date may differ than final workshop date.
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.

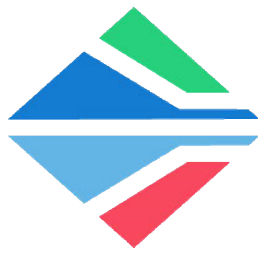
For more information on a project, please contact the FDOT District 4 office at 954.486.1400 and ask to be transferred to the FDOT Project Manager for the specific project. For the FDOT copy of the report with the full project schedule, contact Wibet Hay at Wibet.Hay@dot.state.fl.us or 954.777.4573.

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					
4465511	BEELINE HWY/SR-710 FROM MARTIN COUNTY LINE TO OLD DIXIE HIGHWAY	ARTERIAL TRAFFIC MGMT SYSTEMS	FDOT	Constructability Plans	2/20/2023
4369631	I-95 AT 6TH AVE S	INTERCHANGE - ADD LANES	FDOT	Letting	2/22/2023
4475471	FOREST HILL BLVD/SR-882 AT I-95 INTERCHANGE	INTERSECTION IMPROVEMENT	FDOT	Initial Engineering	3/3/2023
4358031	I-95 AT NORTHLAKE BLVD	INTERCHANGE - ADD LANES	FDOT	PSE Meeting	4/10/2023
4192511	BEELINE HWY/SR-710 FROM NORTHLAKE BLVD TO BLUE HERON BLVD/SR-708	ADD LANES & RECONSTRUCT	FDOT	Letting	4/26/2023
4132651	I-95 AT CENTRAL BLVD	INTERCHANGE (NEW)	FDOT	PSE Meeting	4/28/2023
4397581	I-95 AT INDIANTOWN RD	INTERCHANGE - ADD LANES	FDOT	Letting	5/5/2023
4358031	I-95 AT NORTHLAKE BLVD	INTERCHANGE - ADD LANES	FDOT	Biddability	5/10/2023
State Road Modifications					
4405754	ATLANTIC AVE/SR-806 FROM FLORIDA'S TURNPIKE TO CUMBERLAND DR	ADD LANES & RECONSTRUCT	FDOT	Resolution from Agency	2/17/2023
4405755	ATLANTIC AVE/SR-806 FROM CUMBERLAND DR TO JOG RD	ADD LANES & RECONSTRUCT	FDOT	Resolution from Agency	2/17/2023
4440791	BOYNTON BEACH FROM I-95 TO US-1 AND NEARBY STREETS	BIKE LANE/SIDEWALK	FDOT	Biddability	3/10/2023
4383864	US-1 FROM PALMETTO PARK RD TO NORTHLAKE BLVD	PUBLIC TRANSPORTATION SHELTER	FDOT	Initial Field Review	4/4/2023
4400461	LAKE WORTH RD/SR-802 ROUNDABOUT PEDESTRIAN IMPROVEMENTS	PEDESTRIAN SAFETY IMPROVEMENT	FDOT	Letting	5/5/2023
2296584	ATLANTIC AVE/SR-806 FROM SR-7/US-441 TO WEST OF LYONS RD	ADD LANES & RECONSTRUCT	FDOT	PSE Meeting	5/8/2023
Local Initiatives Program					
4415331	LINDELL BLVD FROM SW 10TH AVE TO US-1/FEDERAL HWY	BIKE LANE/SIDEWALK	DELRAY BEACH	LAP Commitment	3/3/2023
4415321	BARWICK RD FROM WEST ATLANTIC AVE TO LAKE IDA RD	BIKE LANE/SIDEWALK	DELRAY BEACH	LAP Commitment	3/3/2023
4482991	GREENBRIER BLVD FROM AERO CLUB DR TO GREENVIEW SHORES BLVD	BIKE LANE/SIDEWALK	WELLINGTON	Kickoff Meeting	3/20/2023
4460821	GREENVIEW SHORES FROM BINKS FOREST DR TO WELLINGTON TRACE	BIKE LANE/SIDEWALK	WELLINGTON	Kickoff Meeting	3/20/2023
4415861	BRANT BRIDGE CONNECTOR FROM LINDELL BLVD TO BRANT BRIDGE	BIKE LANE/SIDEWALK	DELRAY BEACH	Kickoff Meeting	4/24/2023
Transportation Alternatives Program					
4483011	CITY OF LAKE WORTH BEACH VARIOUS LOCATIONS	SIDEWALK	LAKE WORTH BEACH	Production	3/6/2023
4400151	WEST PALM BEACH - NORTH SHORE PEDESTRIAN BRIDGE	PEDESTRIAN BRIDGE	FDOT	Public Information Workshop	3/16/2023
4490051	BURNS RD FROM NORTH MILITARY TRL TO ALERNATE A1A	BIKE PATH/TRAIL	PALM BEACH GARDENS	Kickoff Meeting	3/21/2023
4400151	WEST PALM BEACH - NORTH SHORE PEDESTRIAN BRIDGE	PEDESTRIAN BRIDGE	FDOT	PSE Meeting	3/23/2023
4400151	WEST PALM BEACH - NORTH SHORE PEDESTRIAN BRIDGE	PEDESTRIAN BRIDGE	FDOT	Biddability	4/6/2023
4483011	CITY OF LAKE WORTH BEACH VARIOUS LOCATIONS	SIDEWALK	LAKE WORTH BEACH	LAP Commitment	4/7/2023
Other FDOT & Local Projects					

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4475511	I-95 FROM 12TH AVE S TO 10TH AVE N	LIGHTING	FDOT	Initial Field Review	2/21/2023
4493471	CONGRESS AVE/SR-807 AT 10TH AVENUE NORTH	TRAFFIC SIGNAL UPDATE	FDOT	Kickoff Meeting	3/1/2023
4475491	FOREST HILL BLVD/SR-882 FROM OLIVE TREE BLVD TO JOG RD	LIGHTING	FDOT	Initial Field Review	3/2/2023
4456231	I-95 FROM SOUTH OF PALM BEACH LAKES BLVD TO NORTH OF 45TH ST	LIGHTING	FDOT	Construction Notice to Proceed (NTP)	3/24/2023
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 @ HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Initial Field Review	4/5/2023
4443441	I-95 FROM SOUTH OF SPANISH RIVER BLVD TO NORTH OF YAMATO RD	LANDSCAPING	FDOT	Constructability Plans	4/10/2023
4502131	I-95 AT W ATLANTIC AVE	LANDSCAPING	FDOT	Constructability Plans	4/10/2023
4331093	I-95 FROM BROWARD COUNTY LINE TO LINTON BLVD - EXPRESS LANES	LANDSCAPING	FDOT	Letting	5/5/2023
Major Maintenance					
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Execution Date (Design)	2/10/2023
4476631	A1A FROM SOUTH OF LAKE AVE TO N OF IBIS WAY	RESURFACING	FDOT	Constructability Plans	2/14/2023
4461771	SR-7/US-441 FROM NORTH OF SOUTHERN BLVD/SR-80 TO OKEECHOBEE BLVD/SR-704	RESURFACING	FDOT	Letting	2/22/2023
4476571	YAMATO RD/SR-794 FROM WEST OF I-95 TO US-1/FEDERAL HWY	RESURFACING	FDOT	Constructability Plans	2/27/2023
4460991	US-1 FROM N QUADRILLE BLVD TO PALM BEACH LAKES BLVD	RESURFACING	FDOT	Letting	3/3/2023
4476611	A1A FROM SE 31ST TO SOUTH OF GRAND BAY CT	RESURFACING	FDOT	Constructability Plans	3/3/2023
4461041	LAKE AVE/LUCERNE AVE FROM EAST OF A ST TO EAST OF GOLFVIEW RD	RESURFACING	FDOT	Production	3/6/2023
4484351	SR-811 FROM SOUTH OF RCA BLVD TO NORTH OF DONALD ROSS RD	RESURFACING	FDOT	Kickoff Meeting	3/7/2023
4457691	A1A / BLUE HERON BLVD OVER INTRACOASTAL WATERWAY	BRIDGE-REPAIR/REHABILITATION	FDOT	Construction Notice to Proceed (NTP)	3/21/2023
4444771	A1A FROM SOUTH OF GRAND BAY CT TO SOUTH OF LINTON BLVD	RESURFACING	FDOT	PSE Meeting	3/22/2023
4461031	MILITARY TRAIL FROM SOUTH OF DEVONS RD TO NORTH OF FLAG DR	RESURFACING	FDOT	Letting	3/29/2023
4444771	A1A FROM SOUTH OF GRAND BAY CT TO SOUTH OF LINTON BLVD	RESURFACING	FDOT	Public Information Workshop	3/30/2023
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Kickoff Meeting	4/4/2023
4461731	FEDERAL HWY FROM S OF 10TH AVE SOUTH TO 6TH AVE N	RESURFACING	FDOT	Biddability	4/6/2023
4444771	A1A FROM SOUTH OF GRAND BAY CT TO SOUTH OF LINTON BLVD	RESURFACING	FDOT	Biddability	4/7/2023
4414661	SPANISH RIVER BLVD/SR-800 OVER ICWW	BRIDGE-REPAIR/REHABILITATION	FDOT	Letting	4/7/2023
4461051	STATE MARKET RD FROM SR-15 TO US-441/E MAIN ST	RESURFACING	FDOT	Public Information Workshop	4/10/2023
4461751	A1A FROM N OF EMERALDA BCH WAY TO SOUTH OF SR-704/ROYAL PALM WAY	RESURFACING	FDOT	Public Information Workshop	4/10/2023
4461051	STATE MARKET RD FROM SR-15 TO US-441/E MAIN ST	RESURFACING	FDOT	PSE Meeting	4/17/2023
4461751	A1A FROM N OF EMERALDA BCH WAY TO SOUTH OF SR-704/ROYAL PALM WAY	RESURFACING	FDOT	PSE Meeting	4/17/2023
4461791	OKEECHOBEE BLVD FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	Public Information Workshop	4/17/2023

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Constructability Plans	4/21/2023
4461791	OKEECHOBEE BLVD FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	PSE Meeting	4/24/2023
4476711	OKEECHOBEE BLVD/SR-704 FROM W OF I-95 TO AUSTRALIAN AVE	RESURFACING	FDOT	Constructability Plans	4/26/2023
4398451	SR-715 FROM SR-80 TO W OF CANAL ST SOUTH	RESURFACING	FDOT	Letting	4/26/2023
4461001	SR-80 FROM SR-25/US-27 TO EAST OF GLADES GLEN DR	RESURFACING	FDOT	Letting	4/26/2023
4461021	SR-15 FROM N OF 1ST ST TO PALM BEACH/MARTIN COUNTY LINE	RESURFACING	FDOT	Letting	4/26/2023
4428911	US-1 OVER EARMAN RIVER BRIDGE	BRIDGE REPLACEMENT	FDOT	Production	5/1/2023
4484371	BOYNTON BCH BLVD/SR-804 FROM ORCHID GROVE TRAIL TO W OF PALM ISLES DR	RESURFACING	FDOT	Kickoff Meeting	5/9/2023
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Kickoff Meeting	5/9/2023
4461051	STATE MARKET RD FROM SR-15 TO US-441/E MAIN ST	RESURFACING	FDOT	Biddability	5/10/2023
4461751	A1A FROM N OF EMERALDA BCH WAY TO SOUTH OF SR-704/ROYAL PALM WAY	RESURFACING	FDOT	Biddability	5/10/2023
4461791	OKEECHOBEE BLVD FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	Biddability	5/10/2023



PALM BEACH Transportation Planning Agency

4.B

Fiscal Report

FY 2023 1st Quarter
Period 07/01/2022-09/30/2022

Grant Funded Activities	Annual Budget	Actual YTD	Remaining
Revenue Source			
Federal Highway Administration (FHWA)	\$ 4,552,022	\$ 565,034	\$ 3,986,988
Federal Transit Administration (FTA)	\$ 390,000	\$ 138,570	\$ 251,430
Commission for Transportation Disadvantaged	\$ 49,871	\$ 22,502	\$ 27,369
Total Revenue	\$ 4,991,893	\$ 726,106	\$ 4,265,787
Expenditures			
Personnel & Benefits	\$ 2,307,164	\$ 399,585	\$ 1,907,579
Travel & Training	\$ 86,400	\$ 14,359	\$ 72,041
Consultant Services	\$ 1,594,063	\$ 117,402	\$ 1,476,661
Direct Expenses			
Facilities	\$ 357,000	\$ 76,351	\$ 280,649
Professional Services	\$ 259,300	\$ 41,070	\$ 218,230
Administrative Services & Fees	\$ 39,900	\$ 6,493	\$ 33,407
Graphics & Legal Advertising	\$ 18,200	\$ 5,957	\$ 12,243
Operational Supplies & Equipment	\$ 100,800	\$ 46,056	\$ 54,744
Capital Equipment & Improvements	\$ 55,900	\$ -	\$ 55,900
Total Expenditures	\$ 4,818,727	\$ 707,274	\$ 4,111,453
Transfers to Other Agencies¹			
Transfer to FDOT D4	\$ 6,500	\$ 6,500	\$ -
Transfer to BROWARD MPO	\$ -		\$ -
Transfer to MIAMI DADE TPO	\$ 166,666		\$ 166,666
Total Transfers	\$ 173,166	\$ 6,500	\$ 166,666
Total Expenditures & Transfers	\$ 4,991,893	\$ 713,774	\$ 4,278,119
Net Revenue Less Expenditures & Transfers	\$ -	\$ 12,332	

Locally Funded Activities	Annual Budget	Actual YTD	Remaining
Revenue Source			
TPA Member Dues ²	\$ 143,943		\$ 143,943
Expenditures			
Maximize Agency Effectiveness	\$ 60,000	\$ -	\$ 60,000
Improve Public Engagement	\$ 25,000	\$ 14,660	\$ 10,340
Enhance Staff Performance	\$ 25,000	\$ 3,798	\$ 21,202
Total Expenditures	\$ 110,000	\$ 18,458	\$ 91,542
Net Revenue Less Expenditures³	\$ 33,943	\$ (18,458)	

Notes

1. Transfers to FDOT occur in Q1. Transfer to Miami Dade pending UPWP Amendment.
2. TPA Member Dues are received in Q2 and Q3.
3. Net revenue less expenditures for Locally Funded Activities will be applied to the TPA reserve fund at end of the fiscal year



PALM BEACH Transportation Planning Agency

Travel & Mileage Detail

FY 2023 1st Quarter

Period 07/01/2022-09/30/2022

50401 Travel

Traveler	Date	Location	State	Reason/Purpose	Amount
Ydrucker	09/07-09/10/2022	Boston	MA	NACTO 2022	\$2,503.19
Ydrucker	07/06-07/08/2022	Ft Lauderdale	FL	Floridian for Better Transportation Summer Camp	\$496.31
Mmarino	07/06-07/08/2022	Ft Lauderdale	FL	Floridian for Better Transportation Summer Camp	\$500.00
Rweinroth	07/06-07/08/2022	Ft Lauderdale	FL	Floridian for Better Transportation Summer Camp	\$488.96
VFacuse	09/06-10/2022	Boston	FL	NACTO	\$2,745.35
NGeorge	09/19-20/2022	West Palm Beach	FL	Job Candidate Interview	\$828.19
VNeilson	09/06-10/2022	Boston	MA	NACTO	\$2,859.90
Mkomma	08/18-08/19/2022	Orlando	FL	FMPP Orlando	\$447.18
VNeilson	07/27-29/2022	Orlando	FL	MPOAC	\$763.10
BRuscher	07/17-20/2022	Austin	TX	Transit Initiatives and Coalition Meeting	\$2,250.34
MKomma	7/12/2022	Gulf Stream	FL	PB FGFOA Current Economic Impacts on Budgeting	\$59.13
AHart	7/15/2022	Online	FL	GFOA Fundamentals Virtual Forum	\$149.00
VNeilson	07/06-08/2022	Ft Lauderdale	FL	Transportation Summer Camp	\$129.94

Total Business Travel

\$14,220.59

50550 Tuition Reimbursement and Training

Staff Member	Description	Amount:

Total Tuition and Training Reimbursements

\$0.00

50401 & 50402 Mileage

Traveler	Period	Amount:
MMurray	Sep-22	\$30.88
Bruscher	Sep-22	\$30.56
Bruscher	Aug-22	\$50.81
MMurray	Jul-22	\$26.56

Total Vicinity Mileage

\$138.81

Total Period Travel

\$14,359.40