



## TPA EXECUTIVE COMMITTEE MEETING AGENDA

DATE: **Tuesday, June 25, 2024**  
TIME: **3:00 p.m.**  
PLACE: **301 Datura Street, West Palm Beach, FL 33401**

Members of the public can [join the meeting](https://PalmBeachTPA.org/Meeting) in person or virtually at: [PalmBeachTPA.org/Meeting](https://PalmBeachTPA.org/Meeting).

Please call 561-725-0800 or e-mail [info@PalmBeachTPA.org](mailto:info@PalmBeachTPA.org) for assistance joining the virtual meeting.

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### 1. REGULAR ITEMS

- A. Call to Order and Roll Call
- B. Modifications to the Agenda
- C. General Public Comments

Members of the public are invited to offer comments or questions as follows:

- A written comment may be submitted at [PalmBeachTPA.org/Comment-Form](https://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 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.

- D. Comments from the Chair and Member Comments

### 2. ACTION ITEMS

- A. MOTION TO APPROVE a Merit Increase for the Executive Director for Fiscal Year (FY) 25

The TPA Governing Board approves the FY 25 Cost of Living Adjustment (COLA) for all TPA employees, and a performance review merit increase for eligible employees, effective July 1, 2024. Per Section 2.2.F.3 of the TPA's Operating Procedures, the TPA's Executive Committee shall meet annually to review the TPA Executive Director's performance. The TPA Executive Director will present an overview of activities performed over the past year. The Draft FY 24 Annual Report is attached.

- B. MOTION TO RECOMMEND UPDATES for the TPA's FY 2025 Strategic Plan

The Strategic Plan identifies specific actions the TPA will strive to achieve in the upcoming year. These actions are in line with the TPA's adopted Unified Planning Work Program (UPWP). The TPA Executive Director will present a progress update of the FY 24 Strategic Plan and suggested changes in strikethrough/underline format for the new FY 25 Strategic Plan (July 1, 2024 through June 30, 2025). The Draft FY 25 Strategic Plan is attached.

C. MOTION TO RECOMMEND Revisions to the TPA Executive Director Contract

This will be the final year of the TPA Executive Director's initial 3-year employment agreement, though there is an option to extend for two (2) years. The TPA General Counsel, at the request of the Executive Director, has prepared the attached memo summarizing substantive revisions to the contract for consideration by the Executive Committee for recommendation to the Governing Board.

**3. ADMINISTRATIVE ITEMS**

A. Adjournment

**Chelsea S. Reed, Mayor**  
**TPA Chair**  
City of Palm Beach Gardens

**Maria Marino, Vice Mayor**  
**TPA Vice Chair**  
Palm Beach County

**Michael J. Napoleone, Mayor**  
**At Large Member**  
Village of Wellington

**Yvette Drucker, Deputy Mayor**  
**At Large Member**  
City of Boca Raton

**Christy Fox, Commissioner**  
**At Large Member**  
City of West Palm Beach

**NOTICE**

This is a meeting of the Palm Beach MPO doing business as the Palm Beach Transportation Planning Agency. In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require a printed copy of the agenda package, require special accommodations under the Americans with Disabilities Act or require translation services for a meeting (free of charge) must call 561-725-0800 or send email to [Info@PalmBeachTPA.org](mailto:Info@PalmBeachTPA.org) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.