



## TPA GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, October 31, 2024**  
TIME: **9:30 a.m.**  
PLACE: **301 Datura Street, West Palm Beach, FL 33401**

Members of the public can [join the meeting](#) in person or virtually. For information on how to attend a meeting visit: [PalmBeachTPA.org/Meeting](#). Please call 561-725-0800 or e-mail [info@PalmBeachTPA.org](mailto:info@PalmBeachTPA.org) for assistance.

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### 1. REGULAR ITEMS

- A. Call to Order and Roll Call
- B. 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. Florida Mobility Week Proclamation
- F. Comments from the Chair and Member Comments
- G. Executive Director's Report
- H. MOTION TO APPROVE Consent Agenda Items
  - 1. Governing Board Meeting Minutes for September 19, 2024
  - 2. Executive Committee Minutes for September 19, 2024
  - 3. Appointments to the TPA Advisory Committees through October 2027
    - a) Gionni Gallier as the City of Greenacres Technical Advisory Committee (TAC) Representative.
    - b) Alexander Freeman as the City of Riviera Beach Citizens Advisory Committee (CAC) Representative.
    - c) Johnnie Tieche as the Village of Palm Springs CAC Representative.
    - d) Tay Gaines as the Port of Palm Beach's CAC Representative.

4. Renewals to the TPA Advisory Committees through October 2027
  - a) Jim Knight as the Palm Beach County District 4 CAC Representative.
  - b) Albert Richwagen as the City of Delray Beach CAC Representative.
5. Florida Department of Transportation (FDOT) Memorandum of Understanding (MOU) Resolution approving MOU between FDOT and the TPA for administrative disposition of assets and termination of four (4) interlocal agreements for administrative services.
6. Third Amendment to the Executive Director's Employment Agreement. A General Counsel memorandum and revisions to the Agreement are attached.

## 2. ACTION ITEMS

- A. MOTION TO ADOPT a Resolution approving Amendment #1 to the TPA's Fiscal Year (FY) 25-26 Unified Planning Work Program (UPWP)

The UPWP is the 2-year business plan and budget for the TPA's planning activities. The proposed amendment increases planning funds in FY 2025 by \$81,073 per FDOT revised FY 25-26 Office of Work Program Budget. This amendment also adds \$1.2 Million in FY 2025 to supplant advanced funding from previous interlocal agreements.

- B. MOTION TO ADOPT the 2025 Transportation Alternatives (TA) Program Guidelines

TPA staff will present the attached TA Program Guidelines. The Federal TA Program is a cost-reimbursement program for nonmotorized projects prioritized for funding by the TPA on an annual competitive basis. \$5.1 million is estimated to be available for prioritization in 2025 with funding in FY 2028. More information is available at [PalmBeachTPA.org/TA](http://PalmBeachTPA.org/TA).

## 3. INFORMATION ITEMS

- A. Vision 2050 Long Range Transportation Plan (LRTP) Draft

The LRTP is the TPA's 25-year vision for transportation in Palm Beach County. The LRTP guides federal and state investment and decision-making towards the TPA's vision. The LRTP is updated every five years. The 2050 LRTP update is scheduled for adoption in December 2024. The draft is available for review at [PalmBeachTPA.org/LRTP](http://PalmBeachTPA.org/LRTP).

- B. 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. FDOT Scheduling Report – October 2024
- B. Public Involvement Activity Report – September 2024
- C. Next Meeting – **December 12, 2024**
- D. Adjournment

**NOTICE**

In accordance with Section 286.0105, *F.S.*, 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 special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge) should contact Melissa Eble at 561-725-0813 or [MEble@PalmBeachTPA.org](mailto:MEble@PalmBeachTPA.org) at least five (5) business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

Se solicita La participación del público, sin importar la raza, color, nacionalidad, edad, sexo, religión, incapacidad o estado familiar. Personas que requieran facilidades especiales bajo el Acta de Americanos con Discapacidad (Americans with Disabilities Act) o personas que requieren servicios de traducción (sin cargo alguno) deben contactar a Melissa Eble al teléfono 561-725-0813 o [MEble@PalmBeachTPA.org](mailto:MEble@PalmBeachTPA.org) por lo menos cinco días antes de la reunión. Si tiene problemas de audición, llamar al teléfono 711.

## TPA GOVERNING BOARD MEMBERS

### CHAIR

**Chelsea Reed, Mayor**

City of Palm Beach Gardens

*Alternate:* Marcie Tinsley, Councilmember

**Steve Wilson, Mayor**

City of Belle Glade

*Alternate:* VACANT

**Yvette Drucker, Deputy Mayor**

City of Boca Raton

**Fran Nachlas, Council Member**

City of Boca Raton

*Boca Raton Alternates:*

Scott Singer, Mayor

Andy Thomson, Council Member

Marc Wigder, Council Member

**Angela Cruz, Commissioner**

City of Boynton Beach

*Alternate:* Aimee Kelley, Vice Mayor

**Rob Long, Deputy Vice Mayor**

City of Delray Beach

*Alternate:* Thomas Markert, Commissioner

**Chuck Shaw, Mayor**

City of Greenacres

*Alternate:* Judith Dugo, Deputy Mayor

**Jim Kuretski, Mayor**

Town of Jupiter

*Alternate:* Ron Delaney, Vice Mayor

**Reinaldo Diaz, Commissioner**

City of Lake Worth Beach

*Alternate:* Christopher McVoy, Commissioner

**Joni Brinkman, Council Member**

Village of Palm Springs

*Alternate:* Kimberly Schultz, Mayor Pro Tem

**Deandre Poole, Commissioner**

Port of Palm Beach

*Alternate:* Varisa Dass, Commissioner

### VICE CHAIR

**Maria Marino, Vice Mayor**

Palm Beach County – District 1

**Gregg Weiss, Commissioner**

Palm Beach County – District 2

**Marci Woodward, Commissioner**

Palm Beach County – District 4

**Sara Baxter, Commissioner**

Palm Beach County – District 6

**Mack Bernard, Commissioner**

Palm Beach County – District 7

*Palm Beach County Alternates:*

Maria Sachs, Mayor – District 5

Michael Barnett, Commissioner – District 3

**Glen Spiritis, Council Member**

City of Riviera Beach

*Alternate:* Tradrick McCoy, Chairperson Pro-Tem

**Jeff Hmara, Mayor**

Village of Royal Palm Beach

*Alternate:* Richard Valuntas

**Michael Napoleone, Mayor**

Village of Wellington

*Alternate:* John T. McGovern, Councilman

**Christy Fox, Commissioner**

City of West Palm Beach

**Joseph Peduzzi, Commissioner**

City of West Palm Beach

*West Palm Beach Alternates:*

Christina Lambert, Commissioner

Shalonda Warren, Commissioner

**Steven Braun, District 4 Secretary**

Florida Department of Transportation

Non-Voting Advisor



***DECLARING OCTOBER 25 THROUGH NOVEMBER 2, 2024  
MOBILITY WEEK***

**WHEREAS**, Mobility Week is a cooperative effort by the Florida Department of Transportation, the Palm Beach Transportation Planning Agency (TPA), Palm Beach County and partner agencies to promote awareness of safe multimodal transportation choices by hosting an annual collection of outreach events; and

**WHEREAS**, Mobility Week is an ideal time for counties, cities, and transportation agencies to highlight achievements, introduce new initiatives, and or implement new policies promoting sustainable transportation; and

**WHEREAS**, Mobility Week is an opportunity for individuals to explore various transportation choices available and consider how multimodal transportation reduces traffic congestion, benefits the environment, and improves community health; and

**WHEREAS**, Palm Tran provides approximately 28,500 rides a day to residents and visitors of Palm Beach County and everyone can ride free for a day during Mobility Week using the promo code "Mobility2024" in their Paradise Pass app; and

**WHEREAS**, Mobility Week is consistent with the Palm Beach TPA’s vision to create a safe, efficient, and connected multimodal transportation system; and

**WHEREAS**, Mobility Week is supported by the Palm Beach TPA through participation in transportation focused events throughout Palm Beach County and its municipalities.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE GOVERNING BOARD OF THE PALM BEACH TPA** assembled in regular meeting this 31<sup>st</sup> day of the month of October of the year 2024, in Palm Beach County proclaims October 25<sup>th</sup> to November 2<sup>nd</sup> as:

*Mobility Week*

**BE IT FURTHER PROCLAIMED BY THE GOVERNING BOARD OF THE PALM BEACH TPA**, that this proclamation is duly sealed, ribboned and executed by the members of this Board. The foregoing proclamation was executed by the Chair and Vice Chair of this Board.

**Attest:**

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**Valerie Neilson, TPA Executive Director**

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**Mayor Chelsea Reed, TPA Chair**



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

**September 19, 2024**

301 Datura Street, West Palm Beach, FL 33401

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

**1. REGULAR ITEMS**

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

CHAIR REED called the meeting to order at 9:31 a.m.

The Recording Secretary called the roll.

Member	Attendance	Member	Attendance	Member	Attendance
Steve Wilson	A	Reinaldo Diaz	P	Glen Spiritis	P
Yvette Drucker	P	Joni Brinkman	P	Jeff Hmara (Alt)	P
Fran Nachlas	P	Deandre Poole	P	Michael Napoleone	P
Angela Cruz	P	Gregg Weiss	P	Christy Fox	P
Rob Long	A	Marci Woodward	A	Joseph Peduzzi	A
Chuck Shaw	A	Sara Baxter	P	Maria Marino	A
Jim Kuretski	P	Mack Bernard	A	Chelsea Reed	P

P = Present A = Absent

A quorum was present in-person.

The Recording Secretary stated Commissioner Marci Woodward requested permission to attend due to extenuating circumstances.

There were no objections to her virtual participation, and she was permitted to join the meeting remotely.

**MOTION to approve the virtual participation made by Sara Baxter, seconded by Yvette Drucker, and carried unanimously 15-0 as depicted in the table below.**

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	A	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	Y	Jeff Hmara (Alt)	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	A	Marci Woodward	Y	Joseph Peduzzi	A
Chuck Shaw	A	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Mack Bernard	A	Chelsea Reed	Y

Y = Yes N = No A = Absent

**1.B. Pledge of Allegiance**

CHAIR REED led the Pledge of Allegiance and requested a moment of silence to honor Fred Pinto, Village of Royal Palm Beach Mayor.

JEFF HMARA, Village of Royal Palm Beach Vice Mayor, offered a brief eulogy.

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

There were no modifications to the agenda.

**1.D. General Public Comments**

There were no public comments received.

Rob Long joined the meeting at 9:34 a.m.

Joseph Peduzzi joined the meeting at 9:36 a.m.

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

JIM KURETSKI stated the Town of Jupiter will be implementing quiet zones soon. He also commented on the Federal Railroad Administration's approval process.

MICHAEL NAPOLEONE shared success on the Village of Wellington's new on-demand shuttle service.

MARCI WOODWARD stated she presented at a Palm Beach County City Managers meeting on the development of a Countywide Transportation Plan.

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

VALERIE NEILSON, TPA Executive Director, provided updates available at [PalmBeachTPA.org/Board](http://PalmBeachTPA.org/Board).

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

1. Governing Board Meeting Minutes for July 18, 2024
2. Renewals to the TPA Advisory Committees through September 2027
  - a. Chang-Jen Lan as the Town of Jupiter Zero Technical Advisory Committee (TAC) Representative.
  - b. Terrence Bailey as the City of Riviera Beach TAC Representative.
  - c. Christopher Marsh as the Village of Royal Palm Beach TAC Representative and Bradford O' Brien as the Alternate.
  - d. Kenny Wilson as the Palm Beach County Florida Department of Health TAC Representative and Janelle St. Ange as the Alternate.
  - e. Joyce Cai as the School District Palm Beach County TAC Representative.
  - f. Jacey Biery as the Palm Beach County's Environmental Resources Management Vision Zero Advisory Committee (VZAC) Representative.
  - g. Fadi Nassar as the Palm Beach County's Engineering Department VZAC representative.
3. Appointments to the TPA Advisory Committees through September 2027
  - a. Jessica Keller as the City of West Palm Beach Engineering Department TAC Representative and Kevin Volbrecht as the Alternate.
  - b. Ana Maria Aponte as the City of West Palm Beach Planning Department TAC Alternate.
  - c. Kametra Driver as the City of Belle Glade TAC Representative.
4. Renewal to the Transportation Disadvantaged Local Coordinating Board (TD LCB) through September 2027

- a. Tekesha Saffold as the Citizen’s Advocate / User TD LCB Representative.

5. Financial Policies Amendment

Resolution amending TPA Financial Policies timesheet approval procedures.

**MOTION to approve the Consent Agenda made by Michael Napoleone, seconded by Glen Spiritis, and carried unanimously 17-0 as depicted in the table below.**

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	A	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	Y	Jeff Hmara (Alt)	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Chuck Shaw	A	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Mack Bernard	A	Chelsea Reed	Y

Y = Yes N = No A = Absent

**2. ACTION ITEMS**

**2.A. MOTION TO APPROVE the Roadway Functional Classification Network**

TONY NORAT, FDOT Representative, and Tina McKinnie, FDOT Consultant, provided a presentation.

There were no public comments.

There were no board member comments.

**MOTION to approve the Roadway Classification Network made by Sara Baxter, seconded by Yvette Drucker, and carried unanimously 17-0 as depicted in the table below.**

Member	Vote	Member	Vote	Member	Vote
Steve Wilson	A	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	Y	Jeff Hmara (Alt)	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Chuck Shaw	A	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Mack Bernard	A	Chelsea Reed	Y

Y = Yes N = No A = Absent

**2.B. MOTION TO ADOPT Amendment #1 to the TPA’s Fiscal Year (FY) 25-29 Transportation Improvement Program (TIP)**

ANDREW UHLIR, Deputy Director of Programs, provided a presentation.

There were no public comments.

JIM KURETSKI inquired on the inclusion of Indiantown Road in the legislative appropriations.

**MOTION to adopt Amendment #1 to the TPA’s Fiscal Year (FY) 25-29 Transportation Improvement Program (TIP) made by Sara Baxter, seconded by Fran Nachlas, and carried unanimously 17-0 as depicted in the table below.**

**Roll Call vote was conducted.**



Member	Vote	Member	Vote	Member	Vote
Steve Wilson	A	Reinaldo Diaz	Y	Glen Spiritis	Y
Yvette Drucker	Y	Joni Brinkman	Y	Jeff Hmara (Alt)	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Angela Cruz	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Chuck Shaw	A	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Mack Bernard	A	Chelsea Reed	Y

Y = Yes N = No A = Absent

**3. INFORMATION ITEMS**

**3.A. DISCUSSED: Transportation Demand Management Programs**

JONATHAN HOPKINS with WPBGo and Jeremy Mullings with South Florida Commuter Services provided a presentation.

There were no public comments.

Board members inquired about employee incentive programs, public outreach, and return on investment.

**3.D DISCUSSED: Partner Agency Updates**

CHAIR REED invited Yash Nagal, Director of Transit Planning, to provide an update.

YASH NAGAL provided an update on the Port St. Lucie Express.

**4. ADMINISTRATIVE ITEMS**

**4.A. Routine TPA Reports**

- A. TPA Reports
  - 1. Public Involvement Activity Report – July and August 2024
  - 2. FDOT Scheduling Report – August 2024
- B. Next Meeting – **October 10, 2024 (Rescheduled to October 31, 2024)**
- C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 10:59 a.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Governing Board and that the information provided herein is the true and correct Minutes for the September 19, 2024, meeting of the Board dated October 31, 2024.

Chair Chelsea Reed, Palm Beach Gardens Mayor

**EXHIBIT A**

Transportation Planning Agency Governing Board

<b>Representative Alternate(s) Local Government</b>	<b>Oct '23</b>	<b>Nov '23</b>	<b>Dec '23</b>	<b>Jan '24</b>	<b>Feb '24</b>	<b>Mar '24</b>	<b>Apr '24</b>	<b>May '24</b>	<b>Jun '24</b>	<b>Jul '24</b>	<b>Aug '23</b>	<b>Sep '23</b>
Chelsea Reed, Mayor CHAIR Marcie Tinsley, Councilmember City of Palm Beach Gardens	P		P		P	P	P	P	P	P		P
Maria Marino, Vice Mayor VICE CHAIR – District 1 Palm Beach County	P		P		E	P	P	P	P	P		E
Steve Wilson, Mayor City of Belle Glade	A		A		P	P	A	A	P	P		A
Yvette Drucker, Deputy Mayor City of Boca Raton	P		P		P	P	P	P	P	P		P
Fran Nachlas, Council Member Scott Singer, Mayor Andy Thomson, Council Member Marc Widger, Council Member City of Boca Raton	P		P		P	P	P	P	P	ALT		P
Angela Cruz, Commissioner Aimee Kelly, Vice Mayor City of Boynton Beach	E		P		E	P	P	ALT	P	P		P
Rob Long, Deputy Vice-Mayor Thomas Markert, Commissioner City of Delray Beach	P		E		P	P	P	P	P	P		P
Chuck Shaw, Mayor Judith Dugo, Deputy Mayor City of Greenacres	E		P		P	P	P	E	P	P		A
Jim Kuretski, Mayor Ron Delaney, Councilor Town of Jupiter	P		P		P	P	E	P	E	P		P
Reinaldo Diaz, Commissioner Christopher McVoy, Commissioner City of Lake Worth Beach	P		E		P	A	P	P	P	ALT		P
Joni Brinkman, Vice Mayor Village of Palm Springs	P		P		P	P	P	P	P	P		P
Mack Bernard, Commissioner – District 7 Palm Beach County	P		P		A	A	P	P	P	P		E
Sara Baxter, Commissioner – District 6 Palm Beach County	P		E		P	P	P	P	P	P		P
Gregg Weiss, Commissioner – District 2 Palm Beach County	P		P		P	P	P	P	P	P		E

<b>Representative Alternate(s) Local Government</b>	<b>Oct '23</b>	<b>Nov '23</b>	<b>Dec '23</b>	<b>Jan '24</b>	<b>Feb '24</b>	<b>Mar '24</b>	<b>Apr '24</b>	<b>May '24</b>	<b>Jun '24</b>	<b>Jul '24</b>	<b>Aug '23</b>	<b>Sep '23</b>
Marci Woodward, Commissioner – District 4 Maria Sachs, Mayor – District 5 Michael Bennett, Commissioner – District 3 Palm Beach County	ALT		P		E	P	P	P	P	P		P
Deandre Poole, Commissioner Varisa Lall Dass, Commissioner Port of Palm Beach	P				P	P	P	P	P	P		P
Glen Spiritis, Council Member Tradrick McCoy, Chairperson Pro-Tem City of Riviera Beach	A		A		P	P	A	P	P	P		P
Vacant Jeff Hmara, Vice Mayor Village of Royal Palm Beach	P		P		ALT	P	E	P	P	P		ALT
Michael Napoleone, Mayor John McGovern, Councilman Village of Wellington	ALT		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 Shalonda Warren, Commissioner Christina Lambert, Commissioner City of West Palm Beach	E		E		P	P	Alt	P	P	P		P

Attendance Record

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

OTHERS PRESENT

Valerie Neilson  
 Andrew Uhlir  
 Brian Ruscher  
 Melissa Eble  
 Ruth Del Pino  
 Paul Gougelman  
 David Wiloch  
 Richard Radcliffe  
 Yash Nagal  
 Raj Shanmugam  
 Cesar Martinez  
 Marsha Taylor-Long  
 Claudia Olarte  
 Jackie Burrows  
 Victoria Williams

REPRESENTING

Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach County  
 League of Cities PBC  
 Palm Tran  
 FDOT  
 FDOT  
 FDOT  
 FDOT  
 FDOT  
 FDOT

Tony Norat  
Jackie Burrows  
Noah Brown  
Jeremy Mullings  
Jeannelia Liu  
Tina McKinnie  
Geoff Sluggett

FDOT  
FDOT  
South Florida Commuter Services  
South Florida Commuter Services  
Caltran Engineering Group  
Caltran Engineering Group  
Geoffrey B Sluggett & Associates



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

**September 19, 2024**

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

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

**1. REGULAR ITEMS**

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

CHAIR REED called the meeting to order at 2:00 p.m.

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

<b>Member</b>	<b>Attendance</b>	<b>Member</b>	<b>Attendance</b>
Yvette Drucker	P	Maria Marino	E
Michael Napoleone	P	Chelsea Reed	P
Christy Fox	P		

P = Present A = Absent

**1.B. Modifications to the Agenda**

There were no modifications to the agenda.

**1.C. General Public Comments**

There were no public comments received.

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

There were no comments from the Chair or Members.

**2.A. RECOMMENDED:** Amendment to the TPA Executive Director Contract Term

MILTON COLLINS, TPA Human Resources Consultants, provided two options to amend the Executive Director’s contract term.

There were no public comments on this item.

The Executive Committee discussed severance pay and asked TPA General Counsel for clarification.

The Executive Committee asked about term industry standards for MPO Executive Director contracts.

Michael Napoleone explained when severance pay would and would not qualify.

**MOTION to recommend adoption of Option B: 3 Year Term that includes autorenewals and a 120-day non-renewal notice period with added language if the contract expires without renewal, then no severance is owed to the Executive Director, made by Mayor Napoleone, seconded by Yvette Drucker, and carried unanimously 4-0 as depicted in the table below.**

Member	Vote	Member	Vote
Yvette Drucker	P	Maria Marino	E
Michael Napoleone	P	Chelsea Reed	P
Christy Fox	P		

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

**3. ADMINISTRATIVE ITEMS**

**3.A. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 2:24 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 September 19, 2024, meeting of the Committee dated October 31, 2024.

\_\_\_\_\_  
 Chair Chelsea Reed  
 Palm Beach Gardens Mayor

**EXHIBIT A**  
TPA Executive Committee  
Attendance Record

<b>Representative Local Government</b>	<b>May '22</b>	<b>Jun '22</b>	<b>July '22</b>	<b>Aug '22</b>	<b>Oct '22</b>	<b>Dec '22</b>	<b>June '23</b>	<b>June '24</b>	<b>Sept '24</b>
Chelsea Reed, Mayor – TPA CHAIR City of Palm Beach Gardens	P	E	P	P	P	P	P	P	P
Maria Marino, Vice Mayor – TPA VICE CHAIR Palm Beach County	P	P	P	P	P	P	E	E	E
Michael Napoleone, Mayor Village of Wellington	P	P	P	P	P	P	P	P	P
Yvette Drucker, Deputy Mayor City of Boca Raton	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**P	P
Christy Fox, Commissioner City of West Palm Beach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**P	P

\*\*\* New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Valerie Neilson  
Melissa Eble  
Ruth Del Pino

REPRESENTING

Palm Beach TPA  
Palm Beach TPA  
Palm Beach TPA



October 2, 2024

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

**RE: Appointment to the Technical Advisory Committee**

Dear Ms. Neilson:

The City of Greenacres would like to appoint Gionni Gallier, Senior Planner of Development and Neighborhood Services as the City's representative to the TPA's Technical Advisory Committee, as the City's alternate appointment.

Combined, both Ms. Malone and Mr. Gallier have approximately forty years of experience in Planning in the public sector and will represent the TPA well.

Please feel free to contact me at 561-642-2017 if you have any questions or if there is anything else that needs to be done to complete this appointment.

Sincerely,

Chuck Shaw  
Mayor

Chuck Shaw  
Mayor

John Tharp  
Councilmember  
District I

Peter A. Noble  
Councilmember  
District II

Judith Dugo  
Councilmember  
District III

Susy Díaz  
Councilmember  
District IV

Paula Bousquet  
Councilmember  
District V

CS/AM/ja  
AM202410.01

pc: Andrea McCue, City Manager  
Denise Malone, Director of Development & Neighborhood Services  
Gionni Gallier, Senior Planner  
Intergovernmental / TPA File

Encl.: Resume – G. Gallier



# Gionni A Gallier

gionni.gallier@gmail.com | (561) 853-6422

Driven and detail-oriented urban planner with a strong foundation in land use planning and development regulations. I am committed to collaborating with stakeholders and finding creative solutions to support the growth and prosperity of local communities.

## PROFESSIONAL EXPERIENCE

### **City of Greenacres**    *Greenacres, FL*

#### **Senior Planner**                      **September 2023 – Present**

Project Manager of a wide range of planning activities with a primary focus on comprehensive planning, zoning, land use, transportation, urban design, and site planning. This role processes applications for code compliance, updating zoning and land use data, and reviewing development proposals. Additionally, the position is responsible for preparing recommendations for advisory boards and City Council, conducting studies, generating reports, and analyzing data to support and guide the City's Comprehensive Plan and long-term development goals.

- Review, analyze, and evaluate development and permit applications for compliance with Comprehensive Plan, Zoning Code, City ordinances, and policies.
- Provide comprehensive presentations before City Council, Planning & Zoning Boards of Appeals, and other committees on a broad range of planning, zoning, and land use topics. Provide professional advice and administrative support to the Development Review Committees.
- Conduct research, prepare staff reports, and develop graphic and pictorial presentations for advisory committees, City Council, and various stakeholders.
- Represent the City in planning and zoning matters at regional meetings, ensuring alignment with city policies, needs, and standards.
- Perform comprehensive field inspections to ensure compliance with approved site plans and municipal codes.
- Offer professional guidance to the public, developers, and businesses on zoning, land use, subdivision, and other development-related issues.
- Review business tax receipts for compliance with Zoning regulations and other city codes.
- Collect data and conduct analysis for development-related reports and studies. Utilize GIS to maintain and update planning, zoning, and land use data and maps.
- Contribute to the periodic review and updates of the City's Comprehensive Plan and Zoning Code; recommend regulatory changes to align with current trends and development needs.
- Coordinate with consultants as necessary for the review and approval of private development projects.
- Serve as a subject matter expert on matters related to state & local telecommunications codes. Understand and articulate details of Federal Wireless Facilities Deployment legislation including 6409(a) and related Federal Communications Commission (FCC) Orders.

### **SBA Communications Corp**    *Boca Raton, FL*

#### **Senior Zoning Administrator**                      **December 2021 – September 2023**

Analyst role that manages the planning and coordinating of projects necessary to secure and maintain zoning/land use approvals and ensure compliance of owned facilities under the Zoning Manager's stewardship.

- Analyze and offer recommendations and consultations on Zoning Ordinances and Land Use & Planning regulations. Conduct site research and prepare analysis reports related to the viability of Zoning & Land Use.
- Provide zoning assistance to M&A department for acquisition proposals.

- Preparation of all necessary zoning applications and supporting documentation including justification for site plans and sketches, map, photo simulations and public hearing notification.
- Manage all aspects of complying with conditions of approvals, correcting code enforcement issues and coordinate with regulatory jurisdictions and their officials to complete zoning due diligence.
- Aid in community development by the implementation of telecom projects, contributing to improved communication and public safety in local communities and supporting economic development through the creation of jobs and revenue generation.
- Serve as a Subject Matter Expert on matters related to Planning, Zoning & Land Use as well as state and local telecommunication municipal codes. Understand and articulate details of Federal Wireless Facilities legislation.
- Assist with and prepare for Zoning Litigation activities and manage outside consultants during zoning processes.

**Zoning Specialist                      May 2019 – December 2021**

- Review jurisdictional Code of Ordinances and Land Development Regulations from a telecommunication industry standpoint; Coordinate with jurisdictions on proposed telecom facilities research.
- Review competitor proposals to ensure compliance with code.
- Reliably provide zoning assistance on sites prior to purchase by M&A team.

***Rader Management Corp (Dunkin Donuts)                      Boynton Beach, FL/ Bernards, NJ***

**Assistant General Manager                      November 2014 – May 2019**

- Established operational objectives, work plans and action plans and delegated assignments to managers.
- Assist in hiring, training, developing, scheduling, supervising of staff at multiple stores and inception of new stores.
- Daily cash management and extensive back-office administration; strictly enforce policies from corporate and laws of various government agencies
- Assess employee and overall store performance and keep measure of customer satisfaction.
- Communicate and solve staff and customer problems courteously by telephone, email and face-to-face.

**EDUCATION**

***Florida Atlantic University / Palm Beach State College:*** Bachelor of Science in Urban and Regional Planning  
**August 2017 – May 2023**

***John I. Leonard High School:*** High School Diploma | Advanced International Certificate of Education | Gifted student  
**August 2013 – May 2017**

**SKILLS**

- Ability to conduct research and strong analytical skills
- Comprehensive Urban Planning
- Sustainable Development Goals
- Site Plan Review/Development Proposal Evaluation
- Multitasking and working with shifting priorities
- Customer satisfaction and problem-solving
- Work independently while being able to successfully collaborate with others.
- Attention to detail
- Strong written and oral communication skills
- GIS
- Sketchup
- AutoCAD
- Adobe Suite
- Microsoft Office Suite and Microsoft Certified Professional



October 1, 2024

Palm Beach TPA Governing Board  
301 Datura Street  
West Palm Beach, FL 33401

Dear TPA Board Members

I am writing to nominate Chief Alex Freeman to the TPA's Citizen Advisory Committee

Chief Freeman, is a City of Riviera Beach resident and is currently  
Deputy Police Chief for Jupiter Inlet Colony.

He earned his BS degree in Public Administration from Barry University. When he served the  
City of Riviera Beach Police Department as a Major, he was commander of the traffic unit.

It is my opinion that Chief Alex Freeman's knowledge and experience will benefit the TPA's  
Citizen Advisory Board and all

Palm Beach residents.

Sincerely, Glen L Spiritis, PhD . City Of Riviera Beach Councilman District 4

**ALEXANDER DEMETRUS FREEMAN**  
**1251 Rosegate Blvd Riviera Beach, Florida 33404**  
**Home: 561-249-7893 Cell: 561-502-5870**

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**EDUCATION**

**Barry University**

- **BS, Public Administration**                      **Palm Beach Gardens, FL**                      **2007**
- **Southern Police Institute (SPI)**                      **Louisville, Kentucky**                      **2008**

Certification of Completion (SPI) Command Officer Development Course Department of Justice Administration College of Arts and Sciences University of Louisville.

**PROFESSIONAL EXPERIENCE:**

**Chief of Police City of Midway, Florida:**

April 2021 - Present

Responsibilities & Accomplishments to Include:

- Reorganized Police Department for more effective and efficient service in the best interest of the community
- Appointed the first in the history of Gadsden County the highest ranking female to Captain of Police
- Purchased body worn cameras technology
- First time in the history of the Midway Police Department to purchased new state of the art police vehicles
- Chief Night In Program
- Chief Night Out Program
- Career Development & Succession Planning
- Implemented Customer Service Surveys
- Purchase of new uniform for a more professional appearance
- Conducted and audit of the police department/FDLE
- Established a collaborative relationship with the State Attorney Office
- Established a collaborative relationship with Sheriff Walter McNeil and the Leon County Sheriff Office
- Established a collaborative relationship with the Florida Department of Law Enforcement (FDLE).
- Established a collaborative relationship with Sheriff Morris Young and the Gadsden County Sheriff Office
- Established a collaborative relationship with Trooper H of the Florida Highway Patrol
- Established a collaborative relationship with the Public Safety Institute Academy
- Established a collaborative relationship with the Division of Investigative & Forensic Services (Insurance Fraud)

ALEXANDER DEMETRUS FREEMAN (continued)

- Secured a budget of \$617,538 for the fiscal year 2021-2022
- Increased staffing to be able to provide twenty-four hour police coverage to the city, October 20, 2021
- Purchased departmental duty weapons for more uniformity, efficiency and effectiveness/cost saving to the city
- Implemented the Annual Black-Tie Gala Police Ball
- Implemented Police Chaplin Program
- Increased base salary entry level to be more competitive
- Consultant for Gadsden County Sheriff Office, Review Internal Investigations
- Implementation of Smart Cop Case Management Technology
- Brought Evidence Section in compliance with industry standards to prevent sanction being imposed against the department by the Florida Department of Law Enforcement (FDLE).
- Established a Departmental Awards Program
- Digital Motorola Radio Communication
- Purchase Digital Sound Level Decibel Meters
- Revised and updated department policy and procedures
- Increased our police delivery model of service from sixteen (16) hours of service to twenty-four (24) hours of service

**Candidate for Palm Beach County Sheriff:**

2013 – 2020

Responsibilities & Accomplishments to Include:

- Raised campaign funds by soliciting contributions from businesses and residents
- Attended and hosted town hall, community and advocacy meetings
- Facilitated and participated in debates with opponents
- Obtained the second highest percentages of vote with four candidates in the race
- Directed campaign staff regarding all social media posts, blogs and responses

**City of Riviera Beach Police Department**

**Commander/Major of Police:**

2011 – 2015

Responsibilities & Accomplishments to Include:

- Provided management/leadership to the men and women within the span of my control assigned to Districts One, Two and Three.
- Monitored budget/Accountable for budget expenditures
- Attended community meetings/Police Advisory Board
- Attended Chief Night Out
- Provided sustainable solution to crimes reduction

ALEXANDER DEMETRUS FREEMAN (continued)

- Fostered professional relationship with external agencies
- Professional relationship with city governmental personnel
- Understood the dynamics of Major Case Management/Incident Command
- Understood the applicable use of resources and assets
- Understood the dynamics of knowing, the decisions made at my level may have an adverse impact on every other department in the City
- Understood the importance of placing the right person(s) in an assignment to meet the needs of the community, agency and members of the agency
- Understood the impacts of cause and affects when we operate outside of the Florida State Statute, Policy & Procedure and Union Contracts
- February 9, 2013, secured first time ever in the history of the Riviera Beach Police Department an Armored Truck to used as an Nuisance Abatement Mobile Surveillance Vehicle.

**Administrative Lieutenant District One:**

2010-2011

Responsibilities & Accomplishment:

- Supervised day-to-day operation of District 1.
- Supervised 3 supervisors and 20 officers
- Managed and supervised the K-9 Unit and Marine Unit
- Managed and provided security service to the Port of Palm Beach Facility to combat theft and potential acts associated with Anti-Terrorism
- Managing and providing security services to our Intercostal Waterway and the Atlantic Ocean
- Managed and supervised the Departments 5-member dive team

**Detective Lieutenant:**

2009 – 2010

Responsibilities & Accomplishments:

- Managed the day to day operation of the Investigative Section
- Major Case Management/Incident Command
- Restored confidence internal and external to our Investigative Section
- Implemented the Neighborhood Canvass Program
- Implemented the First Appearance Program
- Assisted to effect a 46% decrease in overall crime
- Implemented the Intel monitoring of intelligence program
- Implemented a successful Burglary Task Force

**Senior Executive Assistant to the Chief of Police:**

2007- 2009

Responsibilities & Accomplishments:

ALEXANDER DEMETRUS FREEMAN (continued)

- Completed **Police Chief Executive Fellowship Program**.
- Assisted and prepared a 2009-2010 fiscal year budget reduction plan.
- Prepared agenda items for City Manager and Council approval
- Attended monthly scheduled Council meetings
- Attended monthly Chief's of Police Association meetings
- Attended community meetings & events
- Participated in a number of internal and external law enforcement officer's promotional process
- Prepared a 3-year strategic plan for the years 2009-2011
- Updated policy and procedure manual

**Public Information Officer (PIO):**

2007 - 2008

Responsibilities & Accomplishments:

- Served as the department, public and news media liaison
- Prepared and distributed press releases to the media concerning newsworthy incidents including department polices
- Coordinated and authorized the release of information relevant to victims, witnesses, and suspects
- Coordinated and authorized public meeting with outside agencies, organizations, communities and community leaders to share departmental information for public safety, concerns and awareness and to coordinate news conferences
- Provided assistance to news personnel in covering news stories at incident scenes
- Coordinated and authorized release of confidential information about agency investigations and operations, when appropriate
- Availability for on call responses to the news media
- Developed procedures for releasing information in collaboration with public service agencies
- Provided valuable law enforcement service
- Understood the protection of the agency as part of my responsibility as an employee and a manager

**Inspection Section Commander:**

2007-2009

Responsibilities & Accomplishment:

- Conducted Administrative Audits
- Conducted Operational Audits
- Conducted Asset Management Audits
- Conducted Records Section Audits

ALEXANDER DEMETRUS FREEMAN (continued)

- Conducted Investigative Section Audits
- Conducted Division of Code Enforcement Audits

**Lieutenant of Professional Standards “Internal Affairs”** 2007 - 2008

Responsibilities & Accomplishments:

- Maintained integrity of the department through internal discipline
- Conducted impartial investigations
- Determined facts and circumstance surrounding and internal investigation
- Investigated use of force
- Corruption investigations
- Breach of civil rights
- Conduct involving morale turpitude
- Criminal misconduct (Monitor Only)
- In custody death (Monitor Only)
- Shooting Death (Monitor Only)
- Complaints that are assigned by the Chief of Police

**Sergeant of Professional Standards “Internal Affairs”** 2005-2007

Responsibilities & Accomplishments:

- Maintained integrity of the department through internal discipline
- Conducted impartial investigations
- Determined facts and circumstance surrounding and internal investigation
- Conducted use of force investigations
- Conducted corruption investigations
- Conducted breach of civil rights
- Investigated conduct involving moral turpitude
- Monitored criminal misconduct
- Monitored prisoners for in custody death
- Monitored shooting death statistics
- Investigated complaints that are assigned by the Chief of Police

**Position of Sergeant of Police:** 2003 - 2005

Responsibilities & Accomplishment:

- Supervised men and women under my command in accordance with department rules, Union contract and all other applicable rules
- Maintain an acceptable level of proficiency and productivity for all personnel under my supervision
- Assumed duties and responsibilities of superior officer in their absence
- Insured that all personnel under my command responded to all assignments and handled all assignments in a timely manner



ALEXANDER DEMETRUS FREEMAN (continued)

- Resolved grievances according to department policy
- Kept immediate supervisors apprised of important matters or events coming to my attention
- Maintained high degree of integrity in public and private life so command effectiveness is not compromised
- Maintained assignment and district integrity
- Followed through on assignments to determine effectiveness
- Recognizes position as part of management
- Exercised consistent and reliable judgment
- Worked effectively under stress
- Recommended discipline in a fair and impartial manner
- Responsible for conduct, appearance and strict attention to duty of all personnel under my command
- Investigated citizen's complaints and monitors officer's response
- Prepared factual, clear, concise, written reports with specific recommendations
- Actively participated in the oral interview process for applicants
- Took charge at major accidents and crime scenes
- Assisted subordinates with important decisions on technical applicants
- Ensured that deficiencies are monitored and requests training to correct problem areas for those under my span of control
- Maintained an educational level for self
- Reviewed and evaluate reports
- Made inspections of personnel and equipment
- Reviewed and evaluates the performance of those departmental employees under my span of control
- Submitted proper daily monthly reports

**Position of Police Detective:**

2000 - 2003

Responsibilities & Accomplishment:

- General Investigations
- Crimes against person
- Homicide investigation
- White collar crimes
- Economic crimes
- Property crimes
- Prepared search warrants
- Worked closely with the State Attorney Office

**In 2002, while assigned to the detective division, I was named Officer Of The Year, by Victim Service of Palm Beach County, after completing against thirty-six (36) law enforcement municipalities to include the Palm Beach County Sheriff Office for my dedicated service to Citizens of Riviera Beach.**

**Position of Patrol Officer:**

1993 - 2000

Responsibilities & Accomplishment:

- Conducted foot patrol, vehicle, and bicycle patrol duties
- Responded to calls for service
- Investigated traffic related incidents
- Kept the peace at public meetings, social events, processions, trade disputes or strikes
- Conducted first responder initial investigations, gathering evidence, taking statements and securing scenes
- Interviewed suspects, victims and witnesses consistent with policy and procedure and state law

As a Law Enforcement Officer and Practitioner, I am Certified and Trained in Crisis Intervention in dealing with and managing person(s) suffering from mental disorders. This certification consists of teaching officers about the signs and symptoms of mental illnesses and the psychiatric medication used to treat a variety of mental health problems. The training facilitated to law enforcement is **De-escalation, Practical Approach** and improves officer's attitudes and knowledge about mental illness. I had the opportunity to work closely with the Oakwood Center on several occasion when I had to transport person(s) in my care to the facility for service.

**Professional organization affiliated:**

- Palm Beach County Chief Association (**PBCCA**)
- Florida Police Chief Association (**FPCA**)
- International Association of Chiefs Police (**IACP**)
- National Organization of Black Law Enforcement Executive (**NOBLE**)
- Omega Psi Phi Fraternity, Inc.
- Bishop Richard Allen Lodge #11 Masonic – Riviera Beach
- Northside Kiwanis Club
- Florida Municipal Insurance Trust (**FMIT**)
- Florida League of Cities Law Enforcement Advisory Panel (Board of Directors)
- North Florida Regional Domestic Security Task Force



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

October 11, 2024

Via Email to: [vneilson@palmbeachtpa.org](mailto:vneilson@palmbeachtpa.org)

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

RE: Appointment of Village Representative to Citizens Advisory Committee

Dear Ms. Neilson:

At its October 10, 2024 meeting, the Village Council appointed a Palm Springs resident, Mr. Johnnie Tieche, to serve as its representative on the TPA's Citizens Advisory Committee. Mr. Tieche may be reached at [tiechej@bellsouth.net](mailto:tiechej@bellsouth.net) or (561)601-7946.

Thank you,

A handwritten signature in blue ink, appearing to read "Michael Bornstein", is written over a faint, light blue circular stamp or watermark.

Michael Bornstein  
Village Manager

October 18, 2024

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

Dear TPA Governing Board Members,

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

Gaines is a highly motivated and results-driven professional with over eight years of diverse experience in construction, engineering, and public insurance sectors. His expertise in project management, construction inspection, and public insurance adjusting consistently delivers exceptional outcomes.

He has a proven track record of overseeing construction projects from start to finish, ensuring profitability and alignment with organizational values. His ability to conduct thorough damage inspections and collaborate effectively with stakeholders makes him an invaluable asset in optimizing processes and outcomes.

My fellow board members and I believe Gaines is a good fit for the TPA CAC because of his experience as a Signaling Timing Engineer. He produced skills that enhanced traffic flow and project efficiency—qualities that are essential for a transportation planning agency.

Thank you for considering Gaines for this important role.

Sincerely,

Deandre Poole

*Port Commissioner*

*Port of Palm Beach District*



TG

TAY B. GAINES

## CONTACT



561-889-2366



taygaines@gmail.com



West Palm Beach, FL 33407

## SKILLS

- Project Lifecycle Management
- Project Planning & Scheduling
- Project Milestones & Deliverables
- Project Oversight & Facilitation
- Project Success Criteria Definition
- Stakeholder Management
- Performance Reporting
- Construction Management
- Sub-contractor Management
- Budget Preparation & Tracking
- Team Coordination & Leadership
- Risk Management
- Timeline Planning
- Status Reporting & Communication
- Information Gathering & Analysis
- Post-Project Evaluation & Reporting
- Resource Allocation & Management
- Client Relationship Management

## TECHNICAL SKILLS

- Blue Beam Revu, E-builder, CMiC, MicroStation, AutoCAD
- Microsoft Office – specifically Word, Excel, and Access
- Max View, GIS applications, Adobe Pro, Mathcad, Synchro 8, WMS 8.0, and HCS
- Auto Desk Build, Pype Closeout

## PROFILE SUMMARY

Highly motivated and results-driven professional with over 8 years of experience across construction, engineering, and public insurance sectors, leveraging expertise in project management, construction inspection, and public insurance adjusting to deliver exceptional results. Proven expertise in overseeing construction projects from inception to completion, ensuring exceptional results, profitability, and adherence to organizational values. Adept at conducting thorough property damage inspections and collaborating with stakeholders for optimal outcomes in insurance claims. Skilled in field inspections, plan evaluations, and signal timing adjustments, contributing to enhanced traffic flow and project efficiency. Known for achieving cost savings, streamlining processes, and executing successful project closeouts. Seeking to leverage a unique skill set and accomplishments to contribute to a dynamic organization's success.

## CORE COMPETENCIES

- Experience in managing complex projects, ensuring safe, secure, and economical delivery
- Solid competency in preparing budgets on the scope of work and resource requirements
- Strong communication skills to continually manage project expectations with stakeholders
- Proficiency in identifying, documenting, and mitigating risks throughout the life of a project
- Capability to plan and schedule project timelines using appropriate tools and technologies
- Ability to evaluate information gathered from multiple sources & troubleshoot problem areas
- Navigate project changes and coordinate with a variety of cross-functional project members
- Adept at managing contracts with vendors by assigning tasks and communicating deliverables

## PROFESSIONAL EXPERIENCE

### Assistant Project Manager | Charles Perry Partners Inc.

Apr 2023 – April 2024

- Identify and manage construction projects, ensuring exceptional results, profitability, and adherence to CPPI's values.
- Directly oversee subcontractor issues, project engineers, and support Project Manager in cost, quality, schedule, and safety.
- Prepare project estimates, assist in cost qualifications, and collaborate on project buyouts.
- Oversee multiple tasks effectively while maintaining relationships with clients, architects, consultants, and subcontractors.
- Actively seek new opportunities, support customer bids, and maintain critical project information for efficient administration.
- Lead projects from inception to completion, meeting revenue goals and maintaining an effective office environment.
- Identify priority items, expedite submittal reviews, and manage information flow among stakeholders.
- Administer subcontracts, attend project meetings, and ensure timely issue resolution and follow-up.
- Facilitate management and field supervision staff, ensuring adherence to quality control plans.

#### Key Accomplishments

- Achieved 20% cost savings through strategic project buyouts, enhancing overall project profitability and efficiency.
- Spearheaded successful project closeouts, ensuring timely delivery of training, materials, and documentation to owners.

### 3-20 Public Insurance Adjuster | Lightman & Fields Public Adjusters

Sept 2019 – Present

- Conduct thorough property damage inspections, providing detailed estimates for restoration, exceeding previous conditions.
- Analyze insurance policies, ensuring comprehensive coverage and enhancing insured parties' understanding for optimal results.
- Collaborate with adjusters, contractors, and engineers to strategize and deliver optimal outcomes for insurance claims.
- Engage in on-site meetings with property owners to assess damage and coverage, ensuring effective claim processing.
- Work closely with homeowners and businesses, striving for the best outcomes in property insurance claims.

#### Key Accomplishments

- Enhanced claim efficiency, achieving a 20% reduction in processing time through streamlined inspection procedures.

## EDUCATION

- Turner School of Construction Management – *W. Palm Beach, FL*  
June 2018
- **BS in Civil Engineering** | Howard University – *Washington, DC*  
May 2015
- **High School Diploma** | Suncoast Community High School – *Riviera Beach, FL*  
May 2010

## MEMBERSHIPS & CERTIFICATION

- Florida 3-20 & 2-20 Insurance Licenses
- Institute of Transportation Engineers (ITE)
- National Society of Black Engineers (NSBE)

## INTERESTS

- Real Estate
- Cryptocurrency
- eCommerce

→ Successfully negotiated with adjusters, contractors, and engineers, resulting in a 15% increase in claim settlements.

### **Project Engineer/Construction Inspector** (Palm Beach County Water Utilities Department)

*MCO Construction, Inc.*

**Apr 2019 – Oct 2021**

- Conducted field inspections for water utility construction, ensuring project progression through coordination with office and field teams.
- Referred deviations to construction managers, contributing to clarification and timely resolution of disagreements.
- Evaluated plans, specifications, and contract documents, ensuring conformance with regulations and owner approval.
- Utilized communication and analytical skills to inspect construction sites, made recommendations for safe and planned progress.
- Reviewed material submittals, samples, and shop drawings, expedited Requests for Information, and obtained approvals.
- Ensured compliance with contract agreements, drawings, and specifications, meeting all duties and obligations.
- Generated detailed reports and spreadsheets for change order pricing, addressed Architect Supplemental Information and Request for Information responses.
- Coordinated scope review meetings, proactively predicted and resolved potential impacts with contractor teams and project representatives.

#### **Key Accomplishments**

- Improved project efficiency by 20% through streamlined coordination and enhanced team communication.
- Expedited approval processes, reducing Request for Information response time by 25% for material submittals.

### **Signal Timing Engineer III** | *Gwinnett County DOT – Lawrenceville, GA*

**Sept 2018 – Mar 2019**

- Implemented signal timing adjustments in the field and remotely from the Traffic Control Center.
- Analyzed clearance intervals, crash data, and traffic impact studies, preparing ETI and TE reports.
- Collaborated with department leaders and consultants for signal design, ITS implementation, and smart corridor plans.
- Developed excel spreadsheets for county-wide expansion, state road additions, cost estimates, and battery backup system management.

#### **Key Accomplishments**

- Enhanced traffic flow by 20% through precise signal timing adjustments, reducing congestion and improving efficiency.

### **Construction Project Estimator** | *Wingate Corporation – W. Palm Beach, FL*

**Feb 2018 – June 2018**

- Reviewed project plans for accurate quantity tabulations and cost estimations, ensuring financial transparency.
- Collaborated with General Contractors, reviewed high-priority plans, and conducted on-site visits for thorough assessments.
- Identified potential clients and projects across city, county, and state departments, fostering new opportunities.

#### **Key Accomplishments**

- Attained cost savings of 15% through meticulous project plan reviews, optimizing quantity tabulations and estimations.

### **Project Coordinator**

*Palm Beach County Traffic Division – W. Palm Beach, FL*

**Oct 2015 – Sept 2018**

- Led annual vehicle detection contract as Lead Project Coordinator, managing budgeting, design, and complete oversight.
- Aided Senior Professional Signal Design Engineers in reviewing, e-permitting, designing, and modifying intersections.
- Initiated work orders, developed cost estimations, and created bid tabs for diverse projects, ensuring accuracy.
- Engaged in meetings with department leaders, Palm Beach County, FDOT team leaders, and various engineers.

#### **Key Accomplishments**

- Successfully executed vehicle detection contract, achieving cost savings of 15% through meticulous budgeting and oversight.

**From:** [Joseph Dellosa C.](#)  
**To:** [Ruth Del Pino](#)  
**Cc:** [Valerie Neilson](#); [Andrew Uhlir](#); [Christian Wright O.](#)  
**Subject:** RE: Palm Beach County District 4 - TPA CAC Representative  
**Date:** Monday, September 9, 2024 9:56:03 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Good morning Ms. Del Pino,

Commissioner Woodward would like to re-nominate Jim Knight to the District 4 seat on the CAC.

If there is any additional information I can provide, please don't hesitate to let me know.

I hope you had a wonderful weekend!

Sincerely,

**joe dellosa**

Administrative Aide to Commissioner Marci Woodward  
Palm Beach County Board of County Commissioners, District 4

301 North Olive Avenue, 12th Floor | West Palm Beach, FL 33401  
Office: 561-355-2204  
Email: JCDellosa@pbc.gov



## TPA RESOLUTION 2024-XX

### **A RESOLUTION OF THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA) AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND TPA FOR ADMINISTRATIVE DISPOSITION OF ASSETS AND TERMINATING FOUR (4) INTERLOCAL AGREEMENTS FOR ADMINISTRATIVE SERVICES**

**WHEREAS**, the TPA operates on a cash-reimbursement basis using primarily federal and state planning grants, and as such requires a funding source to temporarily fund its operations until grant reimbursements funds are received; and

**WHEREAS**, on September 21, 2023, the TPA Governing Board adopted Resolution 2023-17 authorizing the extension of four (4) Interlocal Agreements for Administrative Services with the City of Boca Raton, City of Palm Beach Gardens, Town of Jupiter, and Village of Royal Palm Beach; and

**WHEREAS**, the Interlocal Agreements provided the Advanced Funding Amount of local funds to the TPA;

**WHEREAS**, the Agreements expire on September 30, 2028;

**WHEREAS**, the interlocal agreements between the Palm Beach TPA were entered into and recorded with the following Public Records of Palm Beach County, Florida:

- City of Boca Raton, a Florida Municipal Corporation: September 2023, in Official Records Book CFN 20230913800001
- City of Palm Beach Gardens, a Florida Municipal Corporation: September 2023, in Official Records Book CFN 2023091380004
- Town of Jupiter, a Florida Municipal Corporation: September 2023, in Official Records Book CFN 20230913800002
- Village of Royal Palm Beach, a Florida Municipal Corporation: September 2023, in Official Records Book CFN 20230913800003



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**WHEREAS**, FDOT has agreed to provide the Advanced Funding Amount for the TPA to use as reimbursement, and it is beneficial to the TPA to enter into an agreement with one agency - FDOT, to reduce administrative time and fees associated with multiple agreements;

**WHEREAS**, the current agreements allow for Termination for Convenience at any time with at least one hundred eight (180) calendar day's prior written notice.

**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 authorizes its Chair and Executive Director to execute the Memorandum of Understanding between FDOT and the TPA for Administrative Disposition of Assets which is attached hereto and incorporated herein by reference as Exhibit A.

**SECTION 3.** The TPA Governing Board hereby authorizes its Chair and Executive Director to terminate the four (4) Interlocal Agreements for Administrative Services and set distinct termination effective dates.

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

The foregoing Resolution was offered by \_\_\_\_\_ who moved its adoption. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 10 day of October 2024.

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

By: \_\_\_\_\_  
Chelsea Reed, as its Chair

ATTEST:

\_\_\_\_\_  
Ruth Del Pino, TPA Agency Clerk

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APPROVED AS TO FORM AND LEGAL SUFFICIENCY

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Paul Gougelman, TPA General Counsel

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE FLORIDA DEPARTMENT OF**  
**TRANSPORTATION AND PALM BEACH**  
**TRANSPORTATION PLANNING AGENCY**  
**FOR ADMINISTRATIVE DISPOSITION OF ASSETS**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **FLORIDA DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as "FDOT"), and the **PALM BEACH TRANSPORTATION PLANNING AGENCY** (hereinafter referred to as "PBTPA").

**WITNESSETH:**

**WHEREAS**, the Federal Highway Administration ("FHWA") apportions formula grant funding for planning activities (PL funds) under 23 USC Section 104(f) made available to the PBTPA through the state of Florida Department of Transportation (FDOT). The PL funds are reimbursed at 80% of allowable expenditures claimed by the PBTPA on an actual cost basis. The remaining 20% is contributed by the FDOT as an in-kind match utilizing toll revenue credits or Transportation Development Credits; and

**WHEREAS**, Section 339.175, Florida Statutes, provides for the designation of a minimum of one Metropolitan Planning Organization ("MPO") for each urbanized area of the state *and* the creation and operation of such MPO's is pursuant to an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes; and

**WHEREAS**, the Governor of Florida has designated the PBTPA as the MPO for the urbanized area within Palm Beach County and the PBTPA is duly created and operated pursuant to an Interlocal Agreement between the FDOT and the affected units of general purpose local governments within the urbanized area within Palm Beach County. See, Interlocal Agreement for Creation of the Metropolitan Planning Organization, recorded on Oct. 26, 2015 in Official Records Book 27885, Page 1538, Public Records of Palm Beach County, FL; and

**WHEREAS**, Section 339.175(2), Florida Statutes, provides that the PBTPA shall be considered a legally independent governmental entity distinct from the state or the governing bodies of the local governments represented on the Governing Board of the PBTPA; and

**WHEREAS**, the PBTPA is mandated by the Federal-Aid Highway Act to ensure federally funded transportation projects support local priorities. The PBTPA is federally mandated and responsible for making policy on local transportation issues and deciding how to spend federal money on transportation projects within Palm Beach County; and

**WHEREAS**, the PBTPA administers FHWA Planning (PL), Surface Transportation (SU) and General Fund Surface Transportation (GFSU) formula funds that are passed through the FDOT. The PBTPA also administers Federal Transit Administration ("FTA") formula funds that are used for multi-modal planning activities; and

**WHEREAS**, the PBTPA and the FDOT have the authority to enter into this MOU pursuant to 23 USC 134; 23 Code of Federal Regulations Section 450; and Section 339.175, Florida Statutes, which require FDOT and the PBTPA to clearly identify the responsibilities for cooperatively carrying out the FHWA and FTA components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law; and

**WHEREAS**, FDOT declares that entering into this MOU serves a legitimate governmental purpose and has the authority to enter into this MOU to provide the administrative understanding hereinafter described; and

**WHEREAS**, FDOT and PBTPA desire to enter into this MOU to specify the process by which PBTPA unencumbered assets will be allocated, administered, and distributed if for any reason the PBTPA should cease, or to otherwise no longer legally exist, as further set forth herein.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants and undertakings set forth herein, and for such other good and valuable consideration, the receipt and sufficiency of which is hereby and acknowledged, FDOT and the PBTPA agree as follows:

## **SECTION 1 DEFINITIONS AND IDENTIFICATIONS**

For purposes of this MOU, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the work or phrase is used requires a different definition:

- 1.1 "Assets" - Cash, property or credit held by the PBTPA to operate its accounts payable, accounts receivable and payroll functions consistent with approved PBTPA's Unified Planning Work Program ("UPWP") two-year budget.

- 1.2 "PBTPA" - The Palm Beach Transportation Planning Agency, the federally designated transportation planning and policy making board for Palm Beach County, Florida.
- 1.3 "FHWA" — means the Federal Highway Administration.
- 1.4 "Memorandum of Understanding" or "MOU" - means this document, Sections 1 through 8, inclusive. Other terms and conditions are included in the exhibits and documents that are expressly incorporated by reference.
- 1.5 "Recitals" - The "Whereas" recitals set forth above are true and correct and are incorporated herein.
- 1.6 "Unencumbered Assets" - Assets that are not pledged as collateral or deposits and are free from any legal restrictions attached to them.

## **SECTION 2 PURPOSE AND SCOPE**

2.1 The purpose of this MOU is to set out the terms and conditions upon which PBTPA unencumbered assets might be distributed among its legally recognized member governments if, for any reason(s), the PBTPA should be dissolved, or cease to legally exist. Both the PBTPA and the FDOT agree and acknowledge that if the PBTPA should be merged into a successor independent legal entity that this MOU and the provisions contained herein shall NOT apply nor be assigned to a successor entity without the prior written approval of the FDOT.

2.2 As of the Effective Date of this MOU, the PBTPA member governments consist of Palm Beach County, Florida; South Florida Regional Transportation Authority; School Board of Palm Beach County, Palm Beach International Airport, Palm Tran, Port of Palm Beach Florida Department of Health, Florida Department of Transportation, and 13 separate municipalities, that serve on the Governing Board, all located within Palm Beach County.

2.3 The PBTPA assets originate from three (3) separate and distinct sources. Those sources include (i) Federal Funds; (ii) State Funds; and (iii) Local Funds. The PBTPA derives Federal Funds from the FHWA and the Federal Transit Authority ("FTA"). The PBTPA derives State Funds from the State of Florida Commission for the Transportation Disadvantaged and the Florida Department of Transportation. Local Funds are provided to the PBTPA from its various member governments as specified in subsection 2.2 above. Collectively these funds will be hereinafter referred to as "Funds".

**SECTION 3  
FDOT's RESPONSIBILITY**

3.1 FDOT agrees to provide funding assistance to the PBTPA for the PBTPA to operate its accounts payable, accounts receivable and payroll functions consistent with approved PBTPA's Unified Planning Work Program ("UPWP") two-year budget.

3.2 If for any reason the PBTPA should cease, or to otherwise legally not exist, the FDOT agrees to assist the PBTPA member governments to return the PBTPA unencumbered and unused assets, if any, to the original funding source, *e.g.* to the FHWA, FTA, FDOT, and/or the PBTPA's member governments in accordance with the formula determined by the PBTPA's Governing Board prior to the agency's formal dissolution.

**SECTION 4  
PBTPA RESPONSIBILITY**

4.1 PBTPA shall annually and independently audit, at its own expense, the PBTPA financial records of the Funds. PBTPA agrees to provide to any other third party all information necessary to complete said audit(s) of the Funds. PBTPA agrees to furnish the audit report(s) to FDOT and other agencies as required by and in compliance with the federal and state single audit requirements.

4.2 The PBTPA agrees to operate and maintain the referenced Funds within its accounting system.

4.3 The PBTPA agrees notwithstanding the foregoing, that the PBTPA, as a distinct legal entity, shall bear the ultimate responsibility and liability to ensure that all required financial reporting, including, but not limited to, the filing of applicable tax returns, is completed in a timely manner.

4.4 The PBTPA agrees that the FDOT is not responsible for any PBTPA liabilities or financial obligations and is only responsible for providing the unencumbered PBTPA Funds as specified in this MOU.

**SECTION 5  
EFFECTIVE DATE, TERM AND TERMINATION**

5.1 This MOU shall be effective as of July 1, 2024 and shall continue in full force in perpetuity, or until the PBTPA ceases to legally exist or if this MOU is terminated by either or both parties. If the FDOT and the PBTPA enter into a new Interlocal Agreement for Creation of the Metropolitan Planning Organization, relating to the apportionment of membership in the PBTPA, such action shall for the purposes of

this Agreement not be interpreted to be the termination of the PBTPA.

5.2 This MOU may be terminated by either party upon the issuance of a Notice of Termination to the non-terminating party; and termination shall become effective at least 30 days from the date of the Notice of Termination.

## **SECTION 6**

### **GOVERNMENTAL IMMUNITY**

6.1 Nothing herein is intended to serve as a waiver of sovereign immunity by any party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this MOU or any other contract. The PBTPA and the FDOT are state agencies as defined in Section 768.28, Florida Statutes, and shall be fully responsible for the acts and omissions of their respective agents or employees to the extent permitted and within the limits of law.

## **SECTION 7**

### **BOOKS AND RECORDS**

7.1 Each party shall retain all records related to this MOU and any services funded hereunder in accordance with the State of Florida public records retention law and applicable Federal rules and regulations. Each party shall have access to such records, for the purposes of inspection and audit, until such time as the law allows said records to be destroyed.

7.2 As required by 2 C.F.R. §200.336, the Federal awarding agency FHWA, Inspectors General, the Comptroller General of the United States, and the FHWA, or any of their authorized representatives, shall enjoy the right of access to any documents, papers, or other records of the PBTPA that are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the PBTPA's personnel for the purpose of interview and discussion related to such documents. Finally, the right of access is not limited to the required retention period but lasts as long as the records are retained.

7.3 As required by Florida Department of State's record retention requirements (Chapter 119, Florida Statutes) and by 2 C.F.R. §200.334, the PBTPA shall retain sufficient records to show its compliance with the terms of this MOU, as well as the compliance of all subcontractors or consultants paid from funds under this MOU, for a period of five (5) years from the date of submission of the final expenditure report.

7.4 This Section 7 shall survive the expiration or termination of this MOU.

**SECTION 8  
GENERAL PROVISIONS**

8.1 Assignment. Neither this MOU nor any right or interest created herein shall be assigned, transferred, or encumbered without the prior written consent of the other party.

8.2 Notices. Any notices required by this MOU shall be in writing and shall be (as elected by the party giving such notice) hand delivered by messenger, or alternatively, may be sent by U.S. certified mail, return receipt requested. Any party to this Agreement may from time to time unilaterally change its address or addressee by giving notice to the other individuals set forth below. Notices shall be provided to the following:

*As to the FDOT:*

**Florida Department of  
Transportation:** District Four  
Secretary  
3400 West Commercial Blvd.  
Ft. Lauderdale, Florida 33309

With a copy to:

Florida Department of  
Transportation: District  
General Counsel  
3400 West Commercial  
Blvd. Ft. Lauderdale,  
Florida 33309

*As to the PBTPA:*

**Palm Beach Transportation  
Planning Agency:**  
Executive Director  
301 Datura Street  
West Palm Beach, FL 33401

With a copy to:



Paul Gougelman  
PBTPA General Counsel  
Weiss Serota Helfman Cole &  
Bierman, P.L. 200 E. Broward Blvd.,  
Suite 1900  
Fort Lauderdale, Florida 33301

### 8.3 Litigation; Venue; Limitation of Actions; Waiver of Jury.

8.3.1 This MOU shall be construed and interpreted, and the rights of the parties hereto determined, in accordance with Florida law. The parties submit to the jurisdiction of Florida courts. The parties agree that proper venue for any suit concerning this MOU shall be Palm Beach County, Florida. In any litigation arising under this MOU, each party shall bear its own costs and attorney fees. To ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS MOU.

8.3.2 In the event of a breach of this MOU or if enforcement of this MOU shall be required, the PBTPA and FDOT agree to reasonably cooperate with each other and take all appropriate and necessary action to secure payment of all applicable compensation or reimbursement of funds, and that no party (the PBTPA or FDOT) shall be liable to the other for damages; however, a party may be subject to equitable remedies such as mandamus or specific performance.

8.4 Waiver. It is hereby agreed to by the parties that no waiver of breach or any of the covenants or provisions of this MOU shall be construed to be a waiver of any succeeding breach of the same or any covenant.

8.5 Entire MOU. This MOU expresses the entire MOU of the parties, and no party shall be bound by any promises or representations, verbal or written, made prior to the date hereof which are not incorporated herein.

8.6 Counterparts. This MOU may be executed in one or more counterparts, each of which shall be an original, but together such counterparts shall constitute only one instrument.

8.7 Failure to Perform. Should any party involuntarily fail to perform any of their respective obligations pursuant to this MOU, this MOU may be terminated.

8.8 Severability. If any section, sentence, clause, or phrase of this MOU is found to be invalid or unconstitutional by any court of competent jurisdiction, then said

holding shall in no way affect the validity of the remaining portions of this MOU, and said invalid or unconstitutional section, sentence, clause, or phrase shall be severed from this Agreement.

8.9 Further Assurances. The parties hereby agree to execute, acknowledge, and deliver and cause to be done, executed, acknowledged, and delivered all further assurances and to perform such acts as shall reasonably be requested of them in order to carry out this MOU.

8.10 Joint Preparation. The parties acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligation herein and that the preparation of this MOU has been their joint effort. The language agreed to expresses their mutual intent, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

8.11 Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this MOU by reference and a term, statement, requirements, or provision of this MOU, the term, statement, requirement, or provision contained in Sections 1 through 8 of this MOU shall prevail and be given effect.

8.12 Compliance with Laws. The parties shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing their duties, responsibilities, and obligations pursuant to this MOU.

8.13 Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this MOU and executed by the FDOT and the PBTPA Board or others delegated authority to or otherwise authorized to execute same on their behalf.

8.14 Prior Agreements. This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or MOU, whether oral or written.

8.15 Representation of Authority. The individuals executing this MOU on behalf of their respective entities hereby represent and warrant that on the date they sign this MOU, that they are duly authorized by all necessary and appropriate action to execute this MOU on behalf of such party and does so with full legal authority.

**MOU BETWEEN  
THE FLORIDA DEPARTMENT OF TRANSPORTATION  
AND THE PALM BEACH TRANSPORTATION PLANNING  
AGENCY FOR THE DISPOSITION OF ASSETS**

**IN WITNESS WHEREOF**, the parties hereto have made and executed this MOU on the respective dates under each signature: the PBTPA, signing by and through its \_\_\_\_\_, duly authorized to execute same, and FDOT, signing by and through its \_\_\_\_\_, attested to and duly authorized to execute same.

**FDOT**

**FLORIDA DEPARTMENT OF  
TRANSPORTATION**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title:

\_\_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:  
By: \_\_\_\_\_  
\_\_\_\_\_

Print Name and Title:  
\_\_\_\_\_ day of \_\_\_\_\_, 2024

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:  
By:

\_\_\_\_\_  
Francine Steelman, Assistant General Counsel

**MOU BETWEEN  
THE FLORIDA DEPARTMENT OF TRANSPORTATION  
AND THE PALM BEACH TRANSPORTATION PLANNING  
AGENCY FOR THE DISPOSITION OF ASSETS**

**PBTPA  
PALM BEACH TRANSPORTATION PLANNING AGENCY**

By:

\_\_\_\_\_  
Valerie Neilson, Executive Director

By:

\_\_\_\_\_  
Chelsea Reed, Chair

This \_\_\_\_\_ day of \_\_\_\_\_,  
2024

This \_\_\_\_\_ day of \_\_\_\_\_, 2024

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR THE  
USE OF AND RELIANCE BY THE  
PBTPA ONLY:

By:

\_\_\_\_\_  
PBTPA General Counsel  
Weiss Serota Helfman Cole  
& Bierman, P.L

## MEMORANDUM

TO: Chair and Members of the Governing Board

FROM: Milton Collins, TPA General Counsel's Office

SUBJECT: Third Amendment to Executive Director's Employment Agreement

DATE: October 3, 2024

The TPA Executive Committee and the Executive Director recently addressed the Executive Director's employment agreement relating to its duration/term. The agreement expires next July. The Executive Committee has recommended revising the agreement's duration in a manner consistent with duration clauses present in other MPO Executive Director employment agreements.

The attached Third Amendment to the Employment Agreement is intended to become effective simultaneous with the expiration of the current agreement on July 29, 2025. It includes two changes to the current agreement. First, the amendment establishes a three-year duration, with automatic successive three-year terms (unless affirmative action is taken by the Board not to extend it). In the event the Board exercises its option to not extend the agreement, it is explicitly stated therein that severance shall not be paid in that circumstance. Second, the agreement extends the notice of non-renewal period from 90 to 120 days. The same extension will also apply to the executive director's resignation notice period. Except for the aforementioned, no changes were made to the agreement.

**THIRD AMENDMENT TO EMPLOYMENT AGREEMENT**  
**– EXECUTIVE DIRECTOR**

THIS THIRD AMENDMENT TO EMPLOYMENT AGREEMENT – EXECUTIVE DIRECTOR is entered into this 10<sup>th</sup> day of October, 2024, by and between the Palm Beach MPO, d/b/a the Palm Beach Transportation Planning Agency (herein: the “TPA”), an agency created pursuant to federal and state law, through its Governing Board ((herein: the “Governing Board”) whose address is 301 Datura Street, West Palm Beach, Florida, 33401, and Valerie Neilson (herein: the “Director”).

**WITNESSETH:**

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

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

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

1. Recitals. Each and all of the foregoing recitals be and the same are hereby incorporated in this Agreement.
2. Section 1. Term, of the Employment Agreement is amended as follows:

**1. TERM**

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

b. Renewal. In the event either party to this Agreement does not give written notice to the other party at least one hundred twenty (120) days prior to the expiration date of the Initial Term, this Agreement shall be extended for three (3) years on the same terms and conditions as set forth in this Agreement. Thereafter, the term of this Agreement shall continue for successive three-year periods unless either party provides written notice to the other party at least one hundred twenty (120) days prior to the expiration date of the then current period of the Agreement. In the event either party provides written notice of non-renewal at least one hundred twenty (120) days prior to the expiration date of the Initial Term or renewal, the Agreement will expire, and Director shall only be compensated for eligible accrued benefits to date, based on the limitations and conditions detailed herein. The Director shall not receive severance pay if the Agreement is not renewed. Upon completion of the Initial Term specified in Section 1.a above, including any extensions, the TPA shall have the option to renew this Agreement for one subsequent two (2) year term, unless either party provides ninety (90) day advance written notice of

~~intent not to renew the Agreement for a subsequent term. In the event either party gives notice of nonrenewal pursuant to this Section 1.b, this Agreement will expire at the end of the Initial Term. The effect of this renewal provision is that the TPA and the Director shall have an ongoing agreement for a total five (5) year Agreement.~~

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

**7. TERMINATION AND SEVERANCE PAY.**

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

\* \* \*

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

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

\* \* \*



c. Termination by Director. In the event that the Director voluntarily resigns before the expiration of the term of the Agreement, the Director shall provide the TPA with one hundred twenty (120) ~~ninety (90)~~ days written notice of such resignation. Upon receipt of such notice, the TPA may, at its option, require the Director to terminate employment at an earlier date than set forth in the resignation notice, but the Director shall be entitled to receive the remaining salary and benefits provided for herein during the aforesaid one hundred twenty (120) ~~ninety (90)~~ day notice period. The Director may terminate employment with the TPA by directing *written* notice of termination to the Chairman of the Governing Board by personal, hand delivery or by certified U.S. mail, return receipt requested and postage prepaid. In the event of such termination, the Director shall not be entitled to receive the severance pay. The Director agrees to give at least one hundred twenty (120) ~~sixty (60)~~ calendar days written notice from the date of dispatch of the afore-mentioned notice prior to termination, unless the Governing Board waives all or part of said time period. If the Director gives fewer than one hundred twenty (120) ~~less than sixty (60)~~ calendar days' notice of her intent to terminate employment, the TPA shall be entitled to retain as liquidated damages any sums that would otherwise be due to the Director as termination compensation or severance pay under Section 7.5 of this Agreement. This section shall survive the termination of this Agreement.

\* \* \*

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

5. Effective Date. This Agreement shall become effective after approval by the TPA Governing Board and execution of this Amendment by both parties.

## TPA RESOLUTION 2024-XX

### **A RESOLUTION THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA) APPROVING AMENDMENT 1 TO THE FISCAL YEAR (FY) 2025-2026 UNIFIED PLANNING WORK PROGRAM (UPWP)**

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

**WHEREAS**, the TPA has adopted a UPWP for FY 2025-2026 and now wishes to amend it as shown in Amendment #1 to reflect additional revenues and expenditures; and

**WHEREAS**, the amendment seeks to utilize an additional \$81,073 of Federal Highway (PL) and Federal Transit Administration (FTA) 5305(d) funding as allocated; and

**WHEREAS**, the amendment also seeks to add \$1.2 Million of Federal Surface Transportation Block Grant Urban Area (SU) funds to supplant advanced funding from previous interlocal agreements for administrative services; and

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

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

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

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

1. Approves FY 2025-2026 UPWP Amendment #1, attached hereto as “Exhibit A” and by reference is incorporated herein.
2. Authorizes the Executive Director to:
  - A. Submit the approved documents to state and federal agencies and provide any additional information necessary for the review and approval process;

- B. Sign grant agreements and other documents related to the receipt of grant funding that align with this UPWP amendment;

**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 10 day of October 2024.

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

By: \_\_\_\_\_  
Mayor Chelsea Reed, TPA Chair

ATTEST:

\_\_\_\_\_  
Ruth Del Pino, TPA Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

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

FY 2025 & FY 2026

# UNIFIED PLANNING WORK PROGRAM



**PALM BEACH**  
Transportation  
Planning Agency

Adopted May 16, 2024

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

301 Datura Street  
West Palm Beach, FL 33401

**CFDA Numbers**

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

FAP No. 0097-062-M

FM (FPN) No. 439325-5-14-01

FM (FPN) No. 439325-5-14-02

**ORIGINAL**

FY 2025 & FY 2026

# UNIFIED PLANNING WORK PROGRAM



**PALM BEACH**  
Transportation  
Planning Agency

Adopted May 16, 2024  
Amended October 31, 2024

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

301 Datura Street  
West Palm Beach, FL 33401

**CFDA Numbers**

20.205 – Highway Planning and Construction  
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(Metropolitan Planning)

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FM (FPN) No. 439325-5-14-01

FM (FPN) No. 439325-5-14-02

FM (FPN) No. 439325-5-14-03

**PROPOSED**

**Table 1. CPG Available Funding Sources**

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
CPG FHWA PL Re-Obligation (Contract G1032) <sup>1</sup>	\$250,000	\$0	<b>\$250,000</b>
CPG FHWA PL Re-Obligation (Contract G2917) <sup>1</sup>	\$0	TBD	<b>TBD</b>
CPG FHWA PL (Contract G2Y14)	\$1,740,636	\$1,783,596	<b>\$3,524,232</b>
CPG FTA (Contract G2Y14)	\$787,769	\$787,769	<b>\$1,575,538</b>
<b>CPG Total</b>	<b>\$2,778,405</b>	<b>\$2,571,365</b>	<b>\$5,349,770</b>

<sup>1</sup>These are carry forward funds from prior fiscal year de-obligations. Funding is subject to change based on close out of the FY 2023-2024 UPWP.

**Table 2. Available Funding Sources**

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
<b>CPG Total</b>	<b>\$2,778,405</b>	<b>\$2,571,365</b>	<b>\$5,349,770</b>
FHWA SU (Contract G2Y14) <sup>1</sup>	\$1,874,411	\$1,989,100	<b>\$3,863,511</b>
CTD	\$56,213	\$56,213	<b>\$112,426</b>
TPA Local Funds	\$150,362	\$153,370	<b>\$303,732</b>
<b>Total Funds Available</b>	<b>\$4,895,980</b>	<b>\$4,786,948</b>	<b>\$9,629,439</b>

<sup>1</sup>The total available funds available for FY 2025 is \$1,911,000 and in FY 2026 is \$2,006,000. However, the funds shown are how much the TPA is anticipated to utilize and it is less than the total available funds.

## Planning Priorities, Emphasis Areas, and Factors

### Local Priorities

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

- To progress toward selected performance measure targets through guided transportation decision making for desired transportation system performance outcomes;
- To aid federal and FDOT modal agencies in reviewing, monitoring, and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;

**Table 1. CPG Available Funding Sources**

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
CPG FHWA PL Re-Obligation (Contract G1032) <sup>1</sup>	\$250,000	\$0	<b>\$250,000</b>
CPG FHWA PL Re-Obligation (Contract G2917) <sup>1</sup>	\$0	TBD	<b>TBD</b>
CPG FHWA PL (Contract G2Y14)	\$1,740,636	\$1,783,596	<b>\$3,524,232</b>
CPG FTA (Contract G2Y14)	<u>\$868,842</u>	\$787,769	<b><u>\$1,656,611</u></b>
<b>CPG Total</b>	<b><u>\$2,859,478</u></b>	<b>\$2,571,365</b>	<b><u>\$5,430,843</u></b>

<sup>1</sup>These are carry forward funds from prior fiscal year de-obligations. Funding is subject to change based on close out of the FY 2023-2024 UPWP.

**Table 2. Available Funding Sources**

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
<b>CPG Total</b>	<b><u>\$2,859,478</u></b>	<b>\$2,571,365</b>	<b><u>\$5,430,843</u></b>
FHWA SU (Contract G2Y14) <sup>1</sup>	<u>\$3,074,411</u>	\$1,989,100	<b><u>\$5,063,511</u></b>
CTD	\$56,213	\$56,213	<b>\$112,426</b>
TPA Local Funds	\$150,362	\$153,370	<b>\$303,732</b>
<b>Total Funds Available</b>	<b><u>\$6,140,464</u></b>	<b><u>\$4,770,048</u></b>	<b><u>\$10,910,512</u></b>

<sup>1</sup>\$1,200,000 of FY 2025 SU funding is programmed as Advanced Funding to carry out administrative activities in the UPWP.

## Planning Priorities, Emphasis Areas, and Factors

### Local Priorities

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

- To progress toward selected performance measure targets through guided transportation decision making for desired transportation system performance outcomes;
- To aid federal and FDOT modal agencies in reviewing, monitoring, and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;

Activities to Be Performed

Table 8. Task 2 Activities for Fiscal Years 2025 and 2026

Activity	Deliverable(s)	Completion Date
<b>A*</b> Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis; Transit Development Plan (TDP) updates. <i>Consultant supported efforts:</i> ▪ \$350,000 FY 25 ▪ \$350,000 FY 26	Corridor Studies	Annually
	Transit Oriented Development (TOD) Analysis and Policy Guidance	June 2025
	TDP Updates	June 2025 June 2026
<b>B</b> Plan the Transportation Disadvantaged (TD) system, including TD Service Plan updates, Community Transportation Coordinator (CTC) evaluations, Local Coordinating Board (LCB) meeting coordination, and review of 5310 applications.	TDSP Update	Annually by November
	CTC Evaluation	Annually by June
	LCB Meetings	Quarterly
<b>C*</b> Plan the non-motorized transportation system, including evaluating the pedestrian and bicycle priority networks, upcoming resurfacing projects, and high crash locations to identify infrastructure improvements and collect pedestrian and bicycle count and safety data. <i>Consultant supported efforts:</i> ▪ \$100,000 FY 25 ▪ \$130,000 FY 26	Projects Identified	Annually in List of Priority Projects by July 2025 / July 2026
<b>D</b> Plan the freight system, including prioritization of freight projects, participation on committees, and coordinating with stakeholders.	Projects Reviewed, Identified, and submitted for prioritization	As Needed, Submittal of Freight Priorities Program annually in March
<b>E*</b> Implement, update, and monitor the Vision Zero Action Plan. <i>Consultant supported efforts:</i> ▪ \$91,350 FY 25 ▪ \$98,000 FY 26	Implement Safety Actions, Vision Zero Action Plan Update, Annual Status Update	Feb 2025/ Feb 2026
<b>F*</b> Conduct and assist local governments with complete streets studies and mobility plans. <i>Consultant supported efforts:</i> ▪ \$150,500 FY 25 ▪ \$155,000 FY 26	Community Plans and Studies	As Needed

Activities to Be Performed

Table 8. Task 2 Activities for Fiscal Years 2025 and 2026

Activity	Deliverable(s)	Completion Date
<b>A*</b> Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis; Transit Development Plan (TDP) updates. <i>Consultant supported efforts:</i> ▪ <del>\$ 431,073</del> FY 25 ▪ \$350,000 FY 26	Corridor Studies	Annually
	Transit Oriented Development (TOD) Analysis and Policy Guidance	June 2025
	TDP Updates	June 2025 June 2026
<b>B</b> Plan the Transportation Disadvantaged (TD) system, including TD Service Plan updates, Community Transportation Coordinator (CTC) evaluations, Local Coordinating Board (LCB) meeting coordination, and review of 5310 applications.	TDSP Update	Annually by November
	CTC Evaluation	Annually by June
	LCB Meetings	Quarterly
<b>C*</b> Plan the non-motorized transportation system, including evaluating the pedestrian and bicycle priority networks, upcoming resurfacing projects, and high crash locations to identify infrastructure improvements and collect pedestrian and bicycle count and safety data. <i>Consultant supported efforts:</i> ▪ \$100,000 FY 25 ▪ \$130,000 FY 26	Projects Identified	Annually in List of Priority Projects by July 2025 / July 2026
<b>D</b> Plan the freight system, including prioritization of freight projects, participation on committees, and coordinating with stakeholders.	Projects Reviewed, Identified, and submitted for prioritization	As Needed, Submittal of Freight Priorities Program annually in March
<b>E*</b> Implement, update, and monitor the Vision Zero Action Plan. <i>Consultant supported efforts:</i> ▪ \$91,350 FY 25 ▪ \$98,000 FY 26	Implement Safety Actions, Vision Zero Action Plan Update, Annual Status Update	Feb 2025/ Feb 2026
<b>F*</b> Conduct and assist local governments with complete streets studies and mobility plans. <i>Consultant supported efforts:</i> ▪ \$150,500 FY 25 ▪ \$155,000 FY 26	Community Plans and Studies	As Needed

Activity	Deliverable(s)	Completion Date
<b>G*</b> Collect, analyze, and maintain transportation and GIS data, such as population and employment, traditionally, underserved demographics, traffic counts, non-motorized, transit ridership, intermodal freight, etc. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$100,000 FY 25</li> <li>▪ \$100,000 FY 26</li> </ul>	Updated GIS Datasets	As Needed
	Updated Open Data Hub	

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

**Table 9. Task 2 Budget for Fiscal Years 2025 and 2026**

Year 1: FY 2025				
Budget Category	FHWA		CTD	FY 2025 Total
	PL	SU	State	
Personnel (salary and benefits)	\$239,000	\$75,000	\$56,213	<b>\$370,213</b>
<b>Consultants</b>				
A - Corridor studies <sup>1</sup>	\$17,500	\$332,500		<b>\$350,000</b>
C - Non-motorized system, project identification <sup>1</sup>	\$20,000	\$80,000		<b>\$100,000</b>
E - Implement and monitor Vision Zero Action Plan <sup>1</sup>	\$13,000	\$78,350		<b>\$91,350</b>
F - Conduct and assist w/ mobility plans <sup>1</sup>	\$53,000	\$97,500		<b>\$150,500</b>
G - Collect and analyze transportation GIS/data	\$16,000	\$84,000		<b>\$100,000</b>
<b>FY 2025 Total</b>	<b>\$358,500</b>	<b>\$747,350</b>	<b>\$56,213</b>	<b>\$1,162,063</b>
Year 2: FY 2026				
Budget Category	FHWA		CTD	FY 2026 Total
	PL	SU	State	
Personnel (salary and benefits)	\$258,000	\$90,000	\$56,213	<b>\$404,213</b>
<b>Consultants</b>				
A - Corridor studies <sup>1</sup>	\$135,900	\$214,100		<b>\$350,000</b>
C - Non-motorized system, project identification <sup>1</sup>	\$30,000	\$100,000		<b>\$130,000</b>
E - Implement and monitor Vision Zero Action Plan <sup>1</sup>	\$28,000	\$70,000		<b>\$98,000</b>
F - Conduct and assist w/ mobility plans <sup>1</sup>	\$45,000	\$110,000		<b>\$155,000</b>
G - Collect and analyze transportation GIS/data	\$30,000	\$70,000		<b>\$100,000</b>
<b>FY 2026 Total</b>	<b>\$526,900</b>	<b>\$654,100</b>	<b>\$56,213</b>	<b>\$1,237,213</b>

<sup>1</sup> These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [§ 11206(b)]. The total amount of funds used by the TPA for Complete Streets Planning for FY 2025 is \$102,150 of \$1,990,636 PL, and for FY 2026 is \$238,085 of \$1,783,596 PL. 2.5% of the total PL allocation for FY 2025 is \$49,766 and FY 2026 is \$44,590.

Activity	Deliverable(s)	Completion Date
<b>G*</b> Collect, analyze, and maintain transportation and GIS data, such as population and employment, traditionally, underserved demographics, traffic counts, non-motorized, transit ridership, intermodal freight, etc. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$100,000 FY 25</li> <li>▪ \$100,000 FY 26</li> </ul>	Updated GIS Datasets	As Needed
	Updated Open Data Hub	

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

**Table 9. Task 2 Budget for Fiscal Years 2025 and 2026**

Year 1: FY 2025				
Budget Category	FHWA		CTD	FY 2025 Total
	PL	SU	State	
Personnel (salary and benefits)	\$239,000	\$75,000	\$56,213	<b>\$370,213</b>
<b>Consultants</b>				
A - Corridor studies <sup>1</sup>	<u>\$98,573</u>	\$332,500		<b><u>\$431,073</u></b>
C - Non-motorized system, project identification <sup>1</sup>	\$20,000	\$80,000		<b>\$100,000</b>
E - Implement and monitor Vision Zero Action Plan <sup>1</sup>	\$13,000	\$78,350		<b>\$91,350</b>
F - Conduct and assist w/ mobility plans <sup>1</sup>	\$53,000	\$97,500		<b>\$150,500</b>
G - Collect and analyze transportation GIS/data	\$16,000	\$84,000		<b>\$100,000</b>
<b>FY 2025 Total</b>	<b><u>\$439,573</u></b>	<b>\$747,350</b>	<b>\$56,213</b>	<b><u>\$1,243,136</u></b>
Year 2: FY 2026				
Budget Category	FHWA		CTD	FY 2026 Total
	PL	SU	State	
Personnel (salary and benefits)	\$258,000	\$90,000	\$56,213	<b>\$404,213</b>
<b>Consultants</b>				
A - Corridor studies <sup>1</sup>	\$135,900	\$214,100		<b>\$350,000</b>
C - Non-motorized system, project identification <sup>1</sup>	\$30,000	\$100,000		<b>\$130,000</b>
E - Implement and monitor Vision Zero Action Plan <sup>1</sup>	\$28,000	\$70,000		<b>\$98,000</b>
F - Conduct and assist w/ mobility plans <sup>1</sup>	\$45,000	\$110,000		<b>\$155,000</b>
G - Collect and analyze transportation GIS/data	\$30,000	\$70,000		<b>\$100,000</b>
<b>FY 2026 Total</b>	<b>\$526,900</b>	<b>\$654,100</b>	<b>\$56,213</b>	<b>\$1,237,213</b>

<sup>1</sup> These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [§ 11206(b)]. The total amount of funds used by the TPA for Complete Streets Planning for FY 2025 is \$102,150 of \$1,990,636 PL, and for FY 2026 is \$238,085 of \$1,783,596 PL. 2.5% of the total PL allocation for FY 2025 is \$49,766 and FY 2026 is \$44,590.

Activity	Deliverable(s)	Completion Date
<b>K</b> Supplies and Software tools and services to support operations as well as to fulfill planning processes, including public involvement, transportation projects management, Performance Measures, geospatial mapping and online data publishing.	Software to carry out planning process	Ongoing
<b>L*</b> IT Services and Website Maintenance Services <i>Professional services supported efforts:</i> ▪ \$36,000 FY 25 ▪ \$41,000 FY 26	Website	Ongoing
<b>M*</b> Purchasing and procurement of facilities, supplies, equipment and maintenance and services necessary for ongoing operations. Includes: facility rent and property insurance; electric, water, waste, and janitorial services; internet, voice, and security system; parking; purchasing and upkeep of equipment, copier and postage. <i>Professional services supported efforts:</i> ▪ \$60,000 FY 25 ▪ \$64,000 FY 26	Rent, utilities, internet, voice, security, insurance	Monthly
	Purchasing of equipment and furniture	As Needed
	Facility and office maintenance	As Needed

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

Activity	Deliverable(s)	Completion Date
<b>K</b> Supplies and Software tools and services to support operations as well as to fulfill planning processes, including public involvement, transportation projects management, Performance Measures, geospatial mapping and online data publishing.	Software to carry out planning process	Ongoing
<b>L*</b> IT Services and Website Maintenance Services <i>Professional services supported efforts:</i> ▪ \$36,000 FY 25 ▪ \$41,000 FY 26	Website	Ongoing
<b>M*</b> Purchasing and procurement of facilities, supplies, equipment and maintenance and services necessary for ongoing operations. Includes: facility rent and property insurance; electric, water, waste, and janitorial services; internet, voice, and security system; parking; purchasing and upkeep of equipment, copier and postage. <i>Professional services supported efforts:</i> ▪ \$60,000 FY 25 ▪ \$64,000 FY 26	Rent, utilities, internet, voice, security, insurance	Monthly
	Purchasing of equipment and furniture	As Needed
	Facility and office maintenance	As Needed
<b>N</b> <u>Establish alternate advanced funding for the daily operation of purchasing, accounts payable, accounts receivable and payroll functions.</u>  <u>Administrative services: \$1,200,000</u>	<u>Execution of Memorandum of Understanding with FDOT</u>  <u>Termination of four (4) interlocal agreements for administrative services with municipalities</u>	<u>June 2026</u>

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



Table 19. Task 7 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$548,589	\$239,411	\$788,000
<b>Consultants</b>			
B - Accounting & Payroll/Audit Services	\$128,000	\$47,267	\$175,267
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$82,500	\$67,500	\$150,000
L - IT Services & Website Maintenance Services	\$19,800	\$16,200	\$36,000
M - Property Management	\$33,000	\$27,000	\$60,000
Travel*	\$51,000	\$42,000	\$93,000
<b>Direct Expenses</b>			
Facilities	\$227,000	\$97,100	\$324,100
Graphics and Legal Advertising	\$17,050	\$13,950	\$31,000
Administrative Services	\$9,450	\$4,050	\$13,500
Supplies & Software**	\$168,500	\$31,500	\$200,000
Equipment & Improvements***	\$30,000	\$13,000	\$43,000
<b>FY 2025 Total</b>	<b>\$1,319,889</b>	<b>\$618,978</b>	<b>\$1,938,867</b>
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$554,000	\$300,000	\$854,000
<b>Consultants</b>			
B - Accounting & Payroll/Audit Services	\$59,000	\$50,000	\$109,000
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$83,000	\$70,000	\$153,000
L - IT Services & Website Maintenance Services	\$21,000	\$20,000	\$41,000
M - Property Management	\$34,000	\$30,000	\$64,000
Travel*	\$54,000	\$50,000	\$104,000
<b>Direct Expenses</b>			
Facilities	\$244,000	\$105,000	\$349,000
Graphics and Legal Advertising	\$17,600	\$20,000	\$37,600
Administrative Services	\$10,000	\$10,000	\$20,000
Supplies & Software**	\$79,000	\$40,000	\$119,000
Equipment & Improvements***	\$30,000	\$20,000	\$50,000
<b>FY 2026 Total</b>	<b>\$1,190,600</b>	<b>\$735,000</b>	<b>\$1,925,600</b>

\*Palm Beach TPA understands that any atypical travel (traveling outside of the United States, or travel in the United States that includes peer exchange and facility or system tours) will be submitted to FDOT and FHWA for approval.  
\*\*Palm Beach TPA understands that supply purchases equal to or over \$1,000 will be submitted to FHWA for review and approval.

Table 19. Task 7 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$548,589	\$239,411	\$788,000
<b>Consultants</b>			
B - Accounting & Payroll/Audit Services	\$128,000	\$47,267	\$175,267
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$82,500	\$67,500	\$150,000
L - IT Services & Website Maintenance Services	\$19,800	\$16,200	\$36,000
M - Property Management	\$33,000	\$27,000	\$60,000
Travel*	\$51,000	\$42,000	\$93,000
<b>Direct Expenses</b>			
Facilities	\$227,000	\$97,100	\$324,100
Graphics and Legal Advertising	\$17,050	\$13,950	\$31,000
Administrative Services	\$9,450	\$1,204,050	\$1,213,500
Supplies & Software**	\$168,500	\$31,500	\$200,000
Equipment & Improvements***	\$30,000	\$13,000	\$43,000
<b>FY 2025 Total</b>	<b>\$1,319,889</b>	<b>\$1,818,978</b>	<b>\$3,138,867</b>
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$554,000	\$300,000	\$854,000
<b>Consultants</b>			
B - Accounting & Payroll/Audit Services	\$59,000	\$50,000	\$109,000
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$83,000	\$70,000	\$153,000
L - IT Services & Website Maintenance Services	\$21,000	\$20,000	\$41,000
M - Property Management	\$34,000	\$30,000	\$64,000
Travel*	\$54,000	\$50,000	\$104,000
<b>Direct Expenses</b>			
Facilities	\$244,000	\$105,000	\$349,000
Graphics and Legal Advertising	\$17,600	\$20,000	\$37,600
Administrative Services	\$10,000	\$10,000	\$20,000
Supplies & Software**	\$79,000	\$40,000	\$119,000
Equipment & Improvements***	\$30,000	\$20,000	\$50,000
<b>FY 2026 Total</b>	<b>\$1,190,600</b>	<b>\$735,000</b>	<b>\$1,925,600</b>

\*Palm Beach TPA understands that any atypical travel (traveling outside of the United States, or travel in the United States that includes peer exchange and facility or system tours) will be submitted to FDOT and FHWA for approval.  
\*\*Palm Beach TPA understands that supply purchases equal to or over \$1,000 will be submitted to FHWA for review and approval.

Funding Source										
Contract	Funding Source	Source Level	FY 2025 Funding Source			FY 2026 Funding Source				
			2025	2026	Soft Match	Federal	State	Soft Match	Federal	State
CTD	State		\$ 96,213	\$ 96,213	\$ -	\$ -	\$ 96,213.00	\$ -	\$ -	\$ 96,213.00
	CTD TOTAL		\$ 96,213	\$ 96,213	\$ -	\$ -	\$ 96,213	\$ -	\$ -	\$ 96,213
	FL		\$ 2,778,405	\$ 2,572,365	\$ 612,788.70	\$ 2,778,405.00	\$ -	\$ 567,125.00	\$ 2,572,364.60	\$ -
	SU		\$ 1,874,411	\$ 1,989,100	\$ 413,409.00	\$ 1,874,411.00	\$ -	\$ 438,704.22	\$ 1,989,100.00	\$ -
	FHWA TOTAL		\$ 4,652,816	\$ 4,560,465	\$ 1,026,198	\$ 4,652,816	\$ -	\$ 1,005,829	\$ 4,560,465	\$ -
Local	TRA Local Funds		\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local TOTAL		\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 4,859,391	\$ 4,770,048	\$ 1,026,198	\$ 4,652,816	\$ 96,213	\$ 1,005,829	\$ 4,560,465	\$ 96,213

ORIGINAL 1

Funding Source										
Contract	Funding Source	Source Level	FY 2025 Funding Source			FY 2026 Funding Source				
			2025	2026	Soft Match	Federal	State	Soft Match	Federal	State
CTD	State		\$ 96,213	\$ 96,213	\$ -	\$ -	\$ 96,213	\$ -	\$ -	\$ 96,213
	CTD TOTAL		\$ 96,213	\$ 96,213	\$ -	\$ -	\$ 96,213	\$ -	\$ -	\$ 96,213
	FL		\$ 2,859,428	\$ 2,572,365	\$ 612,788.70	\$ 2,859,428	\$ -	\$ 567,125	\$ 2,572,365	\$ -
	SU		\$ 1,874,411	\$ 1,989,100	\$ 413,409	\$ 1,874,411	\$ -	\$ 438,704	\$ 1,989,100	\$ -
	FHWA TOTAL		\$ 4,733,889	\$ 4,560,465	\$ 1,026,198	\$ 4,733,889	\$ -	\$ 1,005,829	\$ 4,560,465	\$ -
Local	TRA Local Funds		\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local TOTAL		\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 4,940,464	\$ 4,770,048	\$ 1,026,198	\$ 4,933,889	\$ 96,213	\$ 1,005,829	\$ 4,560,465	\$ 96,213

PROPOSED 1

Agency Participation						
Funding Source Contract	CTD		FHWA		Local	
	2025	2026	2025	2026	2025	2026
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	\$ 56,213	\$ 56,213	\$ 4,652,816	\$ 4,560,465	\$ 150,362	\$ 153,370
<b>Task 1 Engage the Public</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 283,000	\$ 308,015	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 2,500	\$ 2,750	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 2,000	\$ 2,600	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 287,500	\$ 313,365	\$ -	\$ -
<b>Task 2 Plan the System Short Term</b>						
Personnel (salary and benefits)	\$ 56,213	\$ 56,213	\$ 314,000	\$ 348,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 791,850	\$ 833,000	\$ -	\$ -
Sub Total	\$ 56,213	\$ 56,213	\$ 1,105,850	\$ 1,181,000	\$ -	\$ -
<b>Task 3 Plan the System Long Term</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 209,600	\$ 248,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 300,000	\$ 79,500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 509,600	\$ 327,500	\$ -	\$ -
<b>Task 4 Prioritize Funding</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -
<b>Task 5 Implement Projects</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -
<b>Task 6 Collaborate with Partners</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 361,000	\$ 393,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 150,000	\$ 25,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 511,000	\$ 418,000	\$ -	\$ -
<b>Task 7 Administer the Agency</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 788,000	\$ 854,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 446,267	\$ 392,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 93,000	\$ 104,000	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 368,600	\$ 406,600	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 200,000	\$ 119,000	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 43,000	\$ 50,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 1,938,867	\$ 1,925,600	\$ -	\$ -
<b>Task 9 Agency Expenditures with Local Funds</b>						
Maximize Agency Effectiveness	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Improve Public Engagement	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Enhance Staff Performance	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Balance to TPA Local Reserves Fund	\$ -	\$ -	\$ -	\$ -	\$ 50,362	\$ 53,370
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 150,362	\$ 153,370
<b>8 Transfer to Other Agencies</b>						
Consultant	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$ -	\$ 112,426	\$ -	\$ 9,213,281	\$ -	\$ 303,732
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 4,652,816</b>	<b>\$ 4,560,465</b>	<b>\$ 150,362</b>	<b>\$ 153,370</b>

ORIGINAL 2

Agency Participation						
Funding Source Contract	CTD		FHWA		Local	
	2025	2026	2025	2026	2025	2026
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	\$ 56,213	\$ 56,213	\$ 4,733,889	\$ 4,560,465	\$ 150,362	\$ 153,370
<b>Task 1 Engage the Public</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 283,000	\$ 308,015	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 2,500	\$ 2,750	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 2,000	\$ 2,600	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 287,500	\$ 313,365	\$ -	\$ -
<b>Task 2 Plan the System Short Term</b>						
Personnel (salary and benefits)	\$ 56,213	\$ 56,213	\$ 314,000	\$ 348,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 872,923	\$ 833,000	\$ -	\$ -
Sub Total	\$ 56,213	\$ 56,213	\$ 1,186,923	\$ 1,181,000	\$ -	\$ -
<b>Task 3 Plan the System Long Term</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 209,600	\$ 248,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 300,000	\$ 79,500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 509,600	\$ 327,500	\$ -	\$ -
<b>Task 4 Prioritize Funding</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -
<b>Task 5 Implement Projects</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -
<b>Task 6 Collaborate with Partners</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 361,000	\$ 393,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 150,000	\$ 25,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 511,000	\$ 418,000	\$ -	\$ -
<b>Task 7 Administer the Agency</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 788,000	\$ 854,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 446,267	\$ 392,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 93,000	\$ 104,000	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 1,568,600	\$ 406,600	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 200,000	\$ 119,000	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 43,000	\$ 50,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 3,138,867	\$ 1,925,600	\$ -	\$ -
<b>Task 9 Agency Expenditures with Local Funds</b>						
Maximize Agency Effectiveness	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Improve Public Engagement	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Enhance Staff Performance	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Balance to TPA Local Reserves Fund	\$ -	\$ -	\$ -	\$ -	\$ 50,362	\$ 53,370
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 150,362	\$ 153,370
<b>8 Transfer to Other Agencies</b>						
Consultant	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$ -	\$ 112,426	\$ -	\$ 9,213,281	\$ -	\$ 303,732
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 5,933,889</b>	<b>\$ 4,560,465</b>	<b>\$ 150,362</b>	<b>\$ 153,370</b>

PROPOSED 2

Task 2 Plan the System Short Term							
2025							
Funding Source	FHWA			CTD		FY 2025 Total	
Contract Number	PL	SU	Total	State	Total		
MPO Budget Reference	PL	SU	Total	State	Total		
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	2025 CTD (State)	2025 CTD (Total)		
Personnel (salary and benefits)	\$ 239,000	\$ 75,000	\$ 314,000	\$ 56,213	\$ 56,213	\$ 370,213	
Consultant	\$ 119,500	\$ 672,350	\$ 791,850	\$ -	\$ -	\$ 791,850	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2025 Totals</b>	<b>\$ 358,500</b>	<b>\$ 747,350</b>	<b>\$ 1,105,850</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 1,162,063</b>	
2026							
Funding Source	FHWA			CTD		FY 2026 Total	
Contract Number	PL	SU	Total	State	Total		
MPO Budget Reference	PL	SU	Total	State	Total		
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	2026 CTD (State)	2026 CTD (Total)		
Personnel (salary and benefits)	\$ 258,000	\$ 90,000	\$ 348,000	\$ 56,213	\$ 56,213	\$ 404,213	
Consultant	\$ 268,900	\$ 564,100	\$ 833,000	\$ -	\$ -	\$ 833,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2026 Totals</b>	<b>\$ 526,900</b>	<b>\$ 654,100</b>	<b>\$ 1,181,000</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 1,237,213</b>	

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 774,426
Consultant	\$ 1,624,850
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
<b>Total</b>	<b>\$ 2,399,276</b>

This amount represents the total Task budget (shown in Enter the total De-ob. Fund amount for FHWA PL Funds Enter any other funding sources containing De-ob. fund

ORIGINAL 2

Task 2 Plan the System Short Term							
2025							
Funding Source	FHWA			CTD		FY 2025 Total	
Contract Number	PL	SU	Total	State	Total		
MPO Budget Reference	PL	SU	Total	State	Total		
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	2025 CTD (State)	2025 CTD (Total)		
Personnel (salary and benefits)	\$ 239,000	\$ 75,000	\$ 314,000	\$ 56,213	\$ 56,213	\$ 370,213	
Consultant	\$ 200,923	\$ 672,350	\$ 872,923	\$ -	\$ -	\$ 872,923	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2025 Totals</b>	<b>\$ 439,573</b>	<b>\$ 747,350</b>	<b>\$ 1,186,923</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 1,243,136</b>	
2026							
Funding Source	FHWA			CTD		FY 2026 Total	
Contract Number	PL	SU	Total	State	Total		
MPO Budget Reference	PL	SU	Total	State	Total		
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	2026 CTD (State)	2026 CTD (Total)		
Personnel (salary and benefits)	\$ 258,000	\$ 90,000	\$ 348,000	\$ 56,213	\$ 56,213	\$ 404,213	
Consultant	\$ 268,900	\$ 564,100	\$ 833,000	\$ -	\$ -	\$ 833,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2026 Totals</b>	<b>\$ 526,900</b>	<b>\$ 654,100</b>	<b>\$ 1,181,000</b>	<b>\$ 56,213</b>	<b>\$ 56,213</b>	<b>\$ 1,237,213</b>	

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	\$ 774,426
Consultant	\$ 1,705,923
Travel	\$ -
Direct Expenses	\$ -
Indirect Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
<b>Total</b>	<b>\$ 2,480,349</b>

This amount represents the total Task budget (shown in Enter the total De-ob. Fund amount for FHWA PL Funds Enter any other funding sources containing De-ob. fund

PROPOSED 2

Task 7 Administer the Agency				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number	PL	SU	Total	
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (Total)	
Personnel (salary and benefits)	\$ 548,589	\$ 239,411	\$ 788,000	\$ 788,000
Consultant	\$ 268,300	\$ 177,967	\$ 446,267	\$ 446,267
Travel	\$ 51,000	\$ 42,000	\$ 93,000	\$ 93,000
Direct Expenses	\$ 253,500	\$ 115,100	\$ 368,600	\$ 368,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 168,500	\$ 31,500	\$ 200,000	\$ 200,000
Equipment	\$ 30,000	\$ 13,000	\$ 43,000	\$ 43,000
<b>2025 Totals</b>	<b>\$ 1,319,889</b>	<b>\$ 618,978</b>	<b>\$ 1,938,867</b>	<b>\$ 1,938,867</b>
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number	PL	SU	Total	
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (Total)	
Personnel (salary and benefits)	\$ 554,000	\$ 300,000	\$ 854,000	\$ 854,000
Consultant	\$ 202,000	\$ 190,000	\$ 392,000	\$ 392,000
Travel	\$ 54,000	\$ 50,000	\$ 104,000	\$ 104,000
Direct Expenses	\$ 271,600	\$ 135,000	\$ 406,600	\$ 406,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 79,000	\$ 40,000	\$ 119,000	\$ 119,000
Equipment	\$ 30,000	\$ 20,000	\$ 50,000	\$ 50,000
<b>2026 Totals</b>	<b>\$ 1,190,600</b>	<b>\$ 735,000</b>	<b>\$ 1,925,600</b>	<b>\$ 1,925,600</b>

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	1,642,000
Consultant	\$	838,267
Travel	\$	197,000
Direct Expenses	\$	775,200
Indirect Expenses	\$	-
Supplies	\$	319,000
Equipment	\$	93,000
<b>Total</b>	\$	<b>3,864,467</b>

ORIGINAL 7

Task 7 Administer the Agency				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number	PL	SU	Total	
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (Total)	
Personnel (salary and benefits)	\$ 548,589	\$ 239,411	\$ 788,000	\$ 788,000
Consultant	\$ 268,300	\$ 177,967	\$ 446,267	\$ 446,267
Travel	\$ 51,000	\$ 42,000	\$ 93,000	\$ 93,000
Direct Expenses	\$ 253,500	\$ 1,315,100	\$ 1,568,600	\$ 1,568,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 168,500	\$ 31,500	\$ 200,000	\$ 200,000
Equipment	\$ 30,000	\$ 13,000	\$ 43,000	\$ 43,000
<b>2025 Totals</b>	<b>\$ 1,319,889</b>	<b>\$ 1,818,978</b>	<b>\$ 3,138,867</b>	<b>\$ 3,138,867</b>
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number	PL	SU	Total	
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (Total)	
Personnel (salary and benefits)	\$ 554,000	\$ 300,000	\$ 854,000	\$ 854,000
Consultant	\$ 202,000	\$ 190,000	\$ 392,000	\$ 392,000
Travel	\$ 54,000	\$ 50,000	\$ 104,000	\$ 104,000
Direct Expenses	\$ 271,600	\$ 135,000	\$ 406,600	\$ 406,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 79,000	\$ 40,000	\$ 119,000	\$ 119,000
Equipment	\$ 30,000	\$ 20,000	\$ 50,000	\$ 50,000
<b>2026 Totals</b>	<b>\$ 1,190,600</b>	<b>\$ 735,000</b>	<b>\$ 1,925,600</b>	<b>\$ 1,925,600</b>

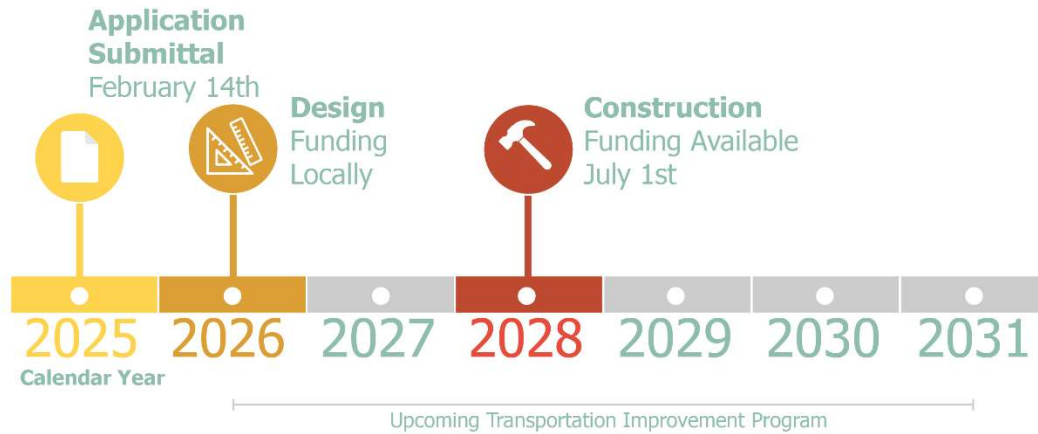
	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	1,642,000
Consultant	\$	838,267
Travel	\$	197,000
Direct Expenses	\$	1,975,200
Indirect Expenses	\$	-
Supplies	\$	319,000
Equipment	\$	93,000
<b>Total</b>	\$	<b>5,064,467</b>

PROPOSED 7



## 2025 Transportation Alternatives (TA) Program Overview Palm Beach Transportation Planning Agency

*The purpose of the Palm Beach Transportation Planning Agency’s (TPA) Transportation Alternatives (TA) Program is to fund safe and connected infrastructure for non-motorized users. Funding is anticipated to be available as noted below.*



### **Application Deadline: February 14, 2025 at 5:00 PM**

#### **ANTICIPATED FUNDING**

Total Available Funding:	~\$5.1M/year
Grant Reimbursement Maximum:	\$1,500,000
Grant Reimbursement Minimum:	\$250,000

#### **PROJECT ELIGIBILITY (Projects can be on and off the federal-aid roadway network.)**

- Sidewalks
- Bicycle Infrastructure
- Pedestrian and Bicycle signals
- Traffic calming
- Lighting and other safety-related infrastructure
- Safe Routes to School (SRTS) for non-drivers, including safe routes to transit
- Safe Routes to School (infrastructure and non-infrastructure, including SRTS Coordinator)
- Recreation trails
- Conversion of abandoned railroad corridors to trails for non-motorized users
- Boulevard & main street projects that promote economic revitalization and follow “complete streets” principles
- Historic Preservation
- Transit-Oriented development (TOD) infrastructure is also eligible and encouraged, if it includes one of the above project categories.

#### **ELIGIBLE PROJECT APPLICANT**

- Local Governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resource or Public Land Agencies
- School District, local education agencies, or schools
- Tribal Governments
- Any nonprofit entity (FAST ACT restricted to nonprofit entities “responsible for the administration of local safety programs”).
- Other local or regional governmental entity with oversight responsibility of transportation or recreational trails the State determines eligible and consistent with the goals of 23 U.S.C. 213(c).



## 2025 Transportation Alternatives (TA) Program Overview

### Palm Beach Transportation Planning Agency

#### PROGRAM REQUIREMENTS

- Palm Beach County is permitted to submit a maximum of six (6) applications across all departments. All other applicants may submit a maximum of two (2) applications.
- All applicants will be required to meet with TPA and FDOT staff to discuss TA applications prior to submittal. Applicants must only submit applications discussed in the meeting. Projects must be disclosed in sufficient detail in the pre-application meeting for funding consideration.
- Projects will be ranked and prioritized in the TPA's draft List of Priority Projects (LOPP). Applicants submitting multiple projects are permitted to provide a preferred rank of their own projects. However, final prioritization is still subject to approval by the Governing Board.
- Projects will be prioritized until funding is exhausted. If a project is not prioritized or funding is not available in the work program, the project will not be included in the LOPP and must re-submit the following application cycle to be considered for funding.
- Applications must be submitted online via the FDOT Grants Application Process (GAP) application portal pursuant to the program schedule.
- All applicants must submit to FDOT and TPA staff ample and complete commentary on any project related concerns to mitigate possible design and construction issues prior to inclusion in the LOPP.
- Applications must include all required documents listed in the Submittal Checklist on page 9. Note: Community letters of support are optional and can be submitted for points during scoring.
- Participation in the TA program requires periodic, as-needed project progress meetings with FDOT and the TPA. Failure to participate in these mandatory meetings may result in the de-prioritization of funding or ineligibility to apply in the future.
- Applications will be ranked by a system derived from Long Range Transportation Plan (LRTP).
- All submitted projects must meet compliance requirements as defined by the Americans with Disabilities Act (ADA) and must conform with all federal, state, and local standards such as, but not limited to: Florida's Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook), Florida Design Manual (FDM), FDOT Traffic Engineering Manual (TEM), National Association of City Transportation Officials (for non-NHS projects by eligible entities only) etc. Any projects scoped with experimental design considerations must provide documentation of proof of interim approval of such activities at application submittal. Failure to provide proof will result in project ineligibility.
- Any project that is directly adjacent to single-family residential lots that provide primary access to the impacted roadway must provide proof of public outreach and support. Applicants must provide the total number of impacted properties and if applicable, have >25% of all directly adjacent single-family landowners in support of the project and no more than 10% of adjacent landowners in opposition. Projects not meeting the required applicable support will be flagged for TPA Governing Board review.
- Applicants should expect and budget for reasonable costs of the project not reimbursable by the TA Grant such as inflation. These costs can vary and should be well understood before applying to the program. The applicant is responsible for covering all unanticipated, unaccounted for, or otherwise costs not identified in the initial application, and for inflation or escalation of prices. Applicants are required to cover these increases with local funds.
- Landscaping may consist of up to 25% of the participating costs.
- For projects included in the Transportation Improvement Program, applicants will be required to include the project with the source of design and/or permitting funding in a capital improvement program or budget no later than the following fiscal year.



# 2025 Transportation Alternatives (TA) Program Overview

## Palm Beach Transportation Planning Agency

### PROJECT ELIGIBILITY GUIDANCE

Below is a list of eligible projects for the Transportation Alternatives (TA) Program. They are sorted by project categories.

#### 1. Construction, planning and design of on and off-road facilities for bicyclists, pedestrians, and other forms of non-motorized transportation (pedestrian and bicycle facilities)

##### Eligible

- Pedestrian infrastructure such as new sidewalks, crosswalks, etc.
- Bicycle infrastructure such as bike lanes, bicycle parking, etc.
- Bicycle racks for buses
- Pedestrian and bicycle signals
- Bike share infrastructure such as bikes, racks, kiosks
- New or reconstructed off-road trails that serve a transportation need, such as trails that provide connections to schools, parks, or other public places
- Amenities along a trail that serve trail users such as benches, trash cans, watering stations, pet amenities, bicycle repair stations, wayfinding signs, security cameras, etc.
- Trailhead projects that serve trail users such as rest areas with benches, restrooms, trail access improvements, parking, kiosks, etc.
- Bicycle and pedestrian bridges and underpasses
- Lighting and other safety related infrastructure

##### Not Eligible

- Routine maintenance or replacement of existing sidewalks (unless ADA upgrades are needed)
- Circular trails/sidewalks
- Facilities located within a property that do not connect to other trails/sidewalks
- General resurfacing of roadways
- General recreation and park facilities: playground equipment, sports fields, campgrounds, picnic and pavilion areas

#### 2. Construction, planning and design of infrastructure-related projects/systems to provide safe routes for non-drivers including children, older adults, individuals with disabilities (safe routes for non-drivers)

##### Eligible

- Americans with Disabilities Act of 1990 compliance projects such as rehabilitation of existing sidewalks, curb ramps, sidewalk widening, etc.
- Traffic calming techniques
- Lighting and other safety related infrastructure
- Traffic realignments, road diets, or intersection changes that improve bicycle and pedestrian access or safety
- Crosswalks
- Pedestrian refuge areas
- Crossing improvements that shorten crossing distance, provide access, and/or primarily improve bicycle and pedestrian safety

##### Not Eligible

- Roadway lighting that doesn't benefit non-drivers
- Promotional materials (except for Safe Routes to School; see Category 10)
- Intersection realignments aimed at improving vehicular flow
- Projects that reorganize pick-up and drop-off primarily for the convenience of drivers
- Education programs that are primarily focused on bus safety
- Improvements to school bus stops





## 2025 Transportation Alternatives (TA) Program Overview

### Palm Beach Transportation Planning Agency

#### 3. Conversion and use of abandoned railroad corridors for non-motorized use

##### Eligible

- Developing rails-to-trails facilities, where there is an adjacent line that is no longer active
- Trailhead projects that serve trail users, such as rest areas with benches, restrooms, trail access improvements, parking, etc.
- Construction or reconstruction of multi-use trails within a railroad right-of-way
- Purchasing and converting unused railroad property for reuse as a trail

##### Not Eligible

- Trails for motorized vehicles
- Maintenance of an existing trail

#### 4. Construction of turnouts, overlooks, and viewing areas

##### Eligible

- Turnouts and viewing areas at scenic or historic sites
- Right-of-way acquisition

##### Not Eligible

- Visitor center
- Operation or maintenance
- Marketing/promotional materials

#### 5. Inventory, control or removal of outdoor advertising

##### Eligible

- Data collection
- Removal

##### Not Eligible

- Administration or operating expenses

#### 6. Historic preservation and rehabilitation of historic transportation facilities

##### Eligible

- Facilities on historic register or eligible for historic register
- Rehabilitation of historic surface transportation facilities such as bridges, lighthouses, canals, etc.
- Historic toll and ferry facilities
- Historic railroad facilities

##### Not Eligible

- Operating costs
- Facilities not open to the public
- Construction of replica facilities
- Infrastructure not related to surface transportation (air and space)
- Structures not on or eligible for the national historic register

#### 7. Vegetation management practices in transportation rights of way

##### Eligible

- Removal of invasive species and plant native plants
- Planting of native species that can help control erosion and ensure that roadsides are stable, look nice, and provide clear sightlines
- Planting of vegetation to attract honeybees, monarch butterflies, etc.

##### Not Eligible

- Standalone landscaping
- Planting of annuals



## 2025 Transportation Alternatives (TA) Program Overview

### Palm Beach Transportation Planning Agency

#### 8. Archaeological activities related to impacts from transportation projects

##### Eligible

- Archaeological excavation and surveys related to a transportation project
- Archaeological activities required as part of a TA Set-Aside eligible project
- Interpretation and display of artifacts discovered as part of a transportation project

##### Not Eligible

- Archaeological activities not related to a transportation project eligible under federal Title 23

#### 9. Environmental mitigation activities

##### Eligible

- Pollution prevention, abatement and mitigation activities to address storm water management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities listed in Sections 133(b), 328(a), and 329.
- Reduction in vehicle caused wildlife mortality such as a wildlife crossing or fencing
- Restoration and maintenance of the connectivity among terrestrial or aquatic habitats such as surmountable curbs for turtles
- Erosion and sediment control
- Native plantings
- Minimizing impervious surfaces

##### Not Eligible

- Drainage improvements related to poor maintenance and/or upgrades to inadequate systems
- Storm water management activities not related to highway run-off and water pollution

#### 10. Safe Routes to School (SRTS)

SRTS projects are eligible under TA Set-Aside. For more information on eligible activities visit:

[www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm#EligibleProjects](http://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects).

Note: FDOT also has a separate statewide SRTS Funding Program: [www.srtsfl.org](http://www.srtsfl.org).

##### Eligible

- Bicycle and pedestrian education targeting student travel (grades K-8)
- Public awareness campaigns and outreach to press and community leaders
- Traffic education and enforcement in the vicinity of schools
- Student sessions on bicycle and pedestrian safety, health, and environment
- Funding for training, volunteers, and managers of safe routes to school program
- Infrastructure projects
- Sidewalk improvements
- Traffic calming, diversion, or speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Secure bicycle parking facilities

##### Not Eligible

- Bicycle and pedestrian education campaigns for the general public



## 2025 Transportation Alternatives (TA) Program Overview

Palm Beach Transportation Planning Agency

SCHEDULE	
Date*	Activity and Deadline
October 31, 2024	<b>Program Kick-off.</b> TPA Board approves program.
November 8, 2024	<b>Program Application Workshop.</b> TA workshop to review program application, scoring criteria, schedule, and project implementation requirements. TPA distributes program overview and application information to local agencies and opens online application portal.
November 12, 2024 – February 7, 2025	<b>Pre-Application Meetings.</b> Required one-on-one meetings with TPA and FDOT representatives to discuss project specifics and clarify application requirements.
February 14, 2025	<b>Application Deadline.</b> All materials submitted via online application portal by 5 p.m.
March 7, 2025	<b>TPA Submits Draft Project List and Tentative Ranking to FDOT.</b> TPA submits tentative project rankings to FDOT for project feasibility and eligibility determination.
<b>FDOT/TPA VETTING PROCESS BEGINS</b>	
Late March 2025	<b>First Email to Applicants.</b> After initial application review, FDOT emails applicants requesting additional clarification needed before field reviews. If ineligible, TPA to send formal response.
Early April 2025	<b>Applicant Responses Due.</b> Applicants provide FDOT and TPA responses to requested clarifications.
Mid April 2025	<b>Field Visits.</b> FDOT and applicants perform field reviews to ensure potential project is constructible, requires no right-of way acquisition, and determine if drainage is warranted.
Late April 2025	<b>Second Email to Applicants.</b> FDOT sends an email to applicants with comments on issues / concerns, clarifications, updated cost estimates, and/or requests for missing or updated documentation.
April 25, 2025	<b>Resolution of Support Due to TPA.</b> Applicants must submit a resolution from their governing body and/or the governing body of the facility owner endorsing the project and committing to funding of operations and maintenance.
May 2, 2025	<b>Response from Applicants Due.</b> Deadline for applicants to resolve outstanding eligibility issues and submit final requested documentation to FDOT and TPA.
<b>FDOT/TPA VETTING PROCESS ENDS</b>	
May 30, 2025	<b>FDOT D4 returns Eligibility Determinations.</b> FDOT sends TPA final eligibility determinations to finalize draft priority ranking.
July 2 - 3, 2025	<b>Draft LOPP to Committees.</b> TPA staff presents draft prioritized list of eligible applications to committees for review and input for TPA Board consideration.
July 17, 2025	<b>Final Priority List Approval by TPA Board.</b> TPA Board approves final LOPP
July 18, 2025	<b>Submit Project Priorities to FDOT.</b> TPA submits adopted LOPP to FDOT and notifies applicants of final priority rankings.

\* Program schedule subject to change.



## 2025 Transportation Alternatives (TA) Program Overview

Palm Beach Transportation Planning Agency

<b>TA SCORING</b>			
<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>VALUE</b>	<b>MAX</b>
<b>WHAT</b>			
Bicycle Facility Type NOTE: Multiply total length for each direction by Value	10'+ shared use path	5	10
	Separated or raised bicycle lanes	4	
	Buffered bicycle lanes	3	
	Designated bicycle lanes	2	
Pedestrian Facility Type NOTE: Multiply total length for each direction by Value	10'+ shared use path	5	10
	8'-9' paved path	4	
	5'-7' sidewalk	3	
	5'+ unpaved path (ADA compliant)	2	
	Sidewalk or shared use path widenings	1	
	Standalone ADA facility	0.2	
Project has traffic calming elements (e.g. roundabouts, speed humps, raised crosswalks/intersections, mid block crossings, speed feedback signs, slow points, etc)		5	5
<b>WHERE</b>			
Project improves pedestrian facilities in High Crash Ped Corridor per TPA Vision Zero Action Plan		5	15
Project improves bicycle facilities in High Crash Bicycle Corridor per TPA Vision Zero Action Plan		5	
Project provides lighting in Dark/Unlit crash location per TPA Vision Zero Action Plan		5	
Project improves pedestrian facilities in Tier 1 Ped Gap		5	10
Project improves bicycle facilities in Tier 1 Bicycle Corridor		5	
Project benefits traditionally underserved communities NOTE: Determine Traditionally Underserved population index within 1 mile of project	Very High	10	10
	High	6	
	Medium	3	
Project creates dedicated Pedestrian Facilities within 1 mile of a Transit Hub		5	10
Project creates dedicated Bicycle Facilities within 3 miles of a Transit Hub		5	
Pedestrian project is within 1 mile; bicycle or shared use path project is within 3 miles and provides a connection to a shopping center, multiple trail intersections, regional parks, designated natural areas or recreational centers, medical services, police station, fire station, pharmacies, or grocery stores.		5	10
Project is within 2 miles of a school and within its school attendance boundary		5	
Project improves facilities at an interchange, bridge, railroad crossing, or intersection		5	5
<b>WHY</b>			
Project has positive environmental impacts (i.e. mitigation activity, pollution prevention & abatement, stormwater management, tree canopy coverage, pervious materials, etc.)		5	5
Project has been tested as a pilot with local funds		2	10
Project is endorsed by members of benefit area (HOA, POA, local bike group, etc.)		3	
Project is identified in an agency's adopted plan and connects to an existing or proposed non-motorized facility		5	
Applicant canceled a previously prioritized or funded project within the past 12 months		-5	0
		<b>TOTAL</b>	<b>100</b>



## 2025 Transportation Alternatives (TA) Program Overview

### Palm Beach Transportation Planning Agency

#### HOW TO APPLY

##### 1. Attend the TPA Funding Programs Workshop on November 8, 2024 (optional)

Learn about project eligibility, Local Agency Program (LAP) Certification, and have your specific questions answered by FDOT and TPA staff.

##### 2. Attend Pre-Application Meeting with TPA and FDOT Staff (required)

All applicants must attend a pre-application meeting with TPA and FDOT between November 12, 2024 and February 7, 2025. TPA will schedule these meetings with FDOT and applicants.

##### 3. Gather Required Documents

Each project submittal requires an application, online form, and supporting documents outlined in the Submittal Checklist provided below. Missing or late documents may result in project ineligibility.

##### 4. Submit Online via FDOT GAP Application Portal

- The application process requires the submittal of the application document with associated attachments via the FDOT GAP Application Portal. [Florida Gap - Log In \(blackcatgrants.com\)](https://blackcatgrants.com)
- Users must create an account.
- Additional resources and examples may be found at the TPA's TA webpage at: [PalmBeachTPA.org/TA](https://PalmBeachTPA.org/TA)

##### 5. Stay Tuned

Follow the Program Schedule and watch for TPA and FDOT emails regarding the project application.



## 2025 Transportation Alternatives (TA) Program Overview

### Palm Beach Transportation Planning Agency

#### SUBMITTAL CHECKLIST

Please use the following checklist to ensure you are including all documents required to be submitted with your application by the submission deadline:

- Application
- Attendance and description of project at pre-application meeting.
- Location Map (Aerial)
- Photographs of project before construction
- Conceptual Typical Section or Planview Sections (Existing and Proposed)
- Detailed Cost Estimate Spreadsheet (Signed by Professional Engineer)
- Right-of-Way Ownership Verification (Plats, deeds, prescriptions, surveys and/or easements)
- Community letters of support (Optional) (due at application submittal: **February 14, 2025**)
- Commitment Letter from administering agency's director of Engineering or Public Works Department clearly indicating they will "administer and construct the project if funded by the Palm Beach Transportation Planning Agency's (TPA) Transportation Alternatives (TA) Program" is required (due at application deadline – **February 14, 2025**)
- Participation in FDOT Field Visit (to be scheduled on a weekday in **April 2025**)
- Proof of public outreach and support required if proposed project modifies a roadway that provides access to single family residential lots.
  - Must have >25% of all landowners in support of the project, whose parcel is directly adjacent to the project. If >10% of adjacent landowners oppose the project, the project is ineligible.
  - The following documentation must be submitted with the application in the form of:
    - Responses to mail outs sent to landowners/residents; Or,
    - Sign-In signatures and input obtained at a neighborhood/public meeting.*NOTE: Attendance at a council meeting for the resolution of support is not considered a public outreach meeting.*
- Resolution of Support from governing body of the facility owner(s) clearly indicating that the project may be constructed as proposed and is commitment to fund ongoing operations and maintenance of the project - due within 60 days of application due date (**April 25, 2025**). Example Resolution can be found [here](#).

## Project Scheduling Report – October 2024

### Phases occurring within the next 90 days

#### Palm Beach TPA & FDOT District 4

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

Scheduled Activity	Description
Multimodal Scoping Checklist (MMSC)	FDOT's Office of Modal Development (OMD) notifies impacted agencies to enter comments about the project scope. The local agency can confirm or discuss context class, minor comments about multimodal features.
Resolution from Agency (for Off-System Projects Only)	If an off-system project is administered by FDOT, the local agency's governing board must pass a resolution endorsing FDOT's delivery of the project.
Review of Scope with Agency	Meet with local agency to review and confirm scope prior to FDOT advertising for consultant acquisition.
Execution Date (Design)	FDOT Design starts.
Project Kickoff Meeting	FDOT Design Team coordinates with local agency. Contact the FDOT project manager for date/time/location of the meeting.
Initial Field Review	Field Review meeting. Typically occurs at the project site.
Initial Engineering	30% plans to reviewers. Stakeholders provide review and feedback on the approved Typical Section.
Public Information Workshop	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 Claudette DeLosSantos at [Claudette.DeLosSantos@dot.state.fl.us](mailto:Claudette.DeLosSantos@dot.state.fl.us) or 954.777.4208.

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



FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
<b>SIS Capacity</b>					
4127331	I-95 AT 10TH AVE N	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	11/8/2024
4127331	I-95 AT 10TH AVE N	INTERCHANGE - ADD LANES	FDOT	PSE Meeting	11/15/2024
4378681	SOUTHERN BLVD/SR-80 AT SR-7/US-441	ADD TURN LANE(S)	FDOT	PSE Meeting	11/22/2024
4378681	SOUTHERN BLVD/SR-80 AT SR-7/US-441	ADD TURN LANE(S)	FDOT	Public Information Workshop	11/25/2024
4512241	SR-80 AT JOG RD	ADD LEFT TURN LANE(S)	FDOT	Initial Engineering	11/26/2024
4378681	SOUTHERN BLVD/SR-80 AT SR-7/US-441	ADD TURN LANE(S)	FDOT	Biddability	12/5/2024
2319321	I-95 AT GATEWAY BLVD	INTERCHANGE - ADD LANES	FDOT	Public Information Workshop	1/1/2025
4127331	I-95 AT 10TH AVE N	INTERCHANGE - ADD LANES	FDOT	Biddability	1/1/2025
<b>Major Projects</b>					
4535581	SR-80 FROM SR-15 TO CR-880	GUARDRAIL	FDOT	Execution Date (Design)	11/1/2024
4383862	US-1 FROM 59TH ST TO NORTHLAKE BLVD	BIKE LANE/SIDEWALK	FDOT	Production	11/4/2024
4535581	SR-80 FROM SR-15 TO CR-880	GUARDRAIL	FDOT	Kickoff Meeting	11/14/2024
4515792	TRAFFIC SIGNAL MAST ARM REPLACEMENTS - PALM BEACH COUNTY	TRAFFIC SIGNALS	FDOT	Constructability Plans	12/9/2024
4513801	OKEECHOBEE BLVD/SR-704 TRANSIT CORRIDOR FEASIBILITY STUDY	TRANSPORTATION PLANNING	FDOT	Agency Scope Review	12/26/2024
<b>Local Initiatives Program</b>					
4507951	INDIAN TRAIL IMPROVEMENT DISTRICT - TEMPLE BLVD, HALL BLVD, & 140TH AVE	MISCELLANEOUS CONSTRUCTION	ITID	Kickoff Meeting	10/23/2024
4508001	GARDENS PARKWAY FROM ALT A1A TO PROSPERITY FARMS RD	BIKE LANE/SIDEWALK	PALM BEACH GARDENS	Kickoff Meeting	11/20/2024
4483541	SOUTH EAST COAST ST AND SOUTH H ST	BIKE LANE/SIDEWALK	LAKE WORTH BEACH	Kickoff Meeting	11/20/2024
4415861	BRANT BRIDGE CONNECTOR FROM LINDELL BLVD TO BRANT BRIDGE	BIKE LANE/SIDEWALK	DELRAY BEACH	Production	12/2/2024
4460821	GREENVIEW SHORES FROM BINKS FOREST DR TO WELLINGTON TRACE	BIKE LANE/SIDEWALK	WELLINGTON	Production	1/6/2025
4460861	CRESTHAVEN BLVD FROM JOG RD TO S MILITARY TRL	BIKE LANE/SIDEWALK	PALM BEACH COUNTY	Production	1/6/2025
4482991	GREENBRIER BLVD FROM AERO CLUB DR TO GREENVIEW SHORES BLVD	BIKE LANE/SIDEWALK	WELLINGTON	Production	1/6/2025
<b>Transportation Alternatives Program</b>					
4530001	PALM BEACH COUNTY PROJECT WITH VARIOUS LOCATIONS	SIDEWALK	ITID	Kickoff Meeting	10/23/2024
4490021	GRAPEVIEW BLVD & KEY LIME BLVD	SIDEWALK	ITID	Production	11/4/2024
4489991	EL RIO TRAIL FROM YAMATO RD TO GLADES RD	LIGHTING	BOCA RATON	Production	11/4/2024
4530011	LILAC STREET FROM NORTH MILITARY TRAIL TO PLANT DRIVE	SIDEWALK	PALM BEACH GARDENS	Kickoff Meeting	11/20/2024
4490051	BURNS RD FROM NORTH MILITARY TRL TO ALERNATE A1A	BIKE PATH/TRAIL	PALM BEACH GARDENS	LAP Commitment	1/3/2025
<b>Other FDOT &amp; Local Projects</b>					
4531481	SR-708/BLUE HERON BOULEVARD FROM WEST OF I-95 TO WEST OF GARDEN ROAD	LIGHTING	FDOT	Multimodal Checklist	10/30/2024
4481361	FDOT/SFWMD US 27 EVERGLADES AGRIC AREA(EAA) RESERV IN-OUTFLOW CANALBR	NEW BRIDGE - NO ADDED CAPACITY	FDOT	Biddability	11/4/2024



FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4475451	OKEECHOBEE BLVD/SR-704 FROM EAST OF MILITARY TRL TO I-95	LIGHTING	FDOT	Constructability Plans	11/6/2024
4531441	SYSTEMATIC RAMP SAFETY ANALYSIS- I-95 RAMPS; PALM BEACH COUNTY	SKID HAZARD OVERLAY	FDOT	Kickoff Meeting	11/15/2024
4510851	FOREST HILL BLVD/SR-882 AT HAVERHILL ROAD	INTERSECTION IMPROVEMENT	FDOT	Constructability Plans	11/20/2024
4492831	ATLANTIC AVE/SR-806 AT HOMEWOOD BLVD,SR-704 AT HAVERHILL RD	TRAFFIC SIGNAL UPDATE	FDOT	Production	12/2/2024
4492801	I-95 RAMP IMPROVEMENTS AT OKEECHOBEE BLVD/SR-704; PGA BLVD/SR-786; INDIANTOWN RD/SR-706	SKID HAZARD OVERLAY	FDOT	Production	12/2/2024
4510841	OKEECHOBEE BLVD/SR-704 AT MILITARY TRL/SR-809	INTERSECTION IMPROVEMENT	FDOT	Constructability Plans	12/6/2024
4531471	SR-5/SOUTH QUADRILLE BLVD FROM LAKEVIEW AVE TO BANYAN BLVD	LIGHTING	FDOT	Execution Date (Design)	12/13/2024
4492551	I-95 AT DONALD ROSS RD	LANDSCAPING	FDOT	Construction Notice to Proceed (NTP)	12/28/2024
4492791	OKEECHOBEE BLVD/SR-704 FROM RIVERWALK BLVD TO N JOG ROAD	LIGHTING	FDOT	Constructability Plans	12/31/2024
4522921	SR-9/I-95 FR N OF SR-704/OKEECHOBEE BLVD TO S OF SR-706/INDIANTOWN RD	LANDSCAPING	FDOT	Letting	1/3/2025
4475541	US-1/SR-5/BROADWAY AVE FROM 45TH ST TO 59TH ST	LIGHTING	FDOT	Production	1/6/2025
4531471	SR-5/SOUTH QUADRILLE BLVD FROM LAKEVIEW AVE TO BANYAN BLVD	LIGHTING	FDOT	Kickoff Meeting	1/7/2025
4531481	SR-708/BLUE HERON BOULEVARD FROM WEST OF I-95 TO WEST OF GARDEN ROAD	LIGHTING	FDOT	Execution Date (Design)	1/10/2025
4531441	SYSTEMATIC RAMP SAFETY ANALYSIS- I-95 RAMPS; PALM BEACH COUNTY	SKID HAZARD OVERLAY	FDOT	Initial Field Review	1/15/2025
<b>O&amp;M - Roadways</b>					
4476691	E OCEAN AVE/SR-804 FROM US-1/SR-5 TO A1A	RESURFACING	FDOT	Letting	10/30/2024
4506841	SR-A1A/OCEAN BLVD BRIDGE# 930060 OVER BOCA INLET	BRIDGE REHABILITATION	FDOT	Execution Date (Design)	11/1/2024
4476701	SR-7/US-441 FROM GLADES RD TO NORTH OF BRIDGE BROOK DR	RESURFACING	FDOT	Production	11/4/2024
4492561	SR A1A AT BOYNTON INLET BRIDGE 930061	BRIDGE - PAINTING	FDOT	Production	11/4/2024
4484351	SR-811 FROM SOUTH OF RCA BLVD TO NORTH OF DONALD ROSS RD	RESURFACING	FDOT	Biddability	11/5/2024
4484381	SR-7/US-441 FROM SOUTH OF BOYNTON BEACH RD/SR-804 TO SOUTH OF LAKE WORTH RD/SR-802	RESURFACING	FDOT	Kickoff Meeting	11/7/2024
4498141	ROYAL PALM WAY/SR-704 FROM 4 ARTS PLAZA TO S COUNTY ROAD	RESURFACING	FDOT	Initial Engineering	11/8/2024
4461751	SR-A1A FROM N OF EMERALDA BCH WAY TO SOUTH OF SR-704/ROYAL PALM WAY	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	11/19/2024
4484361	LAKE WORTH RD/SR-802 FROM W OF CYPRESS EDGE DR TO W OF CYPRESS ISLES WAY	RESURFACING	FDOT	Constructability Plans	11/22/2024
4476641	SR-15/E MAIN ST FROM S LAKE AVE TO SR-700/CONNORS HWY	RESURFACING	FDOT	Production	12/2/2024
4476621	A1A FROM LINTON BLVD TO E ATLANTIC AVE	RESURFACING	FDOT	Letting	12/6/2024
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Public Information Workshop	12/10/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Public Information Workshop	12/11/2024
4506841	SR-A1A/OCEAN BLVD BRIDGE# 930060 OVER BOCA INLET	BRIDGE REHABILITATION	FDOT	Kickoff Meeting	12/11/2024

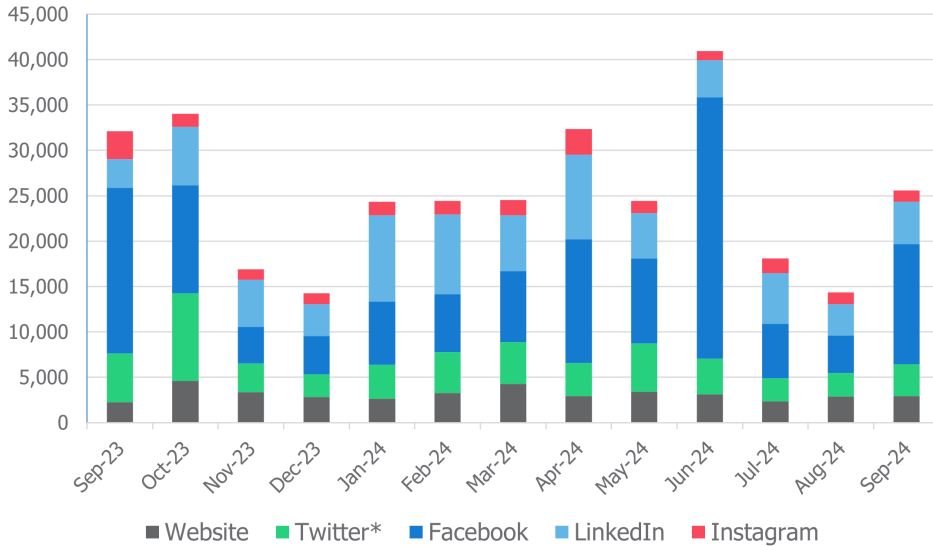
FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4498341	E CANAL STREET/SR-717 FROM SR-80 TO SE AVE E	RESURFACING	FDOT	Initial Engineering	12/13/2024
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	PSE Meeting	12/17/2024
4476671	BOYNTON BEACH BLVD/SR-804 FROM N CONGRESS AVE TO NW 8TH ST	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	12/17/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	PSE Meeting	12/18/2024
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	Public Information Workshop	12/24/2024
4493181	I-95 FROM 6TH AVE S TO LAKE WORTH RD BRIDGE VIADUCT	BRIDGE-REPAIR/REHABILITATION	FDOT	Construction Notice to Proceed (NTP)	12/25/2024
4484171	SR-A1A/OCEAN BLVD FROM NORTH OF IBIS WAY TO S OF SR-80/SOUTHERN BLVD	RESURFACING	FDOT	Biddability	12/27/2024
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	PSE Meeting	12/31/2024
4476601	SR-5/FEDERAL HWY FROM 6TH AVE N TO ARLINGTON RD	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	1/7/2025
4484151	US-1/SR-5 FROM BELVEDERE RD TO SR-704/LAKEVIEW AVE	RESURFACING	FDOT	Biddability	1/9/2025
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRL TO WEST OF PALM ISLES DR	RESURFACING	FDOT	Biddability	1/9/2025
4461791	OKEECHOBEE BLVD/SR-704 FROM TAMARIND AVE TO WEST OF LAKEVIEW AVE	RESURFACING	FDOT	Public Information Workshop	1/14/2025
4498101	LAKE WORTH RD/SR-802 FROM EVERETT COURT TO A STREET	RESURFACING	FDOT	Initial Engineering	1/14/2025

# Public Involvement Activity Report 4.B

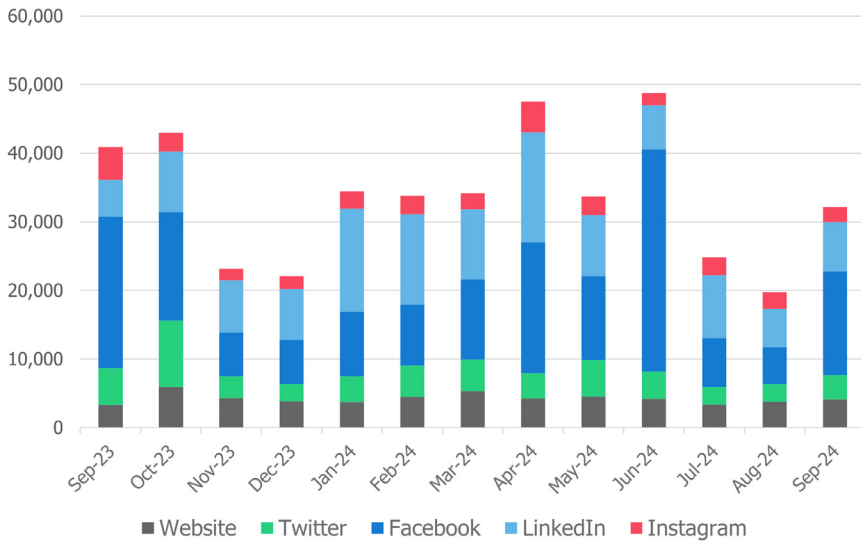
## September 2024

### FY 25-26 UPWP Task 1.B Solicit Public Input via Social Media

#### Social Media Reach



#### Social Media Impressions



### FY 25 Strategic Plan Goal 1.B: Increase Social Media Engagement

**Goal: 350,000 users reached**  
**Achieved: 58,046 users reached**

### September Social Media Spotlight

#### Safe Streets Summit Boosted Social Media Post

The Palm Beach TPA will host the 2025 Safe Streets Summit in West Palm Beach, along with the Broward MPO and Miami-Dade TPO. This event focuses on safe and accessible streets for all, with this year's theme of "Mobility at the Heart of it All". The TPA shared registration information on its Facebook page and boosted the post to increase visibility.

**Palm Beach TPA**  
Published by Loomly  
September 19

Registration is now open for the 2025 Safe Streets Summit! Learn about the Mobile Workshops across Palm Beach County on February 6 and check out the Summit's agenda for February 7. Lock in the Early Bird Registration rates today at [SafeStreetsSummit.org](https://SafeStreetsSummit.org)!

#SafeStreetsSummit  
Speak Up Broward- Broward Metropolitan Planning Organization  
Miami-Dade Transportation Planning Organization

**MOBILITY AT THE HEART OF IT ALL**

**EARLY BIRD REGISTRATION IS OPEN**

Learn more & register today:  
[SafeStreetsSummit.org](https://SafeStreetsSummit.org)

**Join us on February 6-7, 2025!**  
Early Bird registration deadline is December 18, 2024.

#SafeStreetsSummit

TPA World Wide Transportation Planning Organization  
MPO  
PALM BEACH Transportation Planning Agency

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Like Comment Share

Post Impressions	Post reach	Engagement
14,479	11,378	237

**Boosted on Sep 19, 2024**  
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Post reach	Post Engagement
11,394	120