



PALM BEACH

Metropolitan Planning Organization

MPO GOVERNING BOARD MEETING AGENDA

DATE: **Thursday, October 30, 2025**
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: [PalmBeachMPO.org/Meeting](#). Please call 561-725-0800 or e-mail [info@PalmBeachMPO.org](#) for assistance.

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 [PalmBeachMPO.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 public comments are limited to 3 minutes or less.

- E. Chair and Member Comments
- F. Executive Director's Report
- G. MOTION TO APPROVE Consent Agenda Items
 - 1. Governing Board Meeting Minutes for September 19, 2025
 - 2. 2026 MPO Meeting Schedule
 - 3. Appointment to the Vision Zero Advisory Committee (VZAC)
 - a. Chris Kimmerly, City of West Palm Beach Representative
 - b. David Manset, Palm Tran Alternate
 - 4. Reappointment to the Technical Advisory Committee (TAC) Membership
 - a. Ira Brewster, Palm Tran Alternate
 - 5. Reappointment to the Citizens Advisory Committee (CAC)
 - a. Aquannette Tyson Thomas, City of Greenacres Representative

6. Appointment to the Vision Zero Advisory Committee (VZAC)
 - a. Martha Morales, FDOT Representative
 - b. Modeline Acreus, FDOT Alternate
 - c. Cristine Perdomo, City of West Palm Beach Alternate
7. Appointment to the Transportation Disadvantaged Local Coordinating Board
 - a. Maria Dorismond, FDOT Representative
 - b. Tatiana Gillyard, FDOT Alternate
8. Operating Procedures Amendment

Resolution amending the Operating Procedures to require routine officer training and align the TAC and VZAC roles for consistency.
9. Financial Policies Amendment

Resolution amending the Financial Policies for reporting consistency.
10. Procurement Policy Amendment

Resolution amending the Procurement Policy for legal and state consistency.
11. Personnel Handbook Update

Resolution approving revisions to the Personnel Handbook.

2. ACTION ITEMS

- A. MOTION TO ENDORSE Fiscal Year (FY) 2027-2031 Draft Tentative Work Program (DTWP)

The MPO and FDOT will present the FY 2027-2031 DTWP, which is the first review of the upcoming MPO Transportation Improvement Program (TIP). Attached is the summary of MPO Priority Projects in the DTWP. The full DTWP is available at PalmBeachMPO.org/TIP.
- B. MOTION TO ADOPT 2026 Call for Projects Program Guidelines

The 2050 Long Range Transportation Plan establishes the process for amending projects into the plan and developing the annual List of Priority Projects. Staff will present the attached draft 2026 Call for Projects Program Guidelines for Major Projects and the Transportation Alternatives Program. For more details visit PalmBeachMPO.org/Funding.

3. INFORMATION ITEMS

- A. Port of Palm Beach Update

Port of Palm Beach will provide an overview of the Port's latest plans and updates. For more information, visit PortofPalmBeach.com.
- B. County Transportation Master Plan Update

Palm Beach County will provide an overview of the County Transportation Master Plan. For more information, visit PBCMoves.com.
- C. Partner Agency Updates

Representatives from FDOT, Palm Beach County, Palm Tran, SFRTA, and other transportation partner agencies may provide brief updates relevant to the MPO.

4. ADMINISTRATIVE ITEMS

- A. FDOT Scheduling Report – October 2025
- B. Public Involvement Activity Report – September 2025
- C. Fiscal Activity Report – FY 2025
- D. Next Meeting – **December 11, 2025**
- E. 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 Carly Diglio at 561-725-0813 or CDiglio@PalmBeachMPO.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 Carly Diglio al teléfono 561-725-0813 o <mailto:CDiglio@PalmBeachMPO.org> por lo menos cinco días antes de la reunión. Si tiene problemas de audición, llamar al teléfono 711.



MPO GOVERNING BOARD MEMBERS

CHAIR

Chelsea Reed, Councilmember

City of Palm Beach Gardens

Alternate: Dana Middleton, Vice Mayor

Steve Wilson, Mayor

City of Belle Glade

Alternate: Joaquin Almazan, Vice Mayor

Yvette Drucker, Council Member

City of Boca Raton

Fran Nachlas, Deputy Mayor

City of Boca Raton

Boca Raton Alternates:

Andy Thomson, Council Member

Marc Wigder, Council Member

Aimee Kelley, Commissioner

City of Boynton Beach

Alternate: Angela Cruz, Commissioner

Rob Long, Vice Mayor

City of Delray Beach

Alternate: Thomas Markert, Commissioner

Susy Diaz, Deputy Mayor

City of Greenacres

Alternate: Judith Dugo, Councilmember

Jim Kuretski, Mayor

Town of Jupiter

Alternate: Ron Delaney, Councilor

Christopher McVoy, Commissioner

City of Lake Worth Beach

Alternate: Mimi May, Commissioner

Bev Smith, Mayor

Village of Palm Springs

Alternate: Johnnie Tieche, Council Member

Deandre Poole, Commissioner

Port of Palm Beach

Alternate: Varisa Dass, Commissioner

VICE CHAIR

Maria Marino, Mayor

Palm Beach County – District 1

Gregg Weiss, Commissioner

Palm Beach County – District 2

Joel Flores, Commissioner

Palm Beach County – District 3

Marci Woodward, Commissioner

Palm Beach County – District 4

Sara Baxter, Vice Mayor

Palm Beach County – District 6

Palm Beach County Alternates:

Maria Sachs, Commissioner – District 5

Bobby Powell, Commissioner – District 7

Bruce Guyton, Council Member

City of Riviera Beach

Alternate: Glen Spiritis, Council Member

Jeff Hmara, Mayor

Village of Royal Palm Beach

Alternate: Richard Valuntas, Vice Mayor

Michael Napoleone, Mayor

Village of Wellington

Alternate: John T. McGovern, Vice Mayor

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



PALM BEACH

Metropolitan Planning Organization

OFFICIAL MEETING MINUTES OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION (MPO) GOVERNING BOARD

September 18, 2025

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 PalmBeachMPO.org/Board.

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

CHAIR REED called the meeting to order at 9:30 a.m.

The Recording Secretary called the roll.

Member	Attendance	Member	Attendance	Member	Attendance
Joaquin Almazan (Alt)	P	Christopher McVoy	P	Glen Spiritis (Alt)	P
Yvette Drucker	P	Johnnie Tieche (Alt)	P	Jeff Hmara	P
Fran Nachlas	P	Deandre Poole	P	Michael Napoleone	P
Aimee Kelley	P	Gregg Weiss	A	Christy Fox	P
Rob Long	P	Marci Woodward	P	Joseph Peduzzi	P
Susy Diaz	P	Sara Baxter	P	Maria Marino	A
Jim Kuretski	P	Joel Flores	P	Chelsea Reed	P

P = Present A = Absent

A quorum was present in-person. Additionally, Commissioner Gregg Weiss requested remote participation due to extenuating circumstances and board members were all in favor.

1.B. Pledge of Allegiance

CHAIR REED led the Pledge of Allegiance.

1.C. Modifications to the Agenda

There were no modifications to the agenda.

MOTION to approve the agenda made by Sara Baxter, seconded by Joel Flores, and carried unanimously 20-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Joaquin Almazan (Alt)	Y	Christopher McVoy	Y	Glen Spiritis (Alt)	Y
Yvette Drucker	Y	Johnnie Tieche (Alt)	Y	Jeff Hmara	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Aimee Kelley	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Susy Diaz	Y	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Joel Flores	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

1.D. General Public Comments

There were no public comments received.

1.E. Comments from the Chair and Member Comments

JEFF HMARA encouraged Board members to stay engaged and provide input on the Countywide Transportation Master Plan.

JIM KURETSKI noted the impact of speed tables on fire trucks and emphasized the importance of intersection improvements, roadway analysis, and addressing intersection overcapacity.

CHRISTOPHER MCVOY echoed Kuretski's comments, expressed concern about Tri-Rail funding, and requested an update.

MARCI WOODWARD provided an update and overview of Tri-Rail's funding status.

YVETTE DRUCKER reported serving on the National League of Cities Transportation and Infrastructure Services Committee, noting the September 19 deadline for the transportation reauthorization bill and highlighting Boca Connect, school zone traffic cameras, and Parking Day at Mizner Park.

1.F. Executive Director's Report

VALERIE NEILSON, MPO Executive Director, provided updates available at PalmBeachMPO.org/Board.

1.I. APPROVED Consent Agenda Items

1. Governing Board Meeting Minutes for July 17, 2025
2. Appointment to the Transportation Disadvantaged Local Coordinating Board (TD LCB)
 - a. Merlene Ramnon, Local Medical Community Representative
3. Reappointment to the Technical Advisory Committee (TAC)
 - a. Jason Kaufman, City of Delray Beach Representative
4. Appointments to the TAC
 - a. William Leidy, City of Boynton Beach Representative
 - b. Luiza Pessoa Guazelli, City of Boynton Beach Alternate
 - c. Brittany Jameson, Palm Beach County Airports Representative
 - d. Kara McIntosh, Palm Beach County Airports Alternate

MOTION to approve the Consent Agenda made by Sara Baxter seconded by Marci Woodward and carried unanimously 20-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Joaquin Almazan (Alt)	Y	Christopher McVoy	Y	Glen Spiritis (Alt)	Y
Yvette Drucker	Y	Johnnie Tieche (Alt)	Y	Jeff Hmara	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Aimee Kelley	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Susy Diaz	Y	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Joel Flores	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

2. ACTION ITEMS

2.A. **MOTION TO ADOPT Amendment #1 to the MPO's Fiscal Year (FY) 26-30 Transportation Improvement Program (TIP)**

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

MOTION to adopt Amendment #1 to the MPO's Fiscal Year (FY) 26-30 Transportation Improvement Program (TIP) made by Joel Flores seconded by Michael Napoleone and carried unanimously 20-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Joaquin Almazan (Alt)	Y	Christopher McVoy	Y	Glen Spiritis (Alt)	Y
Yvette Drucker	Y	Johnnie Tieche (Alt)	Y	Jeff Hmara	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Aimee Kelley	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Susy Diaz	Y	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Joel Flores	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

2.B. **MOTION TO APPROVE Discontinuing use of the d/b/a "Palm Beach MPO" and reaffirming the statutory name 'Palm Beach MPO'**

VALERIE NEILSON, Executive Director, provided a presentation.

GREGG WEISS inquired about the cost associated with the transition.

CHAIR REED noted that the website platform would be a seamless transition.

CHRISTOPHER MCVOY expressed that he liked the MPO name but acknowledged that the change could be beneficial for practical reasons.

CHAIR REED added that the change has been under consideration for some time to enhance transparency, consistency, and public understanding.

MOTION to approve Discontinuing use of the d/b/a "Palm Beach MPO" and reaffirming the statutory name "Palm Beach MPO" made by Marci Woodward seconded by Christopher McVoy carried unanimously 20-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Joaquin Almazan (Alt)	Y	Christopher McVoy	Y	Glen Spiritis (Alt)	Y
Yvette Drucker	Y	Johnnie Tieche (Alt)	Y	Jeff Hmara	Y
Fran Nachlas	Y	Deandre Poole	Y	Michael Napoleone	Y
Aimee Kelley	Y	Gregg Weiss	Y	Christy Fox	Y
Rob Long	Y	Marci Woodward	Y	Joseph Peduzzi	Y
Susy Diaz	Y	Sara Baxter	Y	Maria Marino	A
Jim Kuretski	Y	Joel Flores	Y	Chelsea Reed	Y

Y = Yes N = No A = Absent

3. INFORMATION ITEMS

3.A. Partner Agency Updates

THUY SHUTT, Palm Beach County Planning Director, provided an update on the Countywide Transportation Plan.

IVAN MALDONADO, Palm Tran Executive Director, provided an update on the Palm Tran ridership.

4. ADMINISTRATIVE ITEMS

4.A. Routine MPO Reports

- A. FDOT Scheduling Report – September 2025
- B. Public Involvement Activity Report – July and August 2025
- C. Next Meeting – **October 30, 2025**
- C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 10:24 a.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the MPO Governing Board and that the information provided herein is the true and correct Minutes for the September 18, 2025, meeting of the Board dated October 30, 2025.

Chair Chelsea Reed, Palm Beach Gardens Councilmember

EXHIBIT A

Metropolitan Planning Organization Governing Board

Representative Alternate(s) Local Government	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25
Chelsea Reed, Councilmember CHAIR Dana Middleton, Vice Mayor City of Palm Beach Gardens	P	NO MEETING HELD – SCHEDULED BREAK	P	NO MEETING HELD – SCHEDULED BREAK	P	NO MEETING HELD – SCHEDULED BREAK	NO MEETING HELD – SCHEDULED BREAK	P	P	P	NO MEETING HELD – SCHEDULED BREAK	P
Maria Marino, Vice Mayor VICE CHAIR – District 1 Palm Beach County	P		P		P			P	E	P		E
Steve Wilson, Mayor Joaquin Almazan, Vice Mayor City of Belle Glade	P		P		P			A	P	A		ALT
Yvette Drucker, Council Member City of Boca Raton	P		P		ALT			P	ALT	ALT		P
Fran Nachlas, Deputy Mayor Andy Thomson, Council Member Marc Wigder, Council Member City of Boca Raton	P		P		P			P	ALT	P		P
Aimee Kelly, Commissioner Angela Cruz, Commissioner City of Boynton Beach	E		E		P			P	P	P		P
Rob Long, Vice Mayor Thomas Markert, Commissioner City of Delray Beach	P		E		P			P	E	P		P
Susy Diaz, Deputy Mayor Judith Dugo, Councilmember City of Greenacres	A		P		E			P	P	E		P
Jim Kuretski, Mayor Ron Delaney, Councilor Town of Jupiter	P		P		P			P	P	P		P
Christopher McVoy, Commissioner Mimi May, Commissioner City of Lake Worth Beach	P		A		P			P	P	P		P
Bev Smith, Mayor Johnnie Tieche, Council Member Village of Palm Springs	E		P		ALT			P	P	ALT		ALT
Joel Flores, Commissioner – District 3 Palm Beach County	-		P		P			P	E	ALT		P
Sara Baxter, Vice Mayor – District 6 Palm Beach County	P		P		P			P	E	P		P
Gregg Weiss, Commissioner – District 2 Palm Beach County	P		P		P			P	E	P		P

Representative Alternate(s) Local Government	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25
Marci Woodward, Commissioner – District 4 Maria Sachs, Mayor – District 5 Bobby Powell, Commissioner – District 7 Palm Beach County	P		P		P			P	P	P		P
Deandre Poole, Commissioner Varisa Lall Dass, Commissioner Port of Palm Beach	P		P		P			P	P	P		P
Bruce Guyton, Council Member Glen Spiritis, Council Member City of Riviera Beach	P		P		P			P	P	P		P
Jeff Hmara, Mayor Richard Valuntas, Vice Mayor Village of Royal Palm Beach	E		P		P			P	P	ALT		ALT
Michael Napoleone, Mayor John McGovern, Vice Mayor Village of Wellington	P		P		P			P	ALT	P		P
Christy Fox, Commissioner City of West Palm Beach	P		P		P			E	E	P		P
Joseph Peduzzi, Commissioner Shalonda Warren, Commissioner Christina Lambert, Commissioner City of West Palm Beach	ALT		ALT		E			P	E	P		P

Attendance Record

** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

OTHERS PRESENT

Valerie Neilson
Andrew Uhler
Brian Ruscher
Melissa Eble
Carly Diglio
Ruth Del Pino
Cesar Martinez
Scott Case
Kelly Budhu
Victoria Peters
Victoria Williams
Scott Peterson
Silvana Alvarez
Dave Dech
Ivan Maldonado

REPRESENTING

Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT
SFRTA
Palm Tran

Deborah Posey Blocker
Richard Valunatas
Joanne keller
Kayla West
Yaneli Mata
Michael Corbit
Mel Pollock
Andrew Velezques
Bill Howell

Palm Tran
Royal Palm Beach
Palm Beach County
Palm Beach County
Palm Beach County
CareerSource Palm Beach County
The Corradino Group
AECOM
H W Lochner, Inc.

2026 MPO Governing Board, Advisory Committee & Transportation Disadvantaged Local Coordinating Board Meeting Dates

Meetings are held at 301 Datura Street, West Palm Beach, FL 33401

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Governing Board 3 rd Thursday of most months at 9:30 a.m.		19	19		21	18	16		17	22		10*
Technical Advisory Committee (TAC) 1 st Wednesday of most months at 9:30 a.m.		4	4		6	3	1		2	7		2
Citizen's Advisory Committee (CAC) 1 st Wednesday of most months at 1:30 p.m.		4	4		6	3	1		2	7		2
Vision Zero Advisory Committee (VZAC) 1 st Thursday of most months at 9:30 a.m.			5		7		2			8		3
Transportation Disadvantaged Local Coordinating Board (TDLCB) 2 nd month of each quarter at 2:00 p.m.			25			24		26		28		

Shaded = No Meeting

* Second Thursday



Mayor's Office

Keith A. James
Mayor

September 17, 2025

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

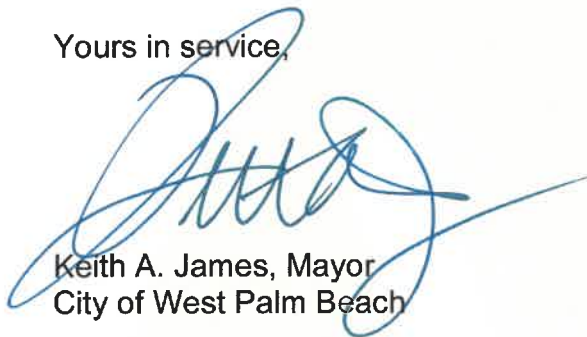
Subject: City of West Pam Beach Member for the Vision Zero Advisory Committee.

Dear Ms. Neilson:

The City of West Palm Beach hereby appoints Mr. Chris Kimmerly, Senior Urban Designer, as the active member of the Palm Beach Transportation Planning Agency (TPA) Vision Zero Advisory Committee (VZAC). Mr. Kimmerly will replace Jermaine Swaby as the City of West Palm Beach member.

Please pursue TPA Board approval of this appointment at the earliest opportunity.

Yours in service,



Keith A. James, Mayor
City of West Palm Beach

CC: Faye Johnson, City Administrator
Armando Fana, Assistant City Administrator
Ana Maria Aponte, Director of Development Services
Alex Hansen, City Comprehensive Planner
Chris Kimmerly, Senior Urban Designer

URBAN PLANNING & DESIGN PROFESSIONAL
URBAN PLANNING | ZONING | ENVIRONMENTAL DESIGN

PROFESSIONAL PROFILE

AICP accredited planning professional whose passion for the urban built environment has guided their work & provided invaluable experience within both the public & private sectors of planning-related fields. Well-versed in urban design principles, land-use planning, zoning & development processes, city government operations, community engagement, project management, public presentations, & communication.

AREAS OF EXPERTISE

- | | |
|---|---|
| <ul style="list-style-type: none">● Urban Planning & Design● Report Writing & Research● Project Management● Application & Analysis of Zoning Codes | <ul style="list-style-type: none">● ArcGIS, Sketchup, & Adobe Creative Cloud● Public Engagement & Community Outreach |
|---|---|

WORK EXPERIENCE

CITY OF WEST PALM BEACH | WEST PALM BEACH, FL

SENIOR URBAN DESIGNER

JUNE 2024 – PRESENT

URBAN DESIGN PLANNER

JUNE 2021 – JUNE 2024

- Oversees & regulates properties or project proposals under the City's Downtown Master Plan (DMP).
- Conducts site plan reviews & development permitting for various residential & commercial projects.
- Performs City zoning ordinance updates or amendments in response to City policies & development trends.
- Administers public presentations for Downtown Action Committee (DAC), Zoning Board of Appeals (ZBA), Planning Board (PB), & City Commission (CC) hearings.
- Composes staff reports, project analyses, presentations, & administrative actions.

ELAN PLANNING, DESIGN, & LANDSCAPE ARCHITECTURE PLLC | SARATOGA, NY

ASSOCIATE PLANNER & GIS SPECIALIST

MAY 2019 – JUNE 2021

- Conducted public engagement & community outreach via open houses, surveys, charettes, & workshops.
- Developed municipal zoning & land use ordinances in conventional, form-based, & hybrid codes.
- Drafted community development plans; including NYS Local Waterfront Revitalization Programs (LWRP), Brownfield Opportunity Areas (BOA), & NYS Downtown Revitalization Initiatives (DRI).
- Performed GIS applications & spatial data analysis via ESRI's ArcMap GIS software.

GRASSHOPPER GARDENS INC. | GANSEVOORT, NY

LANDSCAPE CONSTRUCTION DESIGNER/PROJECT ESTIMATOR

MAY 2018 – DECEMBER 2018

- Received & evaluated project proposals from clients & developed construction cost estimates for landscape designs utilizing both CAD-based programs & hand-drawings.

CITY OF ALBANY DEPARTMENT OF PLANNING & DEVELOPMENT | ALBANY, NY

PLANNING INTERN

JUNE 2017 – SEPTEMBER 2017

- Ensured compliance with NY State Environmental Quality Review (SEQR) for a wide variety of project applications.
- Completed a municipal bike report, assessing both bicyclist activity & infrastructure throughout the City of Albany.
- Conducted site visits throughout the City of Albany, documenting land use, housing, & occupancy status.
- Drafted Board of Zoning Appeals & workshop agendas, performed data entry & analysis for requests for proposals (RFP's) & project applications.

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK | BUFFALO, NY

GRADUATE TEACHING ASSISTANT

JANUARY 2019 – DECEMBER 2020

- Assisted professors & PhD candidate with class operations, in-person lectures, site visits, group activities, grading & utilized the Blackboard web-accessible modules for distance-learning within the graduate courses of: URP573: Physical Planning & Real Estate in Cities & Environment, END285: Transportation & Urban Life, & the undergraduate course END275/ARC280: Environment & Landscapes.

EDUCATION

- **UNIVERSITY AT BUFFALO** | Master of Urban Planning (MURP); Specializing in Urban Design & Physical Planning (2018-20)
Senior Capstone Project, developed a Community Food Systems Plan in partnership with UB's Community for Global Health Equity (CGHE), Johns Hopkins University, United Nations Food & Agriculture Organization (FAO), Thanal, students & staff from the College of Engineering Trivandrum (CET) for the local panchayat (village) of Karakulam, India.
- **UNIVERSITY AT BUFFALO** | Bachelor of Arts, Environmental Design (2013-17)
- *Graduated 'Cum Laude' | Dean's List: Spring 2017 | Founder, Theta Gamma (ΘΓ) Chapter of the Pi Kappa Phi (ΠΚΦ) Fraternity*



Palm Tran

Administrative Offices

100 N. Congress Avenue
Delray Beach, FL 33445
(561) 841-4200
FAX: (561) 841-4291

Palm Tran Connection

50 South Military Trail
Suite 101
West Palm Beach, FL 33415-3132
(561) 649-9838
FAX: (561) 656-7156
www.palmtran.org



**Palm Beach County
Board of County
Commissioners**

Maria G. Marino, Mayor
Sara Baxter, Vice Mayor

Gregg K. Weiss
Joel G. Flores
Marcy Woodward
Maria Sachs
Bobby Powell Jr.

County Administrator

Joseph Abruzzo

"An Equal Opportunity Employer"

Official Electronic Letterhead

Date: September 30, 2025

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

From: Ivan Maldonado, Executive Director

Re: Vision Zero Advisory Committee (VZAC) Alternate

Palm Tran respectfully requests an alternate on the TPA's Vision Zero Advisory Committee (VZAC) to remain informed and give input on important transportation projects within Palm Beach County.

We would like to nominate Mr. David Manset as our Alternate to Ms. Farah Tekbali.

I have attached a copy of Mr. Manset's resume.

CC: Ira Brewster, Strategic Planning Manager, Palm Tran
Charles Hall, Senior Manager of Safety/Training & Compliance, Palm Tran

David Manset

West Palm Beach, FL 33411
(954) 614-8247/dmanset@yahoo.com

EDUCATION

Master of Public Administration

Florida Atlantic University
GPA-3.7

Boca Raton, FL

Master of Education

Florida Atlantic University
GPA-3.8

Boca Raton, FL

Bachelor of Science in English/Secondary Education

Towson University
Magna Cum Laude, GPA-3.5

Towson, MD

TECHNOLOGY SKILLS

Microsoft Office Suite: MS Word, PowerPoint, Excel, Outlook, MS Publisher,
SharePoint/Google: Gmail, Google Classroom, Docs, Slides, Forms/Other: Legistar, Kronos
Payroll, Credentialing Management System, Cherwell Public Records Management System,
Peoplesoft, eRA Commons, UFirst, Concur Travel, DocuSign, Trapeze

EXPERIENCE

Palm Tran's Safety, Training, Security & Compliance Dept.-West Palm Beach, FL Records & Operations Analyst (40 hours per week) February 2025-present

- Responsible for maintaining and overseeing Palm Tran's security camera infrastructure, which includes the requests for video clips from various entities.
- Work involves retrieving, viewing, reviewing, downloading, redacting, saving, and disseminating video recordings for various sections in the organization and external entities.
- Coordinates with the County Attorney's Office, contractors, and Palm Tran's insurance providers to share videos and other documents in preparation for litigation or other official matters.
- Collects and analyzes various safety and operational data required by state and federal reporting regulations.
- Completes other special projects as required by the section Manager or his/her designee.

University of Florida/Scripps Institute-Jupiter, FL

Laboratory Administrative Coordinator (40 hours per week) January 2024-August 2024

- Supported three Principal Investigators (PIs/scientists) as well as members of their laboratories.

- Worked with PI(s) and Pre-Award Office to assemble and submit grant applications in a timely and thorough manner in U-First. Worked with subcontractor(s) to obtain all required compliance documentation, completion of progress reports.
- Responsible for systematic monitoring of awards utilizing reports and spreadsheets.
- Managed appropriate spending and carry forward dollars from grants, including fellowship and postdoctoral awards, reimbursements, and re-budgets.
- Responsible for maintaining compliance reporting for PI(s) and personnel.
- Maintained support documentation for Investigator(s) for any regulatory agencies, as needed for annual progress reports.
- Worked with various offices on campus, including preparation and submission of POs for lab ordering with Procurement
- Payroll department contact and ran reports for completion of timesheets
- Planned travel, agendas, and accommodations for job candidates. Worked closely with Human Resources, and, if necessary, the International Office for visa requirements to onboard new employees
- Maintained a busy calendar for PI(s), organized tele/videoconferences and meetings between multiple locations, time zones and/or groups.
- Arranged and coordinated travel for PI to scientific meetings, both domestic and international in Concur
- Coordinated logistics of guest speakers to campus wide events-seminars, conferences, etc.

Broward County Aviation Department (BCAD)-Fort Lauderdale, FL

Administrative Assistant, Security Division (40 hours per week) April 2023 to January 2024

- Coordinated public records requests for the division, sent official correspondence
- Worked as an authorized signatory to credential/renew employee/contractor badging
- Received invoices in Peoplesoft for multiple contract administrators, updates Accounts Payable
- Compiled division wide reports for executives using multiple data sources for credentialing/security for the entire Fort Lauderdale-Hollywood Airport
- Kronos payroll contact for seventy to eighty employees in the division, completes reports
- Supported the director and assistant director with special projects and travel reimbursement
- Authorized purchasing card holder to buy office supplies/products for the division and reconciled purchases in Peoplesoft

Graduate Intern/Customer Service Representative, Administrative Services Department, (19-29 hours per week) **July 2022-March 2023**

- Facilitated special projects to assist the Broward County Aviation Department (BCAD).
- Helped plan special projects (large and small) to promote the Ft. Lauderdale-Hollywood International Airport (FLL) in the local community, nationally, and internationally.
- Interacted courteously with the public, tenants, and employees. Covered the BCAD Front Desk.
- Kept inventory of FLL promotional items, completes expense reports for Broward County, orders promotional items. Collaborated with other departments to promote airport and aviation.
- Utilized research techniques and analytical methods to study administrative systems, organizational structures, policies, and procedures to make appropriate recommendations in written reports/spreadsheets.

City of Delray Beach-Delray Beach, FL

Graduate Intern, Human Resources Dept. (20 hours per week) May 2022-June 2022

- Assisted the HR Department with all functions and special projects.
- Created and wrote a comprehensive employee guidebook for FMLA using city policies and procedures. Assisted the benefits specialists with updating employee and retiree coverages.

Palm Beach County Public School District-West Palm Beach, FL

Elementary School Teacher (40 hours per week) August 2021-April 2022

- Designed, planned, implemented, and graded math, reading, writing, science, and social studies lessons for varying skill levels based on FL state standards.
- Proctored secure state and district assessments.
- Worked on a collaborative grade level team and prepared documents regarding goals and present level of student performance using data.
- Supervised classroom paraprofessionals in conducting academic reviews, reading/math interventions, and classroom procedures

The Village of Royal Palm Beach-Royal Palm Beach, FL

Graduate Intern, Village Manager's Office (20 hours per week) June 2021-August 2021

- Completed research on the federal govt. American Rescue Funds to provide guidelines for the Village Manager for program implementation. Acquired a grant of federal funds.
- Completed research for increasing affordable housing in Palm Beach County using data and collaborated with the Urban Planning Dept.to provide a data driven report for the Village Manager

Ben Gamla Palm Beach County Public Charter School -Boynton Beach, FL

Elementary School Teacher (40 hours per week) August 2020-May 2021

- Designed, planned, implemented, and graded math, reading, writing, and science lessons for my class of varying skill levels based on FL state standards for Grade 4. Proctored secure state and county assessments. Utilized distance learning technology-Zoom, Google Classroom.

Montgomery County Public Schools-Rockville, MD

Elementary School Teacher (40 hours per week) September 2018-June 2020

- Planned, taught, and assessed to acquire data to modify instruction for: language arts, math, science, and social studies for Grade 5. Established rapport with students, parents, and critical family members, using basic Spanish speaking skills as needed. Supervised classroom paraprofessionals in conducting academic review, reading/math interventions, and classroom procedures.

Broward County Public School District-Ft. Lauderdale, FL

Elementary School Teacher (40 hours per week) August 2012 -August 2018

- Designed, planned, implemented, and graded instruction for math, reading, writing, science lessons for grades 1,2,4, and 5 for varying skill levels based on FL state standards, graded instruction. Supervised college interns, adult volunteers, and classroom paraprofessionals.



Re: Technical Advisory Committee (TAC) Membership

From Ruth Del Pino <RDelpino@palmbeachmpo.org>

Date Fri 10/17/2025 4:55 PM

To Ivan Maldonado <IMaldonado@pbc.gov>; Valerie Neilson <VNeilson@palmbeachmpo.org>; Brian Ruscher <bruscher@palmbeachmpo.org>; Ira Brewster S, MPA <IBrewster@pbc.gov>

Cc Nathan George <NGeorge@palmbeachmpo.org>; Danika Cross <DCross@pbc.gov>

Good afternoon Ivan,

This will be presented at our Governing Board Meeting on October 30 meeting for reappointment. I will follow up afterward with additional information.

Thank you,

Ruth Del Pino

Executive Assistant

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0802 | Main 561.725.0800

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



PALM BEACH
Metropolitan Planning
Organization

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

From: Ivan Maldonado <IMaldonado@pbc.gov>

Sent: Friday, October 17, 2025 4:19 PM

To: Ruth Del Pino <RDelpino@palmbeachmpo.org>; Valerie Neilson <VNeilson@palmbeachmpo.org>; Brian Ruscher <bruscher@palmbeachmpo.org>; Ira Brewster S, MPA <IBrewster@pbc.gov>

Cc: Nathan George <NGeorge@palmbeachmpo.org>; Danika Cross <DCross@pbc.gov>

Subject: RE: Technical Advisory Committee (TAC) Membership

Good afternoon, Ruth,

I would like to renew her appointment for this role, as she has been promoted to our Director of Planning. We will let you know of the alternate person for the VZAC.

Thank you.

Ivan Maldonado

Executive Director

Tel: 561 841-4205

imaldonado@pbc.gov

<http://www.palmtran.org>

From: Ruth Del Pino <RDelpino@palmbeachmpo.org>

Sent: Thursday, October 16, 2025 9:38 AM

To: Ivan Maldonado <IMaldonado@pbc.gov>

Cc: Nathan George <NGeorge@palmbeachmpo.org>

Subject: Technical Advisory Committee (TAC) Membership

Good afternoon Ivan,

We are writing to inform you that the three- year term of Ira Brewster, Palm Tran alternate for TAC, has her term expiring in October. If you would like to renew her appointment, please let me know by October 22. If you'd like to nominate a new representative and alternate for VZAC, please also send the following information by October 22 to present the appointment request at the next TPA Governing Board meeting on October 30.

To nominate a new representative, please provide the following:

1. Email, letter, or resolution notifying the TPA of the request for appointment.
 - Method is dependent on your agency's process for appointing representatives on external agency committees.

- Please address and send correspondence to Valerie Neilson, TPA Executive Director, at VNeilson@PalmBeachTPA.org.
2. Resume or summary of the appointee's credentials.
 3. Contact information for appointee.

If you have any questions, please let me know. For more information about the committee's policies and work, visit [Technical Advisory Committee \(TAC\) - Palm Beach MPO \[palmbeachmpo.org\]](#)

Regards,

Ruth Del Pino

Executive Assistant

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0802 | Main 561.725.0800

[Web \[palmbeachmpo.org\]](#) | [Facebook \[facebook.com\]](#) | [Instagram \[instagram.com\]](#) | [LinkedIn \[linkedin.com\]](#)



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



Re: MPO Citizens Advisory Committee Membership: City of Greenacres

From Ruth Del Pino <RDelpino@palmbeachmpo.org>

Date Thu 10/16/2025 9:28 AM

To Andrea McCue <AMcCue@greenacresfl.gov>

Cc Susy Diaz <sdiaz@greenacresfl.gov>; Quintella Moorer <QMoorer@greenacresfl.gov>; Evelyn Bach <EBach@greenacresfl.gov>; Valerie Neilson <VNeilson@palmbeachmpo.org>

Good morning Andrea,

Thank you for your email. We will add this appointment to the agenda for the October 30 Governing Board meeting and follow up once it's been approved.

Best regards.

Ruth Del Pino

Executive Assistant

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0802 | Main 561.725.0800

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



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From: Andrea McCue <AMcCue@greenacresfl.gov>

Sent: Wednesday, October 15, 2025 9:13 AM

To: Ruth Del Pino <RDelpino@palmbeachmpo.org>

Cc: Susy Diaz <sdiaz@greenacresfl.gov>; Quintella Moorer <QMoorer@greenacresfl.gov>; Evelyn Bach <EBach@greenacresfl.gov>; Valerie Neilson <VNeilson@palmbeachmpo.org>

Subject: MPO Citizens Advisory Committee Membership: City if Greenacres

Morning Ruth,

Hope you are well. Thank you for providing the city with notification that our representative's (Aquannette Tyson Thomas) term expires this month. The city would like to re-nominate Ms. Thomas to serve another term on the Citizens Advisory Committee. Please let me know if you need any additional information from us. Thanks so much again for the reminder.



Andrea McCue

City Manager
Administration Department
5800 Melaleuca Ln., Greenacres, FL 33463
Office (561) 642-2017 | Fax (561) 642-2004



[CLICK HERE](#) to help uncover our City's authentic story through our community wide branding initiative!

CITY OF GREENACRES E-MAIL NOTICE: Florida has a very broad public records law. Most written communications to or from local officials regarding city business are public records and subject to public records request and public disclosure, pursuant to Chapter 119, Florida Statutes. E-mail communications may therefore be subject to public disclosure.

*Florida Department of Transportation*

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

October 22, 2025

Ms. Valerie Neilson
Executive Director
Palm Beach Transportation Planning Organization
301 Datura Street
West Palm Beach, Florida 33401

Dear Ms. Neilson:

**RE: Appointment of Vision Zero Advisory Committee (VZAC) Members
representing FDOT**

Please accept this letter as official notification that the Florida Department of Transportation (FDOT) nominates Martha Morales as FDOT's representative and Modeline Acreus as the alternate representative for serving on Vision Zero Advisory Committee (VZAC). Martha and Modeline have excellent credentials that qualify them to fill this role.

Martha has over seven years of environmental experience in the automotive industry and has a strong background in project management. Her dedication to reducing pollution and leading impactful projects, combined with her passion for environmental protection, shines through in her work. Martha recently began her new role as the Bicycle/Pedestrian Coordinator where she has been supporting efforts for bicycle and pedestrian improvements. She also serves as the District's champion for pedestrian and bicycle safety, advancing context-based solutions, connectivity, and balanced access across Southeast Florida. Martha's efforts rely on a robust partnering plan that includes various activities that will continue to drive and enhance public safety.

Modeline has over 16 years of experience in administration, grant, procurement, project, and public transit management. She currently serves as the District's Multimodal Coordinator managing multimodal projects while also serving as the District's Shared-Use Nonmotorized (SUN) Trail program coordinator, developing the statewide system of strategic paved trail corridors for bicyclists and pedestrians. In her prior role with the District, Modeline led the 5310 federal program with the goal of improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

Prior to joining District Four, Modeline held positions with various non-profits and Non-Governmental organizations (NGOs) charged with providing international humanitarian relief and development. In these roles, she also led efforts in setting up sub-offices, staff residences, and transportation systems.

Ms. Valerie Neilson, Palm Beach TPA Executive Director
 October 22, 2025
 Page 2

The FDOT representatives' contact information is as follows:

VZAC	
FDOT Representative	FDOT Alternate
Martha Morales Bicycle/Pedestrian Coordinator Office of Modal Development FDOT District 4 3400 W. Commercial Blvd. Fort Lauderdale, FL 33309 Tel: 954-777-4208 Martha.Morales@dot.state.fl.us	Modeline Acreus Multimodal Coordinator Office of Modal Development FDOT District 4 3400 West Commercial Blvd. Fort Lauderdale, FL 33309 Tel: 954-777-4347 Modeline.Acreus@dot.state.fl.us

Thank you for the opportunity to have FDOT serve on this important committee. If you need additional information, please feel free to contact me at (954) 777-4689 or at Birgit.Olkuch@dot.state.fl.us

Sincerely,

DocuSigned by:

 F4EFBA650EA14BE
 Birgit Olkuch, P.E.
 District Modal Development Administrator

BO: cc

cc: John Krane, P.E., Director of Transportation Development - FDOT
 Cesar Martinez, P.E., District Planning & Environmental Management Administrator - FDOT
 Carlos Castro, Freight & Logistics Manager - FDOT
 Victoria Peters, Transportation Planning Manager - FDOT
 Tony Norat, MPO Liaison Supervisor - FDOT
 Martha Morales, Bicycle/Pedestrian Coordinator - FDOT
 Modeline Acreus, Multimodal Coordinator - FDOT

Resume – Modeline ACREUS

Education

M.B.A., Master of Business Administration, Madonna University, Livonia Michigan, USA, 2023-2025

B.B.A., Bachelor's in business administration & leadership, Madonna University, Livonia Michigan, USA, 2019

A.D., Christ the King Secretarial School, Port-au-Prince, Haiti, 2008 Several short professional courses during career including first-aid training.

Memberships/Affiliations

Alumni Association, Madonna University

Employment

Multimodal Coordinator/Transportation Specialist VI

Florida Department of Transportation, Fort Lauderdale, February 2025 – present

Serves as the coordinator for the Shared-Use Nonmotorized (SUN) Trail program which provides funding to help communities develop the statewide system of high-priority (strategic) paved trail corridors for bicyclists and pedestrians. Provides information to the public about the Program and coordination of applications with local government and Metropolitan Planning Organization (MPO) staff. Leads the annual application cycle for the District and coordinates with Central Office on the (SUN) Trail Work Program. Attends monthly statewide meetings and coordinates with the District on project scope. Develop necessary agreements between local governments and the Department. Represents the District at statewide workshops. Conducts and supports planning efforts for transit and multimodal projects and programs. Serves as FDOT Project Manager and agency liaison for multimodal projects. Facilitates document reviews including public involvement, environmental design, traffic operations and proactive Transportation Systems Management and Operations (TSM&O) coordination. Understands and communicates latest departmental policies and standards including lane repurposing, transit design, and transit access. Works directly with District partner agencies on their planning efforts for premium transit, multimodal projects and/or new technology. Initiates and leads studies of corridor segments, intersections, conflict areas to identify multimodal needs, develops draft concepts with potential solutions and coordinates with Concept Development on design and Traffic Operations and Safety on implementation and identifies opportunities to program funds. Performs Office of Modal Development (OMD) pre-scoping activities including participation in pre-scoping project field reviews and the development of the Multi-Modal Scoping Checklist (MMSOC) forms that provide an inventory of multimodal assets and the anticipated issues to be addressed in Design and Project Development & Environment (PD&E) scopes of service. Leads the maintenance of the Modal Viewer tool and outreach within OMD and with external partners in collecting multimodal feedback on project scopes in conjunction with the

Resume – Modeline ACREUS

Scoping Refinement Team (SRT). Manages districtwide consultant contracts.

Responsible for the consultant procurement process, overall contract management including funds management, scope development and staff hour estimates for task work orders. Leads annual work plan development with OMD including execution of funds, progress reporting, tracking deliverables, and invoices. Participates in development of proactive business plan goals, strategies, and activities. Update, develop, implement, and reports on corresponding quarterly activities on the OMD Business Plan Performs other duties as required.

Public Transportation Specialist

Florida Department of Transportation, Fort Lauderdale, February 2024 – February 2025

Oversees the execution of the Federal Section 5310 Mobility for Seniors and People with Disabilities Program. Coordinates with Metropolitan Planning Organizations (MPOs) and specialized transportation providers in the successful development of transit services. Prepares Program of Projects for Central Office, reviews Program of Projects with Modal Development's management for approval. Coordinates with Work Program Office to include projects in the Department's five-year work program and MPO liaisons to include funded projects in the appropriate MPO Transportation Improvement Programs (TIPs). Implements projects by conducting vehicle purchasing workshops in coordination with the Department Central Office and the Center for Urban Transportation Research. Coordinates the review and selection process for projects and implements projects.

Manages compliance oversight on all specialized transportation agencies consistent with federal regulations, guidance circulars, state procedures, state guidebooks, and state management plans. Represents the Department in five County Local Coordinating Boards (LCBs). Coordinates FDOT resources with the needs of the LCBs and communicating with management and other Department staff on issues and developments from LCB meetings. Assists the Office of Modal Development (OMD) staff with reviews and provision of technical assistance relating to the Transportation Development (TD) Program involving local government comprehensive plans and MPOs products and processes. Provides technical assistance to community transportation coordinators and specialized transportation agencies directly or through consultants.

Office Manager, USAID funded Haiti Resilience and Agriculture Sector Advancement Activity (HRASA), Development Alternatives Inc. (DAI), (Bethesda MD USA), Cap Haitian Haiti, January 2022 – July 2023

Facilitate start-up and perform startup-related tasks as assigned by the DAI Start-up Manager and Home Office (HO) Project Management team. Manage the day-to-day business operations of the Cap-Haitian office. Ensure reception coverage during business hours. Coordinate with the Security Manager on the security of the office premises, property therein, and coordinate with the Driver Supervisor/ Dispatcher on the motor pool. Coordinate with the IT Specialist to ensure the efficient operation of the local Area Network and all computer operations.

Resume – Modeline ACREUS

Perform competitive procurements for operational goods and services and negotiations with vendors. Coordinate travel logistics for project staff. Ensure that project staff needs for office equipment, supplies, and furniture are met. Communicate with the office landlord on facilities management, improvement, and repair issues. Coordinate with the Finance Manager and the Accountant to ensure petty cash needs are met and travel voucher and bank reconciliations are performed as per office policy. Maintain and manage the project non-expendable and expendable property inventory. Maintain project files for inventory, as well as other tasks as assigned by the Director of Finance and Operations.

Procurement Assistant, USAID funded Reforestation Project, Chemonics Foundation (Washington, D.C.). Cap Haitian, Haiti, March 2020 – December 2021.

Responsible for preparation of RFPs, RFQs, vendor selection, tenders, purchase orders, and the negotiation of awards for services and commodities, maintain the project's inventory and inventory disposition procedures. Respond to procurement requests from program staff; prepare solicitations and requests for proposals/quotations to obtain bids or work directly with local vendors to obtain quotations and initiate procurements, negotiate, and prepare contracts and purchase orders, ensure that procurement activities are carried out in accordance with contractual requirements, including US Federal Acquisition Regulations (FAR), coordinate bid evaluation and prepare summary reports for review and approval.

Provide regular status reports to the Procurement Liaison Manager and other field staff, work closely with Grant and Technical department to manage all request receipt efficiency, coordinate with the Procurement team, assist in developing and maintaining procurement-related documentation. provide procurement status reports and inventory summaries as requested.

Infrastructure Team Program Coordinator, USAID funded Appui à la Valorisation du Potentiel Agricole Nord Pour la Sécurité Economique et Environnementale Project/ Development Alternatives Inc. (DAI) (Bethesda, MD USA), Cap Haitian, Haiti July 2017– December 2019

Manage and provide support to overall Infrastructure, manage administration, HR, procurement, property, reporting, training, field trip and residence and document control support. This support was for the work involved to plan, design, develop and manage contract documents, construction procurement services for five (5) surface water irrigation systems in the north of Haiti.

Provide and manage liaison with all AVANSE administration offices (Logistics, Procurement, Finance, HR, Travel and Vehicles and IT groups) for the support of the group operations and staff. Support liaison with the DAI Home Office in Maryland for reporting, record keeping and procurement activities. Arrange and manage major construction procurement activities such as widely attended Pre-Bid and Pre-

Resume – Modeline ACREUS

Construction Conferences. Set up and managed Team wide training and events.

Provide administrative support to the Infrastructure Team; ensure timeliness and fill vacancies according to defined standards, Coordinate induction and full orientation of any new staff, Ensure that all new staff in the department follow the integration plan, help in the preparation of various operational and administrative documents, manage all DAI Home Office TAMIS Database requisitions for engineering, survey and construction management procurements; supply and manage all office materials; liaise with the Office of Grants & Subcontracts to make sure that information required from the Department is up-to-date; manage the Team's formal correspondence and contacts with the Ministry of Agriculture.

Management Support Specialist, USAID funded Appui à la Valorisation du Potentiel Agricole Nord Pour la Sécurité Economique et Environnementale Project, Development Alternatives Inc. (DAI) (Bethesda, MD USA), Cap Haitian, Haiti, April 2015 – July 2017

Administrative Assistant, USAID funded Appui à la Valorisation du Potentiel Agricole Nord Pour la Sécurité Economique et Environnementale Project/ Development Alternatives Inc. (DAI) (Bethesda, MD USA), Cap Haitian, Haiti, July 2013 – March 2015

Project Manager, Food for the Poor (Coconut Creek, Florida), Cap-Haitian, Haiti, September 2008 – April 2012

Philanthropy and Awards

1. **Highest GPA Award**: 2019 Madonna University, Highest student GPA.
2. **New Vibration Foundation**: Volunteer work with this organization created by young Haitians living in the country and outside of the country who aim to help needy children whose parents cannot afford to pay school tuition or to provide a meal after school. We support them with our own funds or with funds donated by others; and
3. **2018 David H. Gunning Award**: Out of over 100 entrants were awarded the cash prize for the David H. Gunning Award for Community Service. Each year, Development Alternatives Inc. (DAI) presents \$5,000 to a DAI employee or employees - with a maximum of two awards, worldwide, in any given year – for donation to a social service organization that is active in the local community. The award honors Dave Gunning, one of DAI's founding Board members.

Resume – Martha Morales

Education

Bachelor of Science, Environmental Engineering
Florida International University, Miami, FL - 2021

Employment

Bicycle and Pedestrian Coordinator

Florida Department of Transportation, Fort Lauderdale (May 2025 – Present)

Professional Summary

Transportation professional specializing in multimodal planning, safety, and design. Serves as District’s champion for pedestrian and bicycle safety, advancing Context-Based Solutions, sustainable mobility, and equitable access across Southeast Florida. Skilled in engineering review, project coordination, stakeholder engagement, and technical guidance.

Key Responsibilities & Achievements

- Reviews and evaluate transportation project plans to ensure bicycle, pedestrian, and transit facilities are effectively integrated and designed per FDOT standards and best practices.
- Leads Context-Based Solutions and Context Classification coordination, providing design concurrence and technical expertise during project development and review.
- Represents FDOT at Metropolitan Planning Organization (MPO), Bicycle and Pedestrian Advisory Committee (BPAC), and Context-Based Solutions Advisory Committee (CSAC) meetings.
- Collaborates with local governments to plan, maintain, and expand the District Multimodal Network, identifying and recommending new bicycle and pedestrian projects.
- Delivers technical training and guidance to FDOT staff, consultants, and partner agencies on multimodal design, urban redevelopment, and project scoping.
- Coordinates with Traffic Operations and Modal Development offices to implement safety projects and public awareness programs such as Alert Today / Alive Tomorrow.
- Provides outreach to promote pedestrian and cyclist safety and build public support for active transportation initiatives.
- Supports compliance with Title VI and related equity statutes.

District Champion for Pedestrian and Bicycle Safety

- Represents FDOT District 4 on Florida’s Pedestrian and Bicycle Safety Coalition.
- Serves as district communications liaison for statewide safety messaging.
- Advocates for infrastructure and program improvements enhancing pedestrian and cyclist safety.
- Supports district-level outreach and education events.

Skills & Expertise

- Urban planning and multimodal design
- Project review and management
- Public engagement and communication
- Technical analysis and problem solving
- Consultant and stakeholder coordination

FW: Vision Zero Advisory Committee (VZAC) Membership

From Kevin Volbrecht <KCVolbrecht@wpb.org>

Date Wed 10/22/2025 3:46 PM

To Ruth Del Pino <RDelpino@palmbeachmpo.org>

Cc Valerie Neilson <VNeilson@palmbeachmpo.org>; Brian Ruscher <bruscher@palmbeachmpo.org>; Cristine Perdomo <cperdomo@wpb.org>

 1 attachment (152 KB)

Cristine Perdomo Resume.pdf;

Valerie,

The City of West Palm Beach requests to renew the appointment of Cristine Perdomo, from the Engineering Department, as the alternate for the VZAC for the next three year term starting in January 2026.

Here contact info is

Cperdomo@wpb.org

(561) 494-1113

Her resume is attached.

Please let me know if you need any further information

Thank you,

Kevin Volbrecht

Kevin Volbrecht, P.E.

Director of Engineering Services Department

City of West Palm Beach

401 Clematis St. 4th Floor

PO Box 3366

West Palm Beach, FL 33402

(561) 494-1091

kcvolbrecht@wpb.org

"Common Sense+Practicality+Perseverance+Collaboration = Success in 2025"

From: Suzanne Berglund <SBerglund@wpb.org>
Sent: Thursday, October 16, 2025 9:59 AM
To: Kevin Volbrecht <KCVolbrecht@wpb.org>; Cristine M. Perdomo <cperdomo@wpb.org>
Subject: Fw: Vision Zero Advisory Committee (VZAC) Membership

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From: Ruth Del Pino <RDelpino@palmbeachmpo.org>
Sent: Thursday, October 16, 2025 9:48:50 AM
To: Suzanne Berglund <sberglund@wpb.org>; Janese McCutchen <jamccutchen@wpb.org>
Cc: Brian Ruscher <bruscher@palmbeachmpo.org>
Subject: Vision Zero Advisory Committee (VZAC) Membership

Caution: This is an external email. Please take care when clicking links or opening attachments.

Good afternoon,

We are writing to inform you that the three- year term of Cristine Perdomo, West Palm Beach alternate for VZAC, has her term expiring in December 2025. If you would like to renew her appointment, please let me know by October 22. If you'd like to nominate a new alternate for VZAC, please also send the following information by October 22 to present the appointment request at the next TPA Governing Board meeting on October 30. If you need more time, you can provide the information by December 3 so we can present it at the December 11 Board meeting.

To nominate a new representative, please provide the following:

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

If you have any questions, please let me know. For more information about the committee's policies and work, visit [Vision Zero Advisory Committee \(VZAC\) - Palm Beach TPA](#)

Regards,

Ruth Del Pino

Executive Assistant

301 Datura Street | West Palm Beach, FL 33401

Direct 561.725.0802 | Main 561.725.0800

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



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Cristine M. Perdomo Morales, PE LSIT

16476 93rd Rd N, Loxahatchee, FL 33470 | (787)312-7313 | cristine.m.perdomo@gmail.com

Education: UNIVERSITY OF PUERTO RICO, MAYAGÜEZ CAMPUS

BS in Civil Engineering

Class of 2014

BS in Surveying and Topography

Class of 2012

Certifications and Licenses:

2020: PROFESSIONAL ENGINEER LICENSE (PE #90525)

2015: ENGINEER IN TRAINING CERTIFICATE (EIT)

2012: LAND SURVEYOR IN TRAINING CERTIFICATE (LSIT)

Experience:

2018- Present: CITY OF WEST PALM BEACH – ENGINEERING SERVICES DEPARTMENT

Senior Project Engineer (2021 – Present)

Under general direction of the Department Director:

- Engineer of Record of various Transportation and Public Utilities projects
- Manage Local Agency Program (LAP) grant funded projects from the design phase to the construction phase and ensure the City meets all FDOT LAP Certification Requirements
- Prepared ITB and Work Orders using the City Contract Database
- Serves on various selection committees
- Manage Contractors and Design Consultants on the construction and design of roadway and utility projects.
- QA/QC and Value Engineer Contractors invoices.
- Reviewed and approved Work Orders, Amendments, Change Orders and Small Contracts from Contractors and Consultant.
- Negotiated contracts for best value to the City.
- Reviewed and approved submittals and shop drawings.
- Submit and Obtain permits from the Florida Health Department
- Attend City Commission meeting to present City Projects for City Commission Approval.
- Held Public Meetings and Neighborhood Meetings to update the public on up-coming projects and answer questions and concerns through various platforms (Zoom, Facebook and In-person)

Project Engineer (2018 – 2021)

Under the supervision of the City Traffic Engineer and the City Public Utilities Engineer:

- Developed construction plans and specifications per the City of West Palm Beach Standards and Florida Department of Transportation (FDOT) Standards.
- Performed quantity takeoffs using AutoCAD and Bluebeam Revu.
- Developed Cost Estimates and Schedule of Values for various contracts.
- Collected survey data points and generated surfaces on AutoCAD to design roadway grading.
- Performed Construction Management tasks like:
 - Coordinate Public Engagement meetings
 - Pre-Construction Meetings
 - Site Meetings
 - Site Inspections
 - Respond to RFI's
 - Generate Punchlist Items and follow up on the completion and acceptance of them.
 - Review As-Builts for Health Department permit releases
 - Review Final Project As-Builts
- Prepare Presentation Exhibits, Agenda Cover Memorandums (ACM) and draft Resolutions for City Commission.
- Held Public Meetings and Neighborhood Meetings to update the public on up-coming projects and answer questions and concerns through various platforms (Zoom, Facebook and In-person)

2015 – 2018: ARCHER WESTERN CONSTRUCTION, LLC

Assistant Project Manager (2017 - 2018)

Project Manager of the construction and rehabilitation of four (4) railroad bridges for the All Aboard Florida project Phase 1.

- Prepared sub-contracts, change orders, and purchase orders.
- Managed sub-contractors and vendors.
- Coordinate material deliveries with field crews.
- Ensure all materials met Buy America requirements.
- Prepared project Pay Applications to All Aboard Florida.
- Reviewed and approved the pay applications of sub-contractors.
- Prepared and reviewed submittals and RFI's.
- Prepared work plans for the different construction activities.

Office Engineer (2015 - 2017)

Permit and MOT coordinator of 127 railroad grade crossing closures for the All Aboard Florida track construction Phase 1.

- Coordinate the grade crossing closures with over 15 Cities and Towns from West Palm Beach south to Miami including the counties of Palm Beach, Broward and Miami-Dade and FDOT District 4 and District 6.
- Held weekly progress meetings with the CEI and All Aboard Florida on permitting and closures progress.
- Inspector of grade crossing civil work following FDOT and FRA Standards.
- Prepared Submittals and RFI's.
- Prepared projects pay application to All Aboard Florida.
- Reviewed and approved sub-contractors pay applications.
- Update the project schedule on Primavera P6.

Honors: 2012: PORTLAND, OR

3rd Place NSPS National Student Competition: "Surveying Applications on GIS: A Green Building Solution".

Skills: COMPUTER AND EQUIPMENT KNOWLEDGE

- | | |
|--|-------------------------|
| • AutoCAD Civil3D | • Microsoft Excel |
| • Bluebeam Revu | • Microsoft Word |
| • Data Collector | • Microsoft Power Point |
| • Geographical Information Systems (GIS) | • Microsoft Project |
| • Google SketchUp Pro | • Primavera P6 |
| • Leica Total Stations | • SAP 2000 |
| | • Smartsheet |

INTERPERSONAL SKILLS

Leadership, Teamwork, Supervisory, Cooperative, Work Under-pressure, Organization, Time Management

COMMUNICATION SKILLS

Spanish and English fluently.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

October 17, 2025

Ms. Valerie Neilson
Executive Director
Palm Beach Metropolitan Planning Organization
301 Datura Street
West Palm Beach, Florida 33401

Dear Ms. Neilson:

RE: Appointment of Transportation Disadvantaged Local Coordinating Board (LCB) Members representing FDOT

Please accept this letter as official notification that the Florida Department of Transportation (FDOT) nominates Tatiana Gillyard as FDOT's representative and Marie Dorismond as the alternate representative for serving on the Transportation Disadvantaged Local Coordinating Board (LCB). Tatiana and Marie have excellent credentials that qualify them to fill this role.

Tatiana has a strong foundation in urban and regional planning and hands-on experience in transportation analysis. Previously, a Planning & Environmental Management Intern with FDOT, Tatiana conducted high-level corridor studies using GIS and travel demand models like SERPM to formulate data-driven decisions that improve safety and mobility. She is passionate about expanding transportation options and enhancing safety for vulnerable populations. As a Transit Coordinator with FDOT District Four, Tatiana manages the Section 5310 Grant Program with the purpose of improving mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation options. Her position requires coordination with the Metropolitan Plan Organizations and specialized transportation providers for the successful development of transit services for the transit disadvantaged population.

Marie Dorismond has worked with FDOT for over fourteen years. In her current position as Transit Coordinator Marie manages the State Block Grant, Section 5311 Rural Grant, and Toll Revenue Credit Programs. She also coordinates FDOT review of transit agency Transit Development Plans.

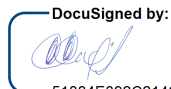
Ms. Valerie Neilson, Palm Beach MPO Executive Director
 October 17, 2025
 Page 2

The FDOT representatives' contact information is:

LCB	
FDOT Representative	FDOT Alternate
Tatiana Gillyard Transit Coordinator Office of Modal Development FDOT District 4 3400 W. Commercial Blvd. Fort Lauderdale, FL 33309 Tel: 954-777-4321 Tatiana.Gillyard@dot.state.fl.us	Marie France Dorismond Transit Coordinator Office of Modal Development FDOT District 4 3400 West Commercial Blvd. Fort Lauderdale, FL 33309 Tel: 954-777-4605 Marie.Dorismond@dot.state.fl.us

Thank you for the opportunity to have FDOT serve on this important committee. If you need additional information, please feel free to contact me at (954) 777-4689 or at Birgit.Olkuch@dot.state.fl.us

Sincerely,

DocuSigned by:


51884E892C21464...
 Birgit Olkuch, P.E.
 District Modal Development Administrator

BO: tg

cc: John Krane, P.E., Director of Transportation Development - FDOT
 Cesar Martinez, P.E., District Planning & Environmental Management Administrator - FDOT
 Lisa Maack, AICP, Passenger Operation Manager - FDOT
 Tony Norat, MPO Liaison Supervisor - FDOT
 Marie Dorismond, Transit Coordinator - FDOT
 Tatiana Gillyard, Transit Coordinator - FDOT

Tatiana Gillyard

Transit Coordinator

Education

Florida Atlantic University

Expected 2026

Master of Urban and Regional Planning

Florida State University

December 2022

Bachelor of Science in Sociology, Minor in Urban Planning

Experience

Florida Department of Transportation

October 2025-Present

Passenger Operations Specialist III

- Oversees the execution of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Programs to private non-profit and public agencies for specialized transportation services.
- Coordinates with Metropolitan Planning Organizations (MPOs) and specialized transportation providers in the successful development of transit services.

Florida Department of Transportation

September 2024-August 2025

Planning & Environmental Management Intern

- Conducted a high-level planning analysis of transportation corridors using GIS and other analytical tools to assess current conditions, identify deficiencies, and propose data-driven improvement strategies for enhanced mobility and safety.
- Applied the Southeast Florida Regional Planning Model (SERPM) to forecast traffic volume and understand regional travel demand impacts.
- Gained exposure to planning procedures including access management reviews, resiliency assessments related to infrastructure improvements, and Right of Way mediations, and assessing various transportation-related sites.

Skills

- Proficiency in ArcGIS for spatial analysis and mapping
- Proficiency with Signal 4 for reviewing and interpreting traffic crash data
- Knowledge of SPSS for data entry, descriptive statistics, and basic analysis
- Proficient in public speaking and professional presentations
- Skilled in Word for documentation and PowerPoint for creating professional presentations

Marie Dorismond

Passenger Operations Specialist

Contact	Industry Experience Fourteen years of experience in the field of Transportation, which includes managing and coordinating state and federal transit programs, and leading federal grant workshops.
Education Florida Atlantic University Boca Raton, FL BA in Accounting Florida Atlantic University Boca Raton, FL BA in Finance Licenses & Certifications Certified Public Manager	Experience <i>June 2023 – Present</i> Passenger Operations Specialist IV • Manages and coordinates federal and state transit programs in five counties. • Maintains monitoring systems for transit funding program to ensure all projects are included and Grant Program funding balances and funding matches the Department's five-year work program. • Coordinates with Work Program and the Metropolitan Planning Organizations to ensure consistency with Federal funding. • Provides grants and funding assistance to agencies and Metropolitan Planning Organization. • Participates in the development and review of Transit Development Plans, Long Range Transportation Plans, and other technical studies. • Manages the transit agency Toll Revenue Credit soft match requests with Central Office Transit. Plans new transit services, any expanded or new express lanes projects and ongoing operations planning for existing bus services. • Manages the district's Express Bus Program. This includes the coordination of operating and capital funding with District Work Program and Central Office Toll Finance/Work Program, service planning and implementation, bus fleet management. • Working with Central Office's Systems Implementation Office and Comptroller Office on tolls and Strategic Intermodal System (SIS) funding and the District Work Program Office. • Coordinates with District planning, traffic operations, and design offices and their committee on new and expanded facilities. • Coordinates with District Construction office on implementation/management of facility construction projects. • Serves as District representative for grant application modifications and/or policy updates. • Reviews and approves transit agencies' National Transit Database (NTD) performance measures for local publication. • Interviews transit partners and conducts on-site observation to ascertain unit functions, work performed, and methods or equipment. • Monitors projects through onsite reviews with follow-up correspondence in compliance with contractual provisions and Department's procedures. • Assists with monitoring audit compliance and coordinating with Department's Budget Coordinator/Single Audit Officer. • Reviews and approves change requests and third-party contracts to ensure consistency with proposed project scope and contractual provisions. • Assists local agencies with the implementation of their projects to insure timely and successful completion. • Prepares transit manuals and trains workers in the use of new forms, reports, procedures, or equipment according to organizational policy.

Marie Dorismond

Passenger Operations Specialist

Key Skills	<i>March 2016 – June 2023</i> Public Transportation Specialist • Florida Department of Transportation • Oversees the execution of the Federal Section 5310 Mobility for Seniors and People with Disabilities Program. • Coordinates with Metropolitan Planning Organizations (MPOs) and specialized transportation providers in the successful development of transit services. • Prepares Program of Projects for Central Office, reviews Program of Projects with Modal Development's management for approval. • Coordinates with Work Program Office to include projects in the Department's five-year work program and MPO liaisons to include funded projects in the appropriate MPO Transportation Improvement Programs (TIPs). • Implements projects by conducting vehicle purchasing workshops in coordination with the Department Central Office and the Center for Urban Transportation Research. • Coordinates the review and selection process for projects and implements projects. • Manages compliance oversight on all specialized transportation agencies consistent with federal regulations, guidance circulars, state procedures, state guidebooks, and state management plans. • Represents the Department in five County Local Coordinating Boards (LCBs). • Coordinates FDOT resources with the needs of the LCBs and communicating with management and other Department staff on issues and developments from LCB meetings. • Assists the Office of Modal Development (OMD) staff with reviews and provision of technical assistance relating to the Transportation Development (TD) Program involving local government comprehensive plans and MPOs products and processes. • Provides technical assistance to community transportation coordinators and specialized transportation agencies directly or through consultants.
Project Management	
Contract Management	
Budget Planning	
Communication	
Problem-solving	
	<i>June 2015 – March 2016</i> Freight & Logistics Specialist III • Florida Department of Transportation • Manages the Office of Modal Development production status by program for upper management on an annual, quarterly, monthly basis. • Coordinates the development of Office of Modal Development (OMD) Work Plan by managing and implementing the Office Work Program. • Consults and Coordinates with the Office of Modal Development program office managers, administrators, and project managers in the development of the annual work program, including the Aviation, Rail, Transit, Intermodal program, and Seaport. • Allocates annual planning funds budget to Office District-Wide and Special Projects contracts. • Maintains monthly meetings with upper manager to analyze production status and projects development. • Coordinates with the Central Office and District Office to assure targets are consistent and to facilitate any needed adjustments throughout the years. • Monitors and implements encumbrance and execution of Public Transportation Gant Agreement (PTGAs) and Federal Transit Administration Transfer (FTA) to meet the monthly and annual plan goals. • Coordinates Office Compliance with the Department.
	<i>January 2014 – June 2015</i> Senior/Lead Disbursement Auditor • Florida Department of Transportation • Provides assistance and training to project managers and consultants concerning the agency's invoicing procedures and invoice formats.

Marie Dorismond

Passenger Operations Specialist

- Provides information to project managers with detailed contract payments information as requested using Department Financial reporting Resources.
- Resolves contract issues and/or discrepancies with project managers.
- Compiles financial information to project managers and professional services unit in the close out of contracts.
- Audits and processed contracts agreement payments for accuracy, completeness, and compliance with Florida Statutes, Florida Administrative Code, directives, policies, procedures.
- Reconciles payment ledgers against The Florida Accounting Information Resource (FLAIR) encumbrance balance.
- Reconciles contracts for close-outs and discrepancies and contractual Findings.
- Prepares and records adjusting entries.
- Provides training and guidance to new and entry-level auditors.

June 2009 – January 2014

Staff Accountant/Disbursement Auditor • Florida Department of Transportation

- Audits, analyzes, and reconciles accounting transactions records to ensure accuracy of input into the Florida Accounting information Resource System (FLAIR).
- Maintains payment ledgers for transactions processed on contracts and purchase orders.
- Reconciles payment ledgers against line encumbrance balance and prep adjusting entries as necessary.
- Coordinates daily routine transaction processing including but not limited to daily and monthly cash reconciliation, journal reconciliation, monthly and yearly budget.
- Audits and processes all other types of contracts, including but not limited to Right-of-Way and legal contracts, Miscellaneous Service contracts, Joint participation Agreements, Railroad and utility contracts and Districts Construction and Maintenance contracts.
- Research payment information for vendors. Reconciles and analyzes discrepancies between vendor accounts and Department of transportation payment records.
- Supports in auditing voucher schedules, voucher summary and daily input reports.

Leadership

Successfully led the Section 5310 grant program to expand services for seniors and people with disabilities while maintaining excellent communications with the human services agencies and transit agencies.

MPO RESOLUTION 2025-XX

A RESOLUTION OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION (MPO) AMENDING THE OPERATING PROCEDURES

WHEREAS, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the MPO has previously adopted Operating Procedures regulating the conduct of its Governing Board and advisory committees; and

WHEREAS, the MPO seeks to revise Section 2.2.C to require Governing Board Officers to have completed eligible training criteria within the past four years and revise Sections 3.1 and 5.1 for consistency regarding the role and function of the Technical Advisory Committee and Vision Zero Advisory Committee.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:

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

SECTION 2. The MPO Governing Board hereby approves the amendment to the Palm Beach MPO Operating Procedures attached as "Exhibit A." The amendment sets forth new text, which is underlined, and deletes existing text with ~~stricken-through~~ language.

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 30th day of October 2025.

PALM BEACH METROPOLITAN PLANNING
ORGANIZATION

By: _____
Councilmember Chelsea Reed
MPO Governing Board Chair

ATTEST:

Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, MPO General Counsel



PALM BEACH

Metropolitan Planning Organization

Operating Procedures

Approved by Board on October 30, 2025

Council Member Chelsea Reed, Chair



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Section 1. General Information

1.1 Purpose

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

1.2 Authority

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

1.3 Definitions

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

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

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

1.4 Interpretations

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

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

1.5 Agency Clerk

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

is required, the expense of providing the same shall be paid by the person desiring to photograph the public record as provided by law. Accord, §119.07(3)(c) and (d), F.S.

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

1.6 Agency Seal

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

Section 2. MPO Governing Board

2.1 Membership

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

2.2 Officers

- A. Officers - The officers of the MPO shall consist of a Chair, a Vice Chair, and three at-large Representatives of the Governing Board. Together, the officers shall be referred to as the Executive Committee. Not more than two of the officers may be County Commissioners.

- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year or earlier if desired by the MPO Governing Board. The newly elected officers shall take office on the first day of the following calendar year or earlier if desired by the MPO Governing Board. Additional elections may be held as necessary if an officer cannot carry out said officer's duties and complete the remainder of the appointed term.
- C. Officer Criteria - The Chair must have served on the MPO Governing Board as a Representative for a minimum of one year prior to taking office. All officers must have completed the MPOAC Institute training program for elected officials, attended a national Association of MPOs (AMPO) Conference, or received similar training within the past four (4) years. The training criteria can be waived by majority vote of the MPO Governing Board.
- D. Terms of Office - The term of office for officers shall be until their successors take office as provided in Section 2.2.B.
- E. Duties of the Chair - The Chair shall call and preside at MPO Governing Board meetings, set the order of business for each meeting, and sign official documents for the MPO. The Chair shall additionally approve the disbursement of funds for official business travel undertaken by MPO Governing Board members and other appointed officials, advisory committee members, interns and other authorized officials, provided the travel was authorized in advance and the requestor sought advanced registration discount rates, the most economical and efficient means to/from the travel occasion and reasonably priced lodging accommodations. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

The Chair shall serve as the MPO's Southeast Florida Transportation Council (SEFTC) and Metropolitan Planning Organization Advisory Council (MPOAC) Delegate. The Vice Chair shall serve as the MPO's SEFTC and MPOAC Alternate Delegate.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair, and a new Vice Chair shall be elected from the remaining Representatives, including the at-large members of the Executive Committee, for the remainder of the term.

- F. Duties of the Executive Committee – The Executive Committee shall:
 - 1. Meet annually to review and recommend updates to the MPO's Strategic Plan for consideration by the Governing Board;
 - 2. Meet as necessary to review and recommend content related to MPO initiatives, updates to MPO policies and procedures, and or participate in MPO procurement selection committees as requested by the Executive Director;
 - 3. Meet annually to review the MPO Executive Director's performance, or as necessary to facilitate the process of hiring a new Executive Director; and
 - 4. Undertake other tasks as may be assigned by the Governing Board.
- G. Agency clerk - The MPO Executive Director shall act as the Agency Clerk pursuant to Section 339.175(2)(e), F.S.

2.3 Meetings

- A. Regular Meetings - Meetings will be held on the third Thursday of each month, except as noted on the meeting calendar published to the public on the MPO website. The Chair may cancel regular meetings should there be insufficient business on the MPO's tentative agenda or a lack of anticipated quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.
- C. Workshops - Workshops may be called from time to time and shall not require a quorum; however, all workshops shall be noticed in the same manner as regular meetings of the MPO Governing Board. No official actions may be taken at a workshop.
- D. Attendance - Each Representative shall be expected to attend each regular meeting by being physically in person in attendance at the meeting site. With regard to all meetings of the Governing Board, it shall be the obligation of the Representative to provide at least 24-hours advance notice to the MPO when the Representative will not be attending a meeting. It shall be the obligation of a Representative to provide reasonable notice to the Alternate when the Representative will not be attending a meeting. An absence without advance notice or without having an Alternate in attendance will be considered unexcused.

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

- E. Agenda - The Executive Director, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a MPO Governing Board meeting shall be published on the MPO website seven (7) days prior to the meeting or as early as practicable. Only when extenuating circumstances warrant, a Representative, Alternate, or the MPO Executive Director may propose an additional item or a modification to the agenda at the commencement of a given meeting, subject to approval by a majority of the Representatives/Alternates at the meeting; provided that consideration of such item(s) is consistent with the MPO's PPP noticing requirements.

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

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

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

- F. Voting Procedures - The Chair and any Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. Representatives must be physically present to vote unless a Representative is approved to participate remotely by the physically present Representatives. At any given meeting, if a Representative is absent, the Alternate may vote in place of the absent Representative.

Voting shall be by voice, but the minutes shall contain sufficient detail to record the vote of each Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a Representative, or the MPO Executive Director. Pursuant to Section 339.175(13) F.S. a recorded roll call vote shall be taken for the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and any corresponding amendments. A tie vote shall be interpreted as a failure to pass.

Any Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The Executive Director shall endeavor to provide notice of the request to the MPO Governing Board Members prior to the meeting. Any Representative who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

Board Representatives/Alternate may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Section 112.3143, F.S., or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S. If a Representative/Alternate abstains from voting, the Representative/Alternate must declare the conflict at the introduction of the item and not participate in the discussion of the item. The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the MPO Agency Clerk within 15 days after the abstention occurs.

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

Proxy and absentee voting are not permitted.

- G. Public Comment Procedures - All MPO Governing Board meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the Agenda during the General Public Comment period by providing a Speaker Card to the Executive Director or designee prior to the commencement of the meeting. Members of the public are allowed to speak on agenda

items following presentation of the item to the MPO Governing Board but prior to Representative discussion, by providing a Speaker Card to the Executive Director or designee prior to the presentation of the item. Public comment shall be limited to three (3) minutes. The deadlines for submitting a speaker Card and time limits for public comment may be waived by the Chair.

- H. Florida's Open Meetings Law - Every Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current board items or other matters that may foreseeably come before the MPO Governing Board for action with other members outside of a noticed meeting.

2.4 MPO Board Committees

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

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

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

2.5 MPO Advisory Committees and Ad Hoc Committees

The MPO Governing Board relies on the standing advisory committees as outlined below to review and make recommendations regarding items to be considered by the MPO Governing Board. No advisory committee member may serve on more than one advisory committee to the MPO Governing Board at any time; however, advisory committee members may serve on more than one ad hoc committee in addition to serving on an advisory committee.

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

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

2.6 Transportation Disadvantaged Local Coordinating Board (LCB)

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

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

Section 3. Technical Advisory Committee (TAC)

3.1 Role and Function

Pursuant to Section 339.175(6)(d), F.S., the TAC provides technical review, comments, and recommendations regarding items to be considered by the MPO Governing Board, including transportation plans, programs, studies, project scoring criteria, and other appropriate documents and regional transportation issues. The TAC also addresses other matters and concerns when directed by the MPO Governing Board.

3.2 Membership

- A. Number of TAC Members – The TAC is comprised of up to twenty one (21) Members representing MPO Governing Board Member Agencies as well as a representative from the South Florida Regional Transportation Authority, Palm Beach County School District, Florida Department of Health, and the Treasure Coast Regional Planning Council for a maximum of twenty five (25) members. An agency seeking membership on the TAC shall submit a written request to the MPO for consideration and approval by the MPO Governing Board. The MPO Governing Board has final approval of membership in accordance with Section 339.175(6)(d), F.S. If FDOT seeks membership on the TAC, their Representative and Alternate would serve as a non-voting adviser.
- A. TAC Representatives - Each TAC Member shall nominate a TAC Representative by submitting a written nomination and a description of the individual's credentials to the MPO for consideration and approval by the MPO Governing Board. No advisory committee Representative may serve on more than one advisory committee to the MPO Governing Board at any time. The membership of the technical advisory committee must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within

the jurisdiction of the MPO or the superintendent's designee; and other appropriate representatives of affected local governments.

- B. TAC Alternates - Each TAC Member may nominate a TAC Alternate by submitting a written nomination and a description of the individual's credentials to the MPO for consideration and approval by the MPO Governing Board. The Alternate must meet the same qualifications as a TAC Representative. A TAC Alternate may serve as a TAC Representative for the TAC Member during any meeting, or portion of a meeting, where that TAC Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the MPO Governing Board at any time.
- C. Term Limits for TAC Representatives and Alternates - TAC Representatives and Alternates shall serve at the pleasure of the MPO Governing Board for a three (3) year term. TAC Representatives and TAC Alternates may be reappointed by the MPO Governing Board and are not required to submit an updated letter of request or credentials.

3.3 Officers

- A. Officers - The officers of the TAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Terms of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside over TAC meetings and sign official documents for the TAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair, and a new Vice Chair shall be elected for the remainder of the term.

3.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Wednesday of each month, except as noted on the meeting calendar published to the public on the MPO website. A quorum is required to vote on issues for recommendation to the MPO Board. If a quorum cannot be established, action items on the agenda will receive a consensus which will be forwarded to the MPO Board. The MPO Executive Director may cancel regular meetings should there be insufficient business on the TAC agenda or an anticipated lack of quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) days of notice given prior to the meeting. Whenever possible, at least seven (7) days of notice shall be given prior to the meeting.
- C. Attendance – Each TAC Representative shall be expected to attend each regular meeting by being physically in person in attendance at the meeting site. With regard to all meetings of the TAC, it

shall be the obligation of a TAC Representative to provide at least 24-hours advance notice to the MPO when neither Representative nor Alternate will be attending a meeting. An absence without advance notice will be considered unexcused.

TAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, TAC Members that do not have a TAC Representative for three (3) consecutive meetings will be presented to the MPO Board for consideration and removal from the committee.

- D. Agenda - The MPO staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a TAC meeting shall be published for the public on the MPO website at least seven (7) days prior to the meeting, or as early as practicable. When good cause is shown in the judgment of the TAC, at the request of a TAC Representative, TAC Alternate, or the MPO Executive Director, an additional item(s) may be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the TAC Representatives/Alternates voting at the meeting, provided that consideration of such item(s) is consistent with the MPO's Public Participation Plan noticing requirements.

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

Organizations wishing to make a presentation to the TAC must contact the MPO Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any TAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. At any given meeting, if a TAC Representative is absent, the TAC Alternate may vote in place of the absent Representative.

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each TAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a TAC Representative, or the MPO Executive Director. A tie vote shall be interpreted as a failure to approve the motion made.

Any TAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been executed by the next regularly scheduled meeting and cannot be undone. A TAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The MPO Executive Director shall endeavor to provide notice of the request to the TAC Members prior to the meeting. Any TAC Representative who was not in attendance at the meeting at which the vote was taken shall be deemed to be on the prevailing side, unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by

unanimous consent of those voting TAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

TAC Representatives/Alternates may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Section 112.3143, F.S. or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a TAC Representative/Alternate is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item. The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the MPO secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All TAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the MPO Executive Director, or the Executive Director's designee, prior to the commencement of, or during, the meeting. Members of the public may speak on agenda items following presentation of the item to the TAC by providing a Speaker Card to the MPO Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes unless the Chair authorizes an extension of time.
- G. Florida's Open Meetings Law - Every TAC Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the TAC for action with other TAC Representatives outside of a noticed meeting.

Section 4. Citizens Advisory Committee (CAC)

4.1 Role and Function

Pursuant to Section 339.175(6)(e), F.S., the CAC reviews and makes recommendations regarding items to be considered by the MPO Governing Board with respect to the concerns of the various segments of the community regarding their transportation needs. It shall be the function of the CAC to provide a citizens' review and make recommendations to the MPO Governing Board regarding transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The CAC also addresses other matters and concerns when directed by the MPO Governing Board.

4.2 Membership

- A. Number of CAC Members - The CAC is comprised of up to twenty-one (21) and no less than eleven (11) CAC Members, representing a diverse segment of Palm Beach County's citizenry.

CAC Members - Each MPO Governing Board Member may nominate one CAC Member via the submittal of a written request to the MPO along with a concise summary of the nominee's credentials for consideration and approval by the MPO Governing Board. When nominating CAC Members, MPO Governing Board members shall ensure adequate representation for minorities, the elderly and the handicapped in accordance with F.S. 339.175, Section (6)(e)1. Additionally, MPO Governing Board member nominations shall reflect a broad cross-section of local residents

with an interest in the development of an efficient, safe, and cost-effective transportation system. All CAC Members shall be residents and electors of Palm Beach County. A CAC Member cannot be an elected official or directly employed by an elected official. No advisory committee member may serve on more than one advisory committee to the MPO Governing Board at any time. The MPO Governing Board shall have the authority to grant waivers to the CAC membership requirements.

- B. Term Limits for CAC Members - CAC Members shall serve at the pleasure of the MPO Governing Board for a three (3) year term. CAC Members may be reappointed by the MPO Governing Board.

4.3 Officers

- A. Officers - The officers of the CAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Terms of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside at CAC meetings and sign official documents for the CAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Members present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

4.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Wednesday of each month, except as noted on the meeting calendar published to the public on the MPO website. A quorum is required to vote on issues for recommendation to the MPO Board. If a quorum cannot be established, action items on the agenda will receive a consensus, which will be forwarded to the MPO Board. The MPO Executive Director may cancel regular meetings should there be insufficient business on the CAC agenda or a lack of anticipated quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.
- C. Attendance - Each CAC Member shall be expected to attend each regular meeting by being physically in person in attendance at the meeting site. With regard to all meetings of the CAC, it shall be the obligation of the CAC Member to provide at least 24-hours advance notice to the MPO when the Member will not be attending a meeting. An absence without advance notice will be considered unexcused.

CAC Members are expected to attend scheduled meetings on a regular basis. CAC Members shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings.

Additionally, when a CAC Member does not attend three (3) consecutive meetings for any reason, the MPO will send a letter to the CAC Member indicating the number of absences and requesting reaffirmation of the CAC Member's intent to serve on the committee.

- D. Agenda - The MPO staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a CAC meeting shall be published for the public on the MPO website at least seven (7) days prior to the meeting, or as early as practicable. When good cause is shown in the judgment of the CAC a CAC Member, or the MPO Executive Director, may propose an additional item(s) be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the Members voting at the meeting; provided that consideration of such item(s) is consistent with the MPO's Public Involvement Plan noticing requirements.

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

Organizations wishing to make a presentation to the CAC must contact the MPO Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any CAC Member may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda.

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each Member. A Roll Call vote shall be held upon the request of the Chair, a CAC Member, or the MPO Executive Director. A tie vote shall be interpreted as a failure to pass.

Any CAC Member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A CAC Member desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The MPO Executive Director shall endeavor to provide notice of the request to the CAC Members prior to the meeting. Any CAC Member who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those voting Members present at the meeting. Proxy and absentee voting are not permitted.

CAC Members may not abstain from voting, unless the Member has a voting conflict of interest as defined by Section 112.3143, F.S., or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a CAC Member is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item. The member

must then submit a completed Florida Commission on Ethics - Form 8B to the MPO secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All CAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the MPO Executive Director, or the Executive Director's designee, prior to the commencement of, or during, the meeting. Members of the public may speak on agenda items following presentation of the item to the CAC by providing a Speaker Card to the MPO Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes unless the Chair authorizes an extension of time.
- G. Florida's Open Meetings Law - Every CAC Member shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the CAC for action with other CAC Members outside of a noticed meeting.

Section 5. Vision Zero Advisory Committee (VZAC)

5.1 Role and Function

The VZAC serves in an advisory capacity to the MPO Governing Board to advance those elements of the MPO's Vision Zero Action Plan, oriented around pedestrian and bicycle safety, and to address other active transportation matters and concerns when directed by the MPO Governing Board. ~~The VZAC to reviews and makes recommendations to the MPO Governing Board regarding the on~~ non-motorized elements of transportation plans, programs, studies, project scoring criteria, and other appropriate relevant documents and regional transportation issues related to transportation safety. ~~The VZAC also reviews the Objective Scoring system used to rank project applications submitted for funding through the annual Transportation Alternatives Program.~~

5.2 Membership

- A. Number of VZAC Members - The VZAC is comprised of up to twenty-one (21) members as determined by the MPO Governing Board. An agency seeking membership on the VZAC shall submit a written request to the MPO for consideration and approval by the MPO Governing Board. The MPO Governing Board has final approval of membership. If FDOT seeks a seat on the VZAC their Representative and Alternate would serve as a non-voting advisor. The membership of the VZAC shall include representatives of local governments, law enforcement and fire rescues services, school district, health department, active transportation ~~advocacy~~ groups, and other entities as deemed appropriate by the MPO Board to advance those elements of the MPO's Vision Zero Action Plan oriented around pedestrian and bicycle safety.
- B. VZAC Representatives - Each VZAC Member shall nominate a VZAC Representative by submitting a written nomination and a description of the individual's credentials to the MPO for consideration and approval by the MPO Governing Board. No advisory committee Representative may serve on more than one advisory committee to the MPO Governing Board at any time.
- C. VZAC Alternates - Each VZAC Member may nominate a VZAC Alternate with a description of the individual's credentials and submit the nomination in writing to the MPO for consideration and

approval by the MPO Governing Board. The VZAC Alternate must meet the same qualifications as a VZAC Representative. A VZAC Alternate may serve as a VZAC Representative for the VZAC Member during any meeting, or portion of a meeting, where that VZAC Member's Representative is not in attendance. No advisory committee Alternate may serve on more than one advisory committee to the MPO Governing Board at any time.

5.3 Officers

- A. Officers - The officers of the VZAC shall consist of a Chair and a Vice Chair.
- B. Elections - The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out their duties and complete the remainder of the appointed term.
- C. Term of Office - The term of office for officers shall be one (1) calendar year.
- D. Duties of Officers - The Chair shall call and preside over VZAC meetings and sign official documents for the VZAC. In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Members present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out their duties for the remainder of the term, the Vice Chair shall automatically become Chair and a new Vice Chair shall be elected for the remainder of the term.

5.4 Meetings

- A. Regular Meetings - Meetings will be held on the first Thursday of each month, except as noted on the meeting calendar published to the public on the MPO website. A quorum is required to vote on issues for recommendation to the MPO Board. If a quorum cannot be established, action items on the agenda will receive a consensus, which will be forwarded to the MPO Board. The MPO Executive Director may cancel regular meetings should there be insufficient business on the VZAC agenda or a lack of anticipated quorum.
- B. Special Meetings - Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.
- C. Attendance - Each VZAC Representative shall be expected to attend each regular meeting by being physically in person in attendance at the meeting site. With regard to all meetings of the VZAC, it shall be the obligation of a VZAC Representative to provide notice to the MPO when neither a Representative nor Alternate will be attending a meeting. An absence without advance notice will be considered unexcused.

VZAC Representatives shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings. Further, VZAC Members that do not have a VZAC Representative for three (3) consecutive meetings will be presented to the MPO Board for consideration and removal from the committee.

- D. Agenda - The MPO staff, in consultation with the Chair, shall create a published list of items for decision (consent and action items), discussion (special presentations, reports, and information

items), and receipt without discussion (administrative items) at a meeting. The agenda and any backup material for a VZAC meeting shall be published for the public on the MPO website at least seven (7) days prior to the meeting or as early as practicable. When good cause is shown in the judgment of the VZAC, at the request of a VZAC Representative, Alternate, or the MPO Executive Director, an additional item(s) may be added to the agenda prior to adoption of the agenda for a given meeting. Addition of an item to the agenda is subject to approval by a majority of the VZAC Representatives/Alternates voting at the meeting; provided that consideration of such item(s) is consistent with the MPO's Public Participation Plan noticing requirements.

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

Organizations wishing to make a presentation to the VZAC must contact the MPO Executive Director at least ten (10) days prior to the meeting.

- E. Voting Procedures - The Chair and any VZAC Representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda. At any given meeting, if a VZAC Representative is absent, the VZAC Alternate, may vote in place of the absent Representative.

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each VZAC Representative/Alternate. A Roll Call vote shall be held upon the request of the Chair, a VZAC Representative, or the MPO Executive Director. A tie vote shall be interpreted as a failure to approve the motion made.

Any VZAC Representative who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been executed by the next regularly scheduled meeting and cannot be undone. A VZAC Representative desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The MPO Executive Director shall endeavor to provide notice of the request to the VZAC Members prior to the meeting. Any VZAC Representative who was not in attendance at the meeting at which the vote was taken shall be deemed to be on the prevailing side, unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by unanimous consent of those voting VZAC Representatives present at the meeting. Proxy and absentee voting are not permitted.

VZAC Representatives/Alternates may not abstain from voting, unless the Representative/Alternate has a voting conflict of interest as defined by Section 112.3143, F.S., or unless the matter is quasi-judicial in nature and the abstention is to avoid prejudice or bias as provided in Section 286.012, F.S.

If a VZAC Representative/Alternate is going to abstain from voting, the member must declare the conflict at the beginning of the public meeting and not participate in the discussion of the item.

The Representative/Alternate must then submit a completed Florida Commission on Ethics - Form 8B to the MPO secretary within 15 days after the abstention occurs.

- F. Public Comment Procedures - All VZAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the MPO Executive Director, or the Director's designee, prior to the commencement of, or during the meeting. Members of the public may speak on agenda items following presentation of the item to the VZAC by providing a Speaker Card to the MPO Executive Director, or the Director's designee. Public comment shall be limited to three (3) minutes, unless the Chair authorizes an extension of time.
- G. Florida's Open Meetings Law - Every VZAC Representative/Alternate shall comply with the State's Open Meetings Law. This includes not discussing current agenda items or other matters that may foreseeably come before the VZAC for action with other VZAC Representatives outside of a noticed meeting.

Section 6. Emergency Powers

6.1 Applicability

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

6.2 Virtual Meetings

Notwithstanding other provisions of these Operating Procedures, if the MPO Governing Board, or any of its committees, is permitted by law, executive order, or similar action to conduct a meeting with a quorum of the Governing Board or MPO committee established virtually, the MPO shall conduct these meetings utilizing communications media technology.

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

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

6.3 Emergency Approvals

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

General Counsel, is hereby authorized to approve or amend the essential document and/or execute the implementing agreement or application on behalf of the MPO.

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

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

Section 7. Amendments

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

MPO RESOLUTION 2025-XX

A RESOLUTION OF THE PALM METROPOLITAN PLANNING ORGANIZATION (MPO) AMENDING THE REVISED FINANCIAL POLICIES

WHEREAS, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the MPO Governing Board adopted Financial Policies to ensure the MPO's financial practices and internal controls are consistent and compliant with federal and state statutes; and

WHEREAS, the MPO's Financial Policies, attached as "Exhibit A," have been revised to update reporting practices and timeline to be consistent with peer organizations.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:

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

SECTION 2. The MPO Governing Board hereby approves the revised Financial Policies attached as "Exhibit A." The amendment sets forth new text, which is underlined, and deletes existing text with ~~stricken through~~ language.

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 30th day of October 2025.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION,

By: _____
Councilmember Chelsea Reed
MPO Governing Board Chair

ATTEST:

Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, MPO General Counsel



PALM BEACH

Metropolitan Planning Organization

FINANCIAL POLICIES

ADOPTED JUNE 16, 2022

AMENDED ~~December 12, 2024~~ October 30, 2025

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APPENDICES

Appendix A – Acronyms

Appendix A – Resolution Adopting the MPO Financial Policies

INTRODUCTION

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

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

Mission

To collaboratively plan, prioritize, and fund the transportation system

Vision

A safe, efficient, and connected multimodal transportation system

The MPO receives funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (CTD), Palm Beach County, and local Palm Beach County municipalities and is therefore subject to Generally Accepted Accounting Principles (GAAP), Defense Contract Audit Agency (DCAA), Federal Single Audit Requirements, and 2 CFR part 200 regulations.

GAAP, Federal Single Audit, and DCAA Compliance requirements stipulate the importance of sound internal controls, clear governance, and effective financial reporting to ensure the protection and effective use of public tax dollars.

The MPO operates on a July 1 through June 30 fiscal year.

The MPO is funded via a reimbursement program with FDOT. FDOT serves as the direct recipient of federal funds and passes those funds through to the MPO. This funding relationship requires the MPO to expend the dollars first and then submit a reimbursement report to FDOT. The MPO compiles the expenditures, activities, and a progress report, followed by a reimbursement request to FDOT for processing.

The MPO Financial Policies codify the requirements, expectations, and reporting to be delivered by MPO staff and ensure compliance with all federal and state regulations for financial controls.

Unified Planning Work Program

The MPO is funded via the agency's two (2) year Unified Planning Work Program (UPWP) which serves as the MPO's plan of operations and budget and identifies the agency's transportation planning activities for the two-year period. The UPWP is approved by the MPO Governing Board and approved by FDOT, FHWA, and FTA as required. The UPWP is guided by the MPO's vision of a safe, efficient, and connected

multimodal transportation system. The UPWP includes a description of planning work and resulting products, responsible agencies, schedules, costs, and funding sources.

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

The UPWP consists of the following tasks:

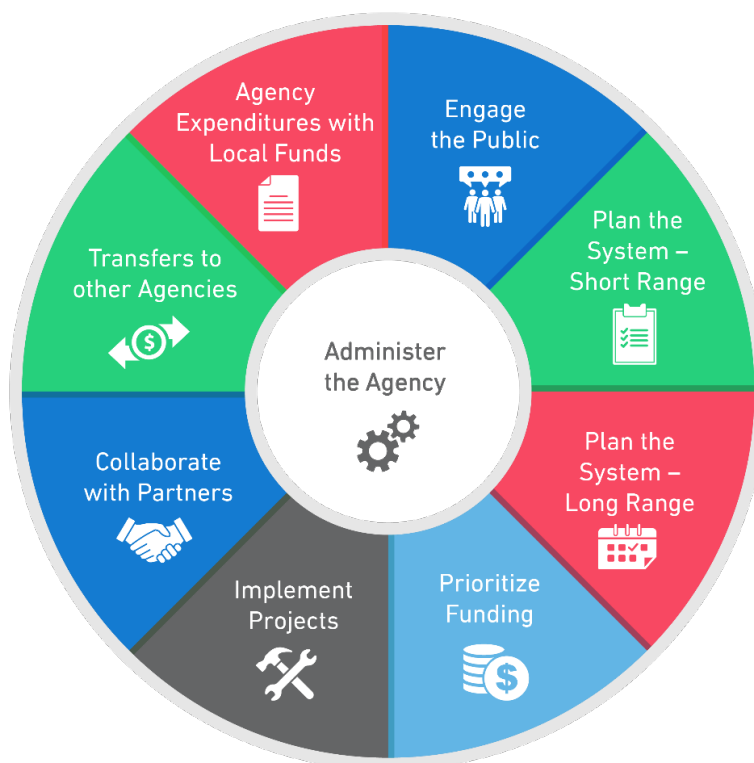


Figure 1. Required Activities

Procurement Policy

The MPO has adopted the MPO Procurement Policy which directs the procurement of goods and services and maintains compliance with 2 CFR Part 200 requirements for the agency.

Planning Area

The MPO is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in **Figure 1**.

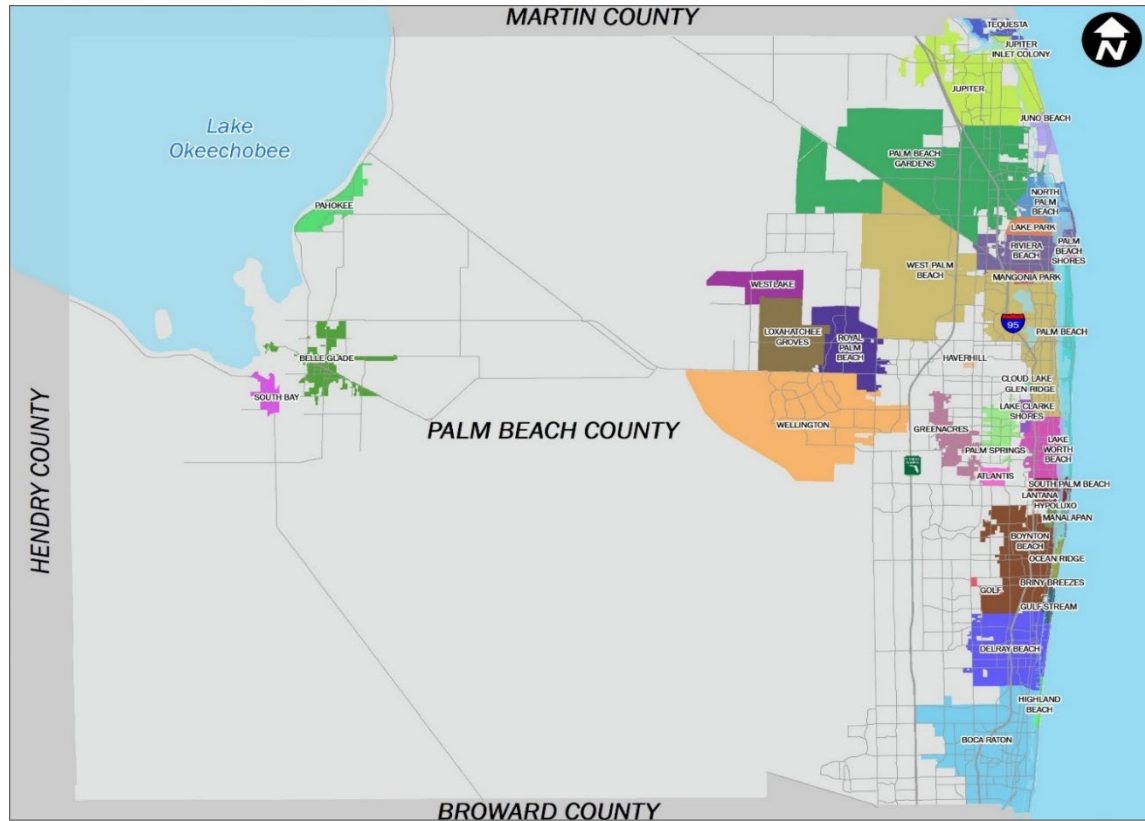


Figure 2. Palm Beach MPO Planning Area

Public Participation Process

The MPO prioritizes public engagement to promote greater awareness of MPO functions and increase information and analysis of MPO projects and programs. The MPO presents at public meetings, participates in outreach events, and provides comprehensive information on the MPO's website (PalmBeachMPO.org) and social media platforms.

The MPO's Public Participation Plan (PPP) guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement.

STAFF RESPONSIBILITIES & ROLES

Executive Director

Directs the activities and efforts of MPO staff with final authority on all policy, procedure, accounting functions, personnel decision-making, bid/no bid decisions, investments, banking, and finance. The Executive Director has final authority on all Agency matters subject to policies and decisions of the MPO Governing Board. The Executive Director has binding signature authority and is authorized to execute agreements up to \$35,000.

Finance & Operations Manager

Directs the Finance Department in financial management, accounting, budgeting, procurement, grant compliance, investment, reporting, grant reimbursement submission, audit, payroll execution, benefits and retirement, IT, and operational activities necessary to support the MPO in delivering the Metropolitan Planning Process for Palm Beach County. The Finance & Operations Manager drafts the necessary policies and procedures to maintain federal, state, and local grant funding compliance. The Finance & Operations Manager is further authorized to release payments upon Contract Manager approval.

Procurement & Contracts Coordinator

Member of the Finance Department supporting the Finance & Operations Manager in procurement, purchasing, contract management, cost proposals, grant compliance, asset management coordination, and grant reimbursement reviews.

Financial Accounting Specialist

Member of the Finance Department supporting the accounting, financial reporting, audit, payroll, travel, mileage, and grant reimbursement preparation.

Contract Manager

The Executive Director or staff member authorized by the Executive Director to manage the efforts of a contract or work order. The Contract Manager is responsible for verifying invoices, funds expended, funds remaining, assessing work progress, and approving the satisfactory delivery of the goods or services in the assigned agreement.

Human Resources Representative

Responsible for administering personnel policies and procedures, which includes recruitment correspondence, reference checks, employee policy manual updates/revisions, employee onboarding, terminations, employer legal compliance, and timesheet policy guidance. Regularly available point of contact for all employees on HR matters.

Custodian

Responsible for the custody and control of assets assigned to their respective department.

Depositor

Staff member charged to deposit funds for the MPO. This may be any member of the Finance Department or the Executive Director.

FINANCIAL REPORTING

The MPO is required to administer funding, monitor progress, deliver activities, and report the financial outcomes and expenses as directed by the adopted UPWP.

MPO staff shall provide an annual ~~a quarterly~~ fiscal activity report to the MPO Governing Board. ~~The fiscal report shall include at minimum current budget vs submitted grant reimbursements and travel reports.~~

The MPO shall obtain the services of and fully cooperate with an external auditor to provide an annual single audit of MPO grant funded programs as required by federal and state statutes.

The Executive Director shall share audit findings and provide a report on the status of corrective actions to the MPO Governing Board after the completion of each agency audit.

FINANCIAL POLICIES

Fraud, Waste, and Abuse

Fraud, Waste, and Abuse are known areas of exploitation of federal, state, and other sources of public funding. Government Auditing Standards require the implementation of sufficient internal controls to mitigate and resolve all instances of potential or actual Fraud, Waste, and Abuse.

Policy

MPO Leadership is responsible for the prevention, detection, investigation, and correction of all instances of Fraud, Waste, and/or Abuse.

MPO Leadership shall take all measures necessary to ensure that staff are free to report any concerns they may have without fear of prejudice or harassment.

The MPO will not tolerate fraud, impropriety or dishonesty and will investigate all instances of suspected fraud, impropriety, or dishonest conduct by MPO staff, officials, or external organizations (contractor or client). An investigator assigned by the Executive Director shall conduct related fact-finding and issue an investigative report unless an external investigating body with jurisdictional authority conducts fact-finding.

The MPO employs a zero-tolerance attitude to criminal breaches of business practices which may be reported to the appropriate law enforcement authorities.

The MPO will take action – including dismissal, civil prosecution, and/or seeking criminal prosecution - against any member of staff defrauding (or attempting to defraud) the MPO, other MPO staff, MPO clients or contractors.

The MPO will take action - including civil prosecution or seeking criminal prosecution - against external organizations defrauding (or attempting to defraud) the MPO, MPO staff in the course of their work, MPO clients or contractors.

The MPO will co-operate fully with an external investigating body.

The MPO will always seek to recover funds lost through fraud.

All frauds will be recorded and reported to the MPO's External Auditor.

Grant Expense Reporting

The MPO will review the latest Compliance Supplement to determine that the applicable compliance requirements are properly controlled for in accordance with Part 6 of the most recently issued Compliance Supplement.

The MPO shall maintain grant funds separately within the accounting system for each funding program.

MPO staff shall designate purchases, contracts, agreements, and work orders eligible for grant reimbursement during procurement, contract execution, and work order issuance phases.

MPO staff shall include at minimum the following information for grant expense records:

Vendor Name, Invoice Number, Amount, Service Period, Fiscal Year, Payment Date, UPWP task, Expense Approval, Check #, Voucher # or Credit Card Account #, Payment Record, Procurement Reference, Work Order Reference, Purchase Request Form, or Purchase Order, as applicable.

MPO staff shall record grant expenditures in the correct accounting fund. Errors shall be corrected in a timely manner via corrected payment form, journal entry, or written communication by the Finance & Operations Manager.

MPO staff shall prepare grant progress reports within 30 days of period closure.

MPO staff shall compile, review, and submit grant reimbursement reports within 90 days of period closure.

MPO staff shall maintain complete records of all Grant Expenses for audit purposes for a period of at least five (5) non-calendar years after the closure of the grant.

The Schedule of Expenditures of Federal Awards (SEFA) will be drafted by the Certified Public Accounting (CPA) firm contracted with the agency. Prior to submission, the Finance & Operations Manager will formally review the SEFA prepared by the CPA firm to ensure the schedule is not misstated. MPO Personnel will document this process by preparing a dated and signed form confirming review and approval. This form and all supporting documents, ledgers, and reports will be signed by the CPA firm, the Finance & Operations Manager, and the Executive Director by September 30 each year.

A copy of all grant audits and monitoring reports shall be made available to the MPO Governing Board.

The Executive Director shall establish policies and procedures relating to grant applications and related award agreements, accounting, indirect costs, and Single Audit requirements. The MPO will review each

expenditure charged to each grant to ensure that the indirect expenses chargeable to the applicable grants will be done so in accordance with the specific agreements and the Uniform Guidance.

Time and Effort Reporting

All MPO staff members shall complete a timesheet that accurately details their daily efforts including time worked by task and any unpaid leave. The staff member shall account for 100% of scheduled work hours within a pay period, including both paid and unpaid hours regardless of standard workday duration.

MPO staff shall date and sign their timesheets and submit their timesheets to their respective supervisors for approval. Erroneous or rejected timesheets shall be returned to the staff member for prompt correction or revision and resubmission.

Timesheets shall be approved prior to payroll execution. The Executive Director's timesheets shall be reviewed and approved by the Finance and Operations Manager each pay period prior to payroll execution. The MPO Governing Board Chair or Vice-Chair shall review and approve a summarized report of the Executive Director's time entries on a quarterly basis per FDOT and FHWA requirements.

Asset Management

All MPO staff have a fiduciary responsibility to the citizens of Palm Beach County to safeguard the MPO's assets. The Executive Director shall establish sufficient controls to protect public funds and property from theft, damage, misuse, or other potential loss.

The MPO shall tag newly acquired assets with an acquisition cost exceeding \$5,000 and a useful life greater than one (1) non-calendar year. Additional items ~~to~~ may be barcoded regardless of their value ~~include~~ including ~~controlled~~ items such as ~~overhead projectors~~, printers, televisions, ~~DVD players~~, video cameras, digital cameras, PCs, monitors, laptop computers, tablets, ~~two-way radios~~, and any item which may be easily stolen.

The MPO shall maintain a record of all capital assets with unique assets numbers, purchase information, and location information.

The MPO shall conduct a physical inventory annually for all inventorable assets. The physical inventory shall record a minimum of all quantities and locations of inventoried assets.

The MPO shall coordinate repairs, donation, destruction, transfer, theft, sale, abandonment, or disposition of assets in accordance with the MPO Procurement Policy and as directed by the Finance & Operations Manager.

Checks, Vouchers, and Cash Receipts

MPO staff shall safeguard all checks, vouchers, and cash receipts at all times with a clear chain of custody and storage of payments in locking safe equipment.

MPO staff shall deposit funds as soon as practicable.

MPO staff shall deposit all checks, vouchers, and cash within three (3) MPO working days of receipt.

MPO staff shall deposit checks and vouchers in excess of \$10,000 on the date of receipt.

MPO staff shall record receipt of payment and deposit of funds within the accounting system as soon as practicable but no later than the month end closing procedures.

Bank Account Reconciliations

MPO staff shall reconcile each MPO bank account by the 15th day of the following month. Bank discrepancies will be communicated to the Finance & Operations Manager or Executive Director for resolution with the bank within five (5) MPO working days of the bank reconciliation. Posting discrepancies will be documented and corrected in the accounting system within five (5) MPO working days of the bank reconciliation.

Accounting Period Closing Activities

The MPO Finance Department shall conduct accounting on a modified accrual schedule in accordance with all DCAA, GAAP, and 2 CFR 200 requirements.

The MPO Finance Department shall conclude the transactions and close the books for each calendar month by the 15th day of the following calendar month.

The MPO Finance Department shall provide an annual fiscal report to the MPO Governing Board after the conclusion of each fiscal year.

The MPO Finance Department shall provide audited financial statements annually to the MPO Governing Board.

Monthly Period Reporting

The MPO Finance Department shall transmit monthly financial reports to the Executive Director by the last day of the following month. The reports shall include but not be limited to the following:

- Revenue and Expense Report by Fund
- Budget vs Actual Reports by fund source
- Trial Balance Report
- Balance Sheet Report by Fund Type
- Contract Status Reports for contracts exceeding \$35,000 annually
- Bank Reconciliation Report
- Open Purchase Orders
- Check Listing Report

Annual Period Reporting

The MPO Finance Department shall transmit annual financial reports to the Executive Director by the last day of September. The reports shall include but not be limited to the following:

- Revenue and Expense Report by Fund
- Outstanding Accounts Payable
- Outstanding Accounts Receivable
- Budget vs Actual Reports by fund source
- Grant Budget vs Actual Reports

- Grant Transaction Reports
- Trial Balance Report
- Balance Sheet Report by Fund Type
- Contract Status Reports for contracts exceeding \$35,000 annually
- Schedule of Accrued Payroll Liabilities (end of year)
- Accrued Wages
- Accrued Sick, Vacation, Comp Time, Holiday Pay
- Accrued Tax Obligations – Social Security & Medicare
- Accrued Fringe Benefit Obligations – 457b & FRS
- Schedule of Compensated Absence Obligations - Vacation, Sick and Comp Time
- Asset Additions and Disposals Report
- Journal Entries for Authorization Report including at a minimum the following:
 - Year-end expense accrual entries
 - Year-end accrued wages
- Schedule of Expenditures of Federal Award Report (SEFA)

Budgeting

The MPO Governing Board shall consider for approval the UPWP as a two (2) fiscal year period with operating budgets for each fiscal year that projects income and expenses as well as provides for programs and support services as outlined in the work plan for the year.

MPO staff shall determine available funding for the upcoming UPWP cycle in coordination with FHWA, FDOT, FTA, and local funding partners.

MPO staff shall develop the UPWP inclusive of Federal and State planning requirements, MPO Governing Board directed activities, and staff identified projects necessary to deliver the Metropolitan Planning Process.

MPO staff shall present a draft UPWP and seek comment from the MPO Governing Board, advisory committees, FHWA, FTA, FDOT, and the public.

MPO staff shall incorporate comments as deemed feasible, eligible, and acceptable to the MPO Governing Board.

The MPO Governing Board will approve the two-year budget prior to the start of the first fiscal year.

MPO staff may make administrative modifications in coordination with FDOT, FTA and FHWA to deliver the work program adopted as the UPWP.

MPO staff shall prepare and coordinate draft UPWP amendments with FDOT, FTA and FHWA as required and present amendments for adoption by the MPO Governing Board.

Budget Timeline

The budget timeline is aligned with FDOT's guidance on the UPWP development process. The Budget Timeline for federal funding is completed every two years during the creation of the two-year UPWP.

November – MPO Finance Department completes Draft Revenue Forecast

January – MPO Finance Department completes Carry-Forward Estimations of funding not spent in the two-fiscal year budget

January – MPO Finance Department completes personnel, direct and travel, transfers to other agencies, and consultants expense forecasts

February – MPO staff completes review of UPWP tasks and activities

February – Draft UPWP ready for TAC, CAC, and VZAC agendas

March – Draft UPWP sent to FDOT for review

March/April – Draft UPWP presentations to MPO Governing Board and advisory committees; submission to FHWA, FTA and FDOT; and open for public comment

March/April– Incorporation of UPWP comments from MPO committees and FDOT.

April/May – Final UPWP Adoption by MPO Governing Board

June – FDOT authorizes FDOT/MPO Agreement for federal funds

Authorizations

The MPO Governing Board authorizes and directs the Executive Director to manage the MPO in accordance with the approved UPWP and included annual operating budgets. Programmatic, scope, or operational changes that may have a material impact on the UPWP shall be reviewed by the MPO Governing Board between budget cycles and may lead to a budget amendment or administrative modification as required by FDOT's MPO Handbook and UPWP Guide.

The Executive Director is authorized to execute administrative modifications as defined herein.

The Executive Director is authorized to modify links, references, and procedures to maintain compliance with this adopted policy without approval from the MPO Governing Board.

DEFINITIONS

Abuse – The excessive or improper use of government resources, including position and authority.

Bank Statement – List of all transactions for a bank account over a set period (usually monthly 1st - 31st but may be at any time through the month)

Conflict of Interest – A conflict of interest exists if there is "any matter that the public officer knows would inure to his or her special private gain or loss." "'Special private gain or loss' means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal." F.S. §112.3143.

Embezzlement – The fraudulent taking of personal property with which one has been entrusted, especially as a fiduciary. The criminal intent for embezzlement — unlike larceny and false pretenses — arises after taking possession (not before or during the taking).

Expense Approver – The Executive Director has ultimate authority to approve or delegate the approval of expenses. The Executive Director may delegate contracts, work orders, or purchases to MPO staff to manage and approve. All invoices for services or goods shall be submitted to the Executive Director or the delegated staff member. The Finance & Operations Manager is authorized to execute payments upon the authorization of the Executive Director or delegated staff member.

Fraud – A knowing misrepresentation or knowing concealment of a material fact, or the use of some other deceptive scheme, made to induce another to act to his or her detriment. Fraud is usually a tort, but in some cases (especially when the conduct is willful) it may be a crime. It is any *kind of artifice by which another is deceived*. Hence, all surprise, trick, cunning, dissembling, and other unfair way that is used to cheat anyone, is to be considered as fraud.” John Willard, *A Treatise on Equity Jurisprudence* 147 (Platt Potter ed., 1879). It also may be a reckless misrepresentation made without justified belief in its truth to induce another person to act, or a tort arising from a knowing or reckless misrepresentation or concealment of material fact made to induce another to act to his or her detriment. Additional elements in a claim for fraud may include reasonable reliance on the misrepresentation and damages resulting from this reliance. Thus, ‘fraud’ at common law is a false statement ...’, but fraud in equity has often been used as meaning unconscientious dealing.

General Ledger – Listing of all accounts, transactions, and account balances within the MPO’s Accounting System.

Investigator – Individual appointed by the Executive Director to conduct an investigation of alleged Fraud, Waste, and/or Abuse. The Investigator shall have open access to all files that the Investigator deems necessary to fully investigate the matter, authorization to conduct interviews, and full access to the MPO’s Legal Counsel during the course of the investigation.

Key Person – A key person is specified in the application or federal award. For the purposes of the UPWP, a key person is the MPO’s staff director per FDOT’s UPWP Guide.

Metropolitan Planning Process – A continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a Transportation Improvement Program, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways, bicycle transportation facilities, and intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities and commuter vanpool providers) fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution; and encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h), 49 U.S.C. 5303(h) and 23 CFR 450.300.

Misappropriation – 1. The application of another's property or money dishonestly to one's own use. See Embezzlement. 2. The doctrine giving rise to such a tort claim. 3. To put property or funds over which a person has been entrusted to wrongful use.

MPO – A Metropolitan Planning Organization.

Payment Date – The date the payment was initiated to the vendor.

Payment Record – A payment record may be a voucher payment receipt, invoice marked “Paid”, Credit Card Statement or Vendor receipt.

PB TPA MPO – The Palm Beach Metropolitan Planning Organization ~~Transportation Planning Agency~~.

Public Officer – Any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

Reconcile – Process of review, comparison, and verification of financial transaction records in the MPO Accounting System’s general ledger with the statement(s) from the bank institution.

Reconciliation Report – Series of documents including the Reconciliation Summary and the Reconciliation Detail that are issued through the MPO Accounting System recording the completion of reconciliation activities.

SEFA – Schedule of Expenditures of Federal Awards required to be completed by the MPO and included in the Single Audit proceedings.

Service Period – The date or date range in which the services were provided to the MPO.

Supporting Documents – Documents detailing deposit or expense transaction that has been verified and signed by an approving authority.

Theft – The excessive or improper use of government resources, including position and authority.

TIP – The Transportation Improvement Program is a prioritized listing/program of transportation projects covering a period of four (4) years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C., title 49 U.S.C. chapter 53 and CFR 450.104.

UPWP – Unified Planning Work Program constituting the MPO’s 2-year budget and operating plan.

UPWP Amendment – UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deletion of tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10 percent of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person;

- g. Extending the period of performance past the approved work program period (*i.e.*, no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than three (3) months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and
- j. The inclusion of costs that require prior approval (*e.g.* - capital and equipment purchases \$5,000 and above per unit cost).

Waste – The intentional or unintentional, thoughtless or careless expenditure, consumption and management of government resources.

APPENDIX A

Acronyms

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

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

APPENDIX B

Resolution Adopting the MPO Financial Policies

MPO RESOLUTION 2025-XX

A RESOLUTION OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION (MPO) AMENDING THE REVISED PROCUREMENT POLICY

WHEREAS, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the MPO Governing Board adopted a Procurement Policy to ensure the MPO's financial practices and internal controls are consistent and compliant with federal and state statutes; and

WHEREAS, the MPO's Procurement Policy, attached as "Exhibit A," has been revised for legal and state consistency.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:

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

SECTION 2. The MPO Governing Board hereby approves the revised MPO Procurement Policy attached as "Exhibit A." The amendment sets forth new text, which is underlined, and deletes existing text, with ~~stricken through~~ language.

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 30th day of October 2025.

PALM BEACH METROPOLITAN PLANNING
ORGANIZATION

By: _____
Councilmember Chelsea Reed,
MPO Governing Board Chair

ATTEST:

Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, MPO General Counsel



PALM BEACH

Metropolitan Planning Organization

PROCUREMENT POLICY

Amended: ~~December 12, 2024~~
October 30, 2025

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Section 1. Policy

It is the procurement policy of the Palm Beach Metropolitan Planning Organization (MPO) to:

- Obtain goods and services of satisfactory quality and quantity at a reasonable cost;
- Establish a Competitive Purchasing Process to ensure fair, open and equitable treatment for all persons desiring to do business with the Palm Beach MPO in a manner that inspires public confidence that contracts are awarded in an equitable manner;
- Establish a clear list of Exemptions to the Competitive Process and associated criteria; and
- Establish Administrative Processes to implement the Procurement Policy.

The Palm Beach MPO hereby establishes the following authorization structure by purchasing amount for all purchases.

Table 1. Approving Authority by Purchase Amount

Purchase Amount	Approving Authority
Less than \$35,000	Executive Director
Greater than \$35,000	MPO Governing Board

This policy shall apply to every purchase/procurement and sale by the Palm Beach MPO without regard to the source of funds, including state and federal assistance funding, except as otherwise provided by law. All purchases made in accordance with this policy shall be provided for in the approved Palm Beach MPO budget. When using federal funds and there is a conflict between federal, state and/or local requirements, federal requirements take precedence unless state or local requirements are more stringent.

Notwithstanding the provisions in this document, Palm Beach MPO procurement shall be conducted in accordance with applicable local, state and federal law, and in a manner that preserves local, state and federal funding received by the Palm Beach MPO in connection with its transportation planning responsibilities.

Section 2. Definitions

The following terms shall be defined for the purposes of this document to have the following meanings, unless the context shall affirmatively and clearly indicate to the contrary:

Agreement for Services means a document identifying a specific vendor, specific service(s) to be purchased, the associated price for the service(s), and the maximum or total price to be paid.

Best Value means the highest overall value to the MPO based on factors that include, but are not limited to, price, quality, design, and workmanship. *See* §287.012, Fla.Stat.

Competitive Solicitation means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by Responsive Vendors in accordance with the terms of a competitive process, regardless of the method of procurement. *See* §287.012, Fla.Stat.

Consultant's Competitive Negotiations Act (CCNA) means Section 287.055, F.S., referred to as Consultant's Competitive Negotiations Act (CCNA), which regulates the procurement and contracting of professional architectural, engineering, landscape architectural, or surveying and mapping services.

Contractual Service means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical, and social services. The term does not include a contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of a facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255, Florida Statutes, and rules adopted thereunder. *See* §287.012, Fla.Stat.

Executive Director means the chief executive officer of the MPO including his/her designee, responsible for the carrying out of the policies of the MPO Governing Board.

Invitation To Bid means a written or electronically posted solicitation for competitive sealed bids. *See* §287.012, Fla.Stat.

Palm Beach MPO means the Metropolitan Planning Organization created by interlocal agreement pursuant to Section 339.175, F.S. and duly recognized by the Governor of the State of Florida as the entity responsible for the continuing, cooperative, and comprehensive transportation planning in Palm Beach County, Florida and doing business as the Palm Beach Transportation Planning Authority.

Public Notice means the dissemination of information to the public pursuant to Section 5.B.

Purchase Order means a document identifying a specific vendor, specific item(s) to be purchased, the price for each item, and the total price to be paid.

Request For Proposals means a written or electronically posted solicitation for competitive sealed proposals. *See* §287.012, Fla.Stat.

Request For Quote means an oral, electronic, or written request for written pricing or services information from a state term contract vendor for commodities or contractual services available on a state term contract from that vendor. *See* §287.012, Fla.Stat.

Responsible means capacity to fully perform contract requirements with integrity and reliability which give responsible assurances of good faith and performance including: satisfactory references, adequate financial resources; equipment and/or facilities available to do the work; applicable licenses and/or certifications, *etc.*

Responsive means a bid, quote, proposal or submittal that conforms in all material respects to the solicitation at the time of submission including: submission of proposal on time; signed proposal and all amendments; submission of bid bond, if required; submission of all technical documentation that is required; so counter offer/conditioned offer.

Responsive Bid or Responsive Proposal means a bid, or proposal, or reply submitted by a responsive and responsible vendor which conforms in all material respects to the solicitation. *See* §287.012, Fla.Stat.

Responsive Vendor means a vendor that has submitted a bid, proposal, or reply that conforms in all material respects to the solicitation. *See* §287.012, Fla.Stat.

MPO Governing Board means the governing board of the Palm Beach MPO.

Section 3. Competitive Purchasing Process

A. Overview

- a. Introduction.** The procurement process to be followed is first based on estimated price of the purchase and then based on whether the purchase is for goods or services. For the purposes of this determination, the estimated price shall be the total amount of the anticipated purchase.
- b. Purchases Over a Period of More than One Fiscal Year.** For recurring purchases, the estimated price shall be the estimated total amount to be spent in a fiscal year.
- c. Amendments To Existing Contracts.** With regard to amendments to an existing contract, amendments extending a contract completion date by not more than 180 days, that modify a contract in a non-material way, or that expand the services to be performed or goods to be supplied, may be approved by the Executive Director. Any contract amendment that increases the cumulative or total contract price to an amount of more than \$35,000, extends a contract completion date by more than 180 days, or that modifies contract provisions in a material way, shall require MPO Governing Board approval.
- d. Non-Division of Solicitation.** The MPO shall not divide the solicitation of commodities or Contractual Services so as to avoid the requirements of this Procurement Policy, the requirements of Competitive Solicitation, or other state or federal purchasing requirement.
- e. Receipt of Equal Responses.** If two equal responses to a solicitation or a Request For Quote are received and one response is from a certified minority, women, or veteran business enterprise per the State of Florida Certified Business Enterprise (CBE), the MPO shall enter into a contract with the certified minority, women, or veteran business enterprise. If two equal responses to a solicitation or Request For Quote are received and neither response is from a certified minority, women, or veteran business enterprise, the MPO may proceed with either response, whichever is deemed most beneficial to the MPO. §287.09451 Fla.Stat.

- f. Duration of Contracts.** Contracts for commodities or Contractual Services may be renewed for a period that shall not exceed three (3) years or the term of the original contract, whichever is longer. Renewal of a contract for commodities or Contractual Services must be in writing and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. If the commodity or Contractual Service is purchased as a result of Competitive Solicitation, proposals, or replies, the price of the commodity or Contractual Service to be renewed must be specified in the bid, proposal, or reply, except that the MPO may negotiate lower pricing. A renewal contract may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance evaluations by the MPO and subject to the availability of funds.
- g. Purchase of Contractual Services.** For each Contractual Services contract, the MPO Executive Director shall designate an employee to function as contract manager who is responsible for enforcing performance of the contract terms and conditions and serves as a liaison between the contractor and the MPO. The primary responsibilities of a contract manager include:
1. Participating in the solicitation development and review of contract documents.
 2. Monitoring the contractor's progress and performance to ensure procured products and services conform to the contract requirements and keep timely records of findings.
 3. Managing and documenting any changes to the contract through the amendment process authorized by the terms of the contract.
 4. Monitoring the contract budget to ensure sufficient funds are available throughout the term of the contract.
 5. Exercising applicable remedies, as appropriate, when a contractor's performance is deficient.
- h. Summary of Actions With Regard to Contracts Based on the Estimated Price.** The following table summarizes the steps to be followed based on the estimated price and item or service to be purchased. Details for each process are provided in the following sections.

Table 2. Purchasing Process Summary

Estimated Price		<\$10,000		>\$10,000 < \$35,000		> \$35,000	
Document Section		Section 3.A		Section 3.B		Section 3.C	
Sub-Category		≤ \$1,000	> \$1,000 < \$10,000	Goods (RFQ)	Services (RFS)	Goods (IFB)	Services (RFP) Services (CCNA)
Notice		N/A	Phone/ Email to Vendor	At least 10 business days		At least 15 business days	
Minimum Responses		N/A	(2) Solicited Quotes	3		3	
Criteria		Price		Price	Qualifications and Price	Price	Qualifications and Price Qualifications
Evaluator		MPO Staff		MPO Staff		MPO Staff	Selection Committee
Approval		MPO Executive Director		MPO Executive Director		MPO Governing Board	
P r o t e s t	File Period	N/A		N/A		5 business days	
	Decision Period	N/A		N/A		5 business days	
	Decision Maker	N/A		N/A		Executive Director	
A p p e a l	File Period	N/A		N/A		3 business days	
	Fee	N/A		N/A		Max - 1% of RFP or \$5K	
	Decision Period	N/A		N/A		15 business days	
	Decision Maker	N/A		N/A		Appeal Committee	
Surplus Authority		MPO Executive Director or Designee		MPO Executive Director or Designee		MPO Governing Board	

B. Purchases less than \$10,000

All purchases of goods and/or services with an estimated price less than ten thousand dollars (\$10,000) shall be approved by the Executive Director or said Executive Director's designee via an executed Purchase Order or Agreement for Services. These purchases shall be made from the lowest cost, Responsive Bid and Responsible bidder or supplier obtained in accordance with the following:

1. **Micro Purchases:** Micro Purchases may be authorized by the Executive Director for Supplies and Services, provided that each Micro Purchase does not exceed one thousand dollars (\$1,000). The Procurement and Contracts Coordinator, using good purchasing practices, may use any method of Procurement for Micro Purchases, including published pricing, provided that pricing is determined to be fair and reasonable. Micro Purchases do not require the solicitation of multiple quotes.
2. **Small Purchases:** Small Purchases may be authorized by the Executive Director for Supplies and Services, provided that each Small Purchase does not exceed ten thousand dollars (\$10,000). Purchases exceeding one thousand dollars (\$1,000) but not exceeding ten thousand dollars (\$10,000) require two (2) solicited quotes. If, after reasonable effort, only one source provides a responsive quotation, then an award may be made to the responsive source if the pricing is determined to be fair and reasonable by the Procurement and Contracts Coordinator. The Finance and Operations Manager shall maintain a record of the solicited quotes for a minimum of three (3) years.

C. Purchases \$10,000 or greater but not to exceed \$35,000

All purchases of goods and/or services with an estimated price ten thousand dollars (\$10,000) or greater, but not exceeding thirty-five thousand dollars (\$35,000), shall be approved by the Executive Director, or said Executive Director's designee, via an executed Purchase Order or Agreement for Services. Purchases of Goods shall be made from the lowest cost, Responsive Bid and Responsible bidder, and Purchases of Services shall be made from the most Responsive Bid and Responsible bidder obtained in accordance with the following:

1. **Purchases of Goods - Request for Quotes (RFQ)**
 - a. **RFQ Materials.** The Executive Director, or said Executive Director's designee, shall develop the RFQ Materials, including but not limited to:
 - (1) Introduction
 - (2) Specifications of item(s)
 - (3) Information to be provided by a Responsive Bidder

- b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) MPO business days. The notice shall state the title and the due date for submittal of quotes.
 - c. Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the quotes to determine responsiveness. The RFQ shall generate a minimum of three (3) responsive quotes in order to proceed to a selection. The Executive Director may waive this criterion if less than three responsive quotes are received.
 - d. If less than two Responsive Bids, proposals, or replies for commodity purchases are received, the MPO may negotiate on the Best Value. The MPO shall document the reasons that such action is in the Best Value to the MPO in lieu of resoliciting competitive sealed bids, proposals, or replies.
 - e. Purchase Approval. The Executive Director, or said Executive Director's designee, shall prepare a Purchase Order for approval by the Executive Director.
 - f. The Executive Director may designate an agency employee to approve a purchase which designation shall be in writing, filed and maintained with the RFQ materials, and which shall require a separate writing for each RFQ. Designations of agency employees to conduct other activities with regard to a RFQ, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.
2. Purchases of Services - Request for Services (RFS)
- a. RFS Materials. The Executive Director, or said Executive Director's designee, shall develop the RFS Materials, including but not limited to:
 - (1) Introduction
 - (2) Scope of Service(s) to be purchased
 - (3) Evaluation Criteria to be used to rank responsive proposals
 - (4) Information to be provided by a Responsive Bidder
 - b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) MPO business days. The notice shall state the title and the due date for submittal of quotes.
 - c. Minimum Responsive Proposals. The Executive Director, or said Executive Director's designee, shall review the proposals to determine Responsiveness. The RFS shall generate a minimum of three (3) responsive proposals in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive proposals are received.

- d. If less than two Responsive Bids, proposals, or replies for Contractual Services purchases are received, the MPO may negotiate for the Best Value. The MPO shall document the reasons that such action is in the Best Value to the MPO in lieu of resoliciting competitive sealed proposals or replies.
- e. Evaluation. MPO Staff shall evaluate the proposals according to the published evaluation criteria in the RFS Materials and recommend a final selection.
- f. Purchase Approval. The Procurement and Contracts Coordinator shall prepare an ~~Agreement for Services~~ Purchase Order for approval by the Executive Director.
- g. The Executive Director may designate an agency employee to approve a purchase which designation shall be in writing, filed and maintained with the RFS materials, and which shall require a separate writing for each RFS. Designations of agency employees to conduct other activities with regard to a RFS, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.

D. Purchases Greater than \$35,000

All purchases of goods and/or services with an estimated price exceeding thirty-five thousand dollars (\$35,000) shall be approved by the MPO Governing Board via an executed Purchase Order or Agreement for Services. This is consistent with Florida law requiring state agencies to engage in Competitive Solicitation for purchases exceeding \$35,000. §287.057(1), Fla.Stat.

Purchases of Goods shall be made from the lowest cost, Responsive Bid and Responsible bidder and Purchases of Services shall be made from the most Responsive Bid and Responsible bidder and representing the Best Value to the MPO obtained in accordance with the following:

1. Purchases of Goods – Invitation for Bids (IFB). The Invitation To Bid shall be used when the MPO is capable of specifically defining the scope of work for which a Contractual Service is required or when the MPO is capable of establishing precise specifications defining the actual commodity or group of commodities required.

Prior to the time for receipt of bids, proposals, or replies, the MPO may conduct a conference or written question and answer period for purposes of assuring the vendor's full understanding of the solicitation requirements. The vendors shall be accorded fair and equal treatment.

If less than two Responsive Bids, proposals, or replies for commodity or Contractual Services purchases are received, the MPO may negotiate on the Best Value. The MPO shall document the reasons that such action is in the Best Value to the MPO in lieu of resoliciting competitive sealed bids, proposals, or replies.

- a. IFB Materials. The Executive Director shall develop the IFB Materials, including but not limited to:
 - (1) Introduction;
 - (2) Specifications of item(s) to be purchased, including a detailed description of the commodities or Contractual Services sought, and if the MPO contemplates renewal of the contract, a statement to that effect. Bids submitted in response to an Invitation To Bid in which the MPO contemplates renewal of the contract must include the price for each year for which the contract may be renewed;
 - (3) Information to be provided by a Responsive Bidder.
- b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than fifteen (15) MPO business days. The notice shall state the title and the due date for submittal of bids.
- c. Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the bids to determine Responsiveness. The IFB shall generate a minimum of three (3) Responsive Bids in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Bids are received.
- d. Purchase Approval. The contract shall be awarded to the Responsible and Responsive Vendor who submits the lowest Responsive Bid representing the Best Value to the MPO. The Executive Director, or said Executive Director's designee, shall prepare a Purchase Order for approval by the MPO Governing Board. Evaluation of bids must include consideration of the total cost for each year of the contract, including renewal years, as submitted by the Responsible Vendor.
- e. Designations of MPO employees to conduct activities with regard to a purchase greater than \$35,000, other than authorizing a purchase, may be by a delegation of general authority to employee(s) for a period of time or until withdrawn.
- f. Surety. When deemed necessary by the Executive Director, bid deposits shall be prescribed in the public notice inviting bids. When bid deposits are required, unsuccessful bidders shall be entitled to return of surety. A successful bidder shall forfeit any surety required by the MPO upon failure on its part to enter a contract within fifteen (15) days after the award.

2. Purchases of non-CCNA Services - Request for Proposals (RFP). The MPO shall use a Request For Proposals when the purposes and uses for which the Contractual Service being sought can be specifically defined, and the MPO is capable of identifying necessary deliverables. Various combinations or versions of Contractual Services may be proposed by a Responsive Vendor to meet the specifications of the solicitation document.

Prior to the time for receipt of proposals or replies, the MPO may conduct a conference or written question and answer period for purposes of assuring the vendor's full understanding of the solicitation requirements. The vendors shall be accorded fair and equal treatment.

If less than two Responsive Proposals or replies for Contractual Services purchases are received, the MPO may negotiate on the Best Value. The MPO shall document the reasons that such action is in the Best Value to the MPO in lieu of resoliciting competitive sealed proposals or replies.

- a. RFP Materials. Before issuing a Request For Proposals, the MPO must determine and specify in writing the reasons that procurement by Invitation To Bid is not practicable. The Executive Director shall develop the RFP Materials, including but not limited to:
 - (1) Introduction.
 - (2) Scope of service(s) to be purchased, including a statement describing the commodities or Contractual Services sought; the relative importance of price and other evaluation criteria; and if the MPO contemplates renewal of the contract, a statement to that effect.
 - (3) Evaluation Criteria to be used to rank Responsive Proposals Information to be provided by a Responsive Bidder, including price, which must be specified in the proposal; if the MPO contemplates renewal of the contract, the price for each year for which the contract may be renewed; consideration of the total cost for each year of the contract, including renewal years, as submitted by the vendor; and consideration of prior relevant experience of the vendor.
- b. Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than fifteen (15) MPO business days. The notice shall state the title and the due date for submittal of proposals.
- c. Minimum Responsive Bids. The Procurement and Contracts Coordinator shall review the submittals to determine responsiveness. The RFP shall generate a minimum of three (3) Responsive Proposals in order to proceed to a selection. For good cause shown, the Executive Director may waive this criteria if less than three Responsive Proposals are received. Waivers by the Executive Director shall be made in writing, and said writing shall be maintained in the records for the particular non-CCNA purchase.

- d. If less than two Responsive Proposals or replies are received, the MPO may negotiate on the Best Value. The MPO shall document the reasons that such action is in the Best Value to the MPO in lieu of resoliciting competitive sealed bids, proposals, or replies.
 - e. Selection Committee. The Executive Director shall establish a Selection Committee (Committee) of not less than three (3) members. All meetings of the Committee shall be conducted in a manner consistent with Florida's Sunshine Law, meaning a meeting of the selection committee shall be noticed with at least three (3) days prior notice, shall be open to the public, and shall have minutes of the committee meeting prepared. A quorum shall be a majority of members, except that if there are only three (3) members, all three (3) must be present. The members of the Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes.
 - f. Evaluation. The Committee shall conduct an evaluation of all Responsive Proposals on the basis of the information provided and the evaluation criteria set forth in the RFP. The Committee may then choose to publish either a recommended selection or a short list of proposers for oral presentations at a future Committee meeting. If the latter, the Committee shall also specify a date, time and location to hear oral presentations and then publish a recommended selection. Said meeting for oral presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery.
 - g. Purchase Approval. The contract shall be awarded by written notice to the responsible and Responsive Vendor whose proposal is determined in writing to be the most advantageous to the MPO, taking into consideration the price and other criteria set forth in the Request For Proposals. The contract file shall contain documentation supporting the basis on which the award is made. The Executive Director or designee shall prepare an Agreement for Services between the MPO and the recommended selection for approval by the MPO Governing Board.
3. Purchases of CCNA Services - Request for Qualifications (CCNA).
- CCNA services include architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state.
- Any firm or individual desiring to provide CCNA services to the agency must first be certified by the MPO as qualified pursuant to law and the regulations of the MPO. The MPO must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual. §287.055(3)(c), Fla.Stat.

The MPO shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the MPO to be applicable to its particular requirements. §287.055(3)(d), §287.09451 Fla.Stat.

a. COMPETITIVE SELECTION.

- (1) The process of competitive selection shall apply to all proposed purchase of CCNA services for a planning or study activity or for a continuing contract which is a contract for CCNA professional services for work of a specified nature as outlined in the contract required with the MPO, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause.
- (2) For each proposed project, the MPO shall evaluate current statements of qualifications and performance data on file with the MPO, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.
- (3) The MPO shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the MPO shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the MPO with the object of effecting an equitable distribution of contracts among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms. The MPO may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

b. COMPETITIVE NEGOTIATION

- (1) The MPO shall negotiate a contract with the most qualified firm for CCNA professional services at compensation which the MPO determines is fair, competitive, and reasonable. In making such determination, the MPO shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee CCNA professional service contract, the MPO shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any CCNA professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the MPO determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract. §287.055(3)(d), Fla.Stat.
 - (2) Should the MPO be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The MPO shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the MPO must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.
 - (3) Should the MPO be unable to negotiate a satisfactory contract with any of the selected firms, the MPO shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.
- c. CCNA Materials. The Executive Director, or said Executive Director's designee, shall develop the CCNA Materials, including but not limited to:
- (1) Introduction
 - (2) Scope of CCNA professional service(s)

- (3) Minimum qualifications to render the required service, including but not limited to capabilities, adequacy of personnel, past record, and experience of the firm or individual, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the Palm Beach MPO to be applicable to its particular requirements.
- d. Public Notice. The Executive Director or designee shall provide Public Notice (see Section 5.B. of this Procurement Policy) for a period not less than fifteen (15) MPO business days. The notice shall state the title and the due date for submittal of proposals, and must include a general description of the project, planning study or activity and indicate how interested firms or consultants may apply for consideration
- e. Minimum Responsive Proposals Bids. The Executive Director, or said Executive Director's designee, shall review the submittals to determine Responsiveness. The CCNA shall generate a minimum of three (3) Responsive Proposals in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Proposals are received.
- f. Selection Committee. The Executive Director shall establish a Selection Committee (Committee) of not less than three (3) members. All meetings of the Committee shall be conducted in a manner consistent with Florida's Sunshine Law, meaning a meeting of the selection committee shall be noticed with at least three (3) days prior notice, shall be open to the public, and shall have minutes of the committee meeting prepared. A quorum shall be a majority of members except that if there are only three (3) members, all three (3) must be present. The members of the Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes. Said meeting for oral presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery.
- g. Responsible Vendor. The Committee will first review each submittal for compliance with the minimum qualifications and mandatory requirements of the CCNA. Failure to comply with any mandatory requirements, as determined by the Committee, will disqualify a submittal. The Committee must find that the firm or individual is fully qualified to render the required services.
- h. Evaluation. The Committee shall then conduct an evaluation of all Responsive Proposals by qualified vendors on the basis of the information provided and the evaluation criteria set forth in the publicly noticed Request For Proposals. Evaluation shall select in order of preference no fewer than three vendors deemed to be the most highly qualified to perform the required services. In determining whether a vendor is qualified, the MPO shall consider such factors as the ability of professional personnel; whether a vendor is a certified minority

business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the vendors; and the volume of work previously awarded to each vendor by the MPO, with the object of effecting an equitable distribution of contracts among qualified vendors, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

- i. The Committee may then choose to publish either a recommended ranking or a short list of proposers for oral presentations at a future Committee meeting. If the latter, the Committee shall also specify a date, time and location to hear oral presentations and then publish a recommended ranking. Said meeting for oral presentations shall be open to the public and to all proposers. The order of proposer's oral presentation shall be selected by lottery. Upon holding oral presentations, the Responsive Vendors shall be rank order in a list of preference for contracting.
- j. Negotiations. Upon approval by the Executive Director of the Committee's recommendation of the final rankings of the shortlisted firms, the Executive Director shall request a fee proposal from the highest ranked firm and attempt to negotiate a contract to perform specified services at a compensation that is determined by the Executive Director to be fair, competitive and reasonable. Should the Executive Director be unable to negotiate a satisfactory agreement with the top-ranked firm, the Executive Director will formally terminate negotiations with that firm and undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, the Executive Director will formally terminate negotiations with that firm and undertake negotiations with the third-ranked firm. If the short list is exhausted, the Executive Director may terminate the CCNA process.
- k. Purchase Approval. After the successful conclusion of negotiations, the Executive Director, or said Executive Director's designee, shall prepare an Agreement for Services for approval. Contracts of or exceeding \$35,000 shall be subject to approval by the MPO Governing Board. Contracts of less than \$35,000 shall be subject to approval by the Executive Director.
- 4. Purchase of Auditing Services. The purchase of services for the annual audit by a certified public accountant is a process subject to Section 218.39 and 218.391, Florida Statutes. Section 218.39 and 218.391, Florida Statutes, must be followed for this purchase.

Section 4. Exemptions

Exemptions to the Competitive Purchasing Process Goods and/or services in the following categories may be procured without subsection to the competitive purchasing process established in Section 3.

A. Exempt Purchases

Goods and/or Contractual Services listed in Appendix A. These purchases are exempt from the competitive purchasing process set forth in this Procurement Policy. Authority is delegated to the Executive Director to authorize on behalf of the MPO all purchases exempt from this Procurement Policy of goods and/or services with an estimated price not exceeding thirty-five thousand dollars (\$35,000). Said purchases shall be approved by the Executive Director via an executed Purchase Order or Agreement for Services. Purchases of or exceeding \$35,000 shall be subject to approval by the MPO Governing Board.

B. Sole Source Purchases

Goods and/or services may be qualified as Sole Source provided that:

1. Commodities or Contractual Services available only from a single source may be excepted from the competitive-solicitation requirements. If the MPO Executive Director believes that commodities or Contractual Services are available only from a single source, the MPO shall electronically post a description of the commodities or Contractual Services sought for at least fifteen (15) MPO business days on its website and at least one public bidding website, such as Demand Star or the State of Florida's Vendor Information Portal (VIP) at <https://vendor.myfloridamarketplace.com>. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or Contractual Services described. If it is determined in writing by the MPO Executive Director, after reviewing any information received from prospective vendors that the commodities or Contractual Services are available only from a single source, the MPO shall provide notice of its intended decision to enter a single-source purchase contract. *Accord* §287.057(3)(c), Fla.Stat.
2. Written documentation by the Executive Director justifying why the requested good or service is the only one (1) that will meet the needs of the MPO shall be filed and maintained in the records file for a particular purchase made as a sole source purchase.
3. Written documentation from the vendor/supplier stating that they are the only source of the supply for the requested good or service may be used by the MPO Executive Director to justify the decision to declare a purchase as one from a sole source. If the supplier is not the manufacturer, additional written documentation must be provided in which the manufacturer attests that the vendor is their sole supplier for the requested good or service.

C. Emergency Purchases

Goods and/or services that are determined to be necessary by the Executive Director in response to a need when the delay necessary to comply with all procurement rules, regulations or procedures would be detrimental to the interests, health, safety, or welfare of the Palm Beach MPO.

This exemption applies when the Executive Director determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the MPO requires emergency action. After the Executive Director signs such a written determination, the MPO may proceed with the procurement of commodities or Contractual Services necessitated by the immediate danger, without receiving competitive sealed bids, competitive sealed proposals, or competitive sealed replies. The written determination shall be maintained in the file with regard to a particular emergency purchase. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor for the goods and/or services shall be included in the written contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract.

Emergency purchases of more than \$35,000 shall be approved by the Executive Director and shall be presented to the MPO Governing Board at the next MPO Governing Board meeting.

D. Piggyback Purchases

Goods and/or services that may be piggybacked or purchased using an existing contract that a vendor has with the federal government; a state or municipal government; another governmental agency; or a government related association that qualify for federal reimbursement provided that:

1. The Executive Director, or said Executive Director's designee, determines and documents that the piggyback purchase is advantageous to the MPO;
2. The Executive Director, or said Executive Director's designee, verifies that the original scope, quantity and that the nature of the contract meet the needs of the MPO and the term of the piggybacked contract remains in effect;
3. The contractor agrees to extend the terms and conditions specified in the originating contract to the MPO and the MPO accepts the terms and conditions specified;
4. The Executive Director, or said Executive Director's designee, determines that the procurement process and content of the originating contract is compliant with federal purchasing requirements.

E. Public Agency Purchases

Goods and/or services that are provided by a Political Subdivision as defined in section §1.01(8), F.S., a quasi-public insurance risk management consortium of local governmental entities, a Regional Planning Council as defined in section §186.512, F.S., a Transportation Authority as defined in section §343.1002(5), F.S., or a Local Educational Agency as defined in section §1004.02(18), F.S.

F. Direct Purchases

Goods and/or services that are provided from any qualified vendor provided that:

1. No Responsive Proposals are received during the Competitive Purchasing Process; and
2. No significant alterations in the specifications, qualifications or terms and conditions can be made to encourage competition.

G. Petty Cash Purchases

Goods and/or services purchased by MPO Staff with out of pocket cash in the normal performance of their job in an amount not to exceed \$100 per single purchase.

H. Travel Related Purchases

Goods and/or services purchased related to travel in accordance with section §112.061, F.S. and the MPO Personnel Handbook.

I. Professional Services

Contracts for professional services involving unique skill, ability, experience or expertise, which are in their nature distinctive and not subject to competitive bidding or competitive proposals; and Contracts for professional services between the MPO and its members as authorized in this Policy. Notwithstanding the foregoing, state laws, such as the Consultants' Competitive Negotiation Act, to the extent applicable, shall be followed.

J. Borrowing funds.

Any transaction for, or related to, the borrowing of money.

K. Existing Agreements.

Lease agreements and service contracts for the maintenance, repair, or servicing of existing equipment owned or leased by MPO.

Section 5: Administrative Processes

Required Contract Provisions

All contracts awarded by the Palm Beach MPO shall contain the provisions required by applicable Federal, State of Florida, and local law, as may be amended from time to time, including, but not limited to, a statement of compliance with the Public Entity Crime Act (§287.133, Fla.Stat.), the Prohibition Against Contracting with Scrutinized Companies (§287.135, Fla.Stat.), the Anti-Kickback Act (41 U.S.C. §8701 *et seq.*), the Disadvantaged Business Enterprises requirements (49 CFR Part 26), Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions (31 U.S.C. §1352), Prohibitions Against Conflicts of Interest (§112.311 *et seq.*, Fla.Stat.), Prohibitions Against Discrimination (Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA); 42 U.S.C. §2000d, 42 U.S.C. §6102, 42 U.S.C. §12131, and 49 U.S.C. §5332), E-Verify Requirements (§448.095, Fla.Stat.), Prohibition Against Program Fraud and False or Fraudulent Statements (31 U.S.C. §3801; 49 CFR Part 31), Government Debarment and Suspension (49 CFR Part 29), Clean Air Requirements (42 U.S.C. §7401), Clean Water Requirements (33 U.S.C. §1251), and Use Of Seat Belts (Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note; (b) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and (c) U.S. DOT provisions pertaining to Distracted Driving as set forth in said orders; §316.614, Fla.Stat.), the Equal Employment Opportunity Order, remedies for contractor's breach of contract terms and termination for cause and for convenience (for contracts in excess of \$10,000). Neither the MPO, nor any officer or employee of the MPO, shall enter into any contract on behalf of the MPO, which contract binds the MPO for the purchase of services or tangible personal property for a period in excess of one fiscal year, unless the following statement is included in the contract: "The MPO's performance and obligation to pay under this contract is contingent upon an annual appropriation by the federal government and the Florida Legislature." See §287.0582, Fla.Stat. Any contract with the MPO for the purchase of commodities or contractual services shall provide that the contract may be unilaterally cancelled by the MPO for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a), Art. I of the State Constitution and s. 119.07(1).

Required Programs and Plans

United States Department of Transportation (USDOT)/Federal Transit Administration (FTA) Required Disadvantaged Business Enterprise (DBE) and Title VI Programs and Limited English Proficiency Plan (LEP).

The MPO as a recipient of United States Department of Transportation (USDOT) funds through the Federal Transit Administration (FTA)/Federal Highway Administration (FHWA) is required to develop and sustain DBE and Title VI of the Civil Rights Act Programs and LEP Plan.

In the event the MPO is a recipient of USDOT funds through the FTA/FHWA, all contracts awarded by the MPO utilizing these funds shall be subject to applicable federal, state and local law, as may be amended from time to time; the MPO's DBE and Title VI Programs and LEP Plan; and include the provisions required by these Programs and Plan.

A. Public Notice.

The MPO shall maintain a webpage describing business opportunities, the date for responding, how a response should be made to the Public Notice, and shall maintain an e-mail list of subscribers for notifications of business opportunities. The MPO shall also provide notice via internet utilizing the MPO's website and Demand Star or the State of Florida's Vendor Information Portal (VIP) at <https://vendor.myfloridamarketplace.com>. The MPO shall post information regarding all active competitive purchases to these webpages and shall provide notice of these opportunities to all e-mail subscribers. Information may also be disseminated by internet ads, print ads, periodicals or other means, as determined necessary or appropriate, from time to time, by the MPO Executive Director.

B. Purchasing Thresholds.

The MPO shall provide a good faith estimate in determining whether the proposed activity meets the threshold amounts referred to in this Procurement Policy.

C. Protests

1. Any actual or prospective bidder or proposer who is aggrieved in connection with a pending award of an IFB, an RFP or a CCNA may submit a written protest to the Executive Director within five (5) business days of the posting of the short list of proposers or the award recommendation.
 - a. To be deemed sufficient, a protest must:
 - (1) Identify the proposer and the solicitation involved;
 - (2) Include a clear statement of the legal and factual grounds on which the aggrieved proposer's objection is based;
 - (3) Delineate the alleged omission, error, mistake, or incorrect evaluation; and
 - (4) Specify the relief requested by the aggrieved proposer.

- b. Upon timely receipt of a sufficient protest, The Executive Director, or said Executive Director's designee, shall notify all other responsive or short-listed firms of the protest. The protested purchase is stayed and no award will be made until the protest is resolved unless the Executive Director, with the advice of the MPO attorney, makes a determination that the immediate award of the contract is necessary to protect substantial interests of the MPO.
 2. The Executive Director shall have five (5) MPO business days from receipt of the protest to review and either uphold or deny the protest.
 3. If the protest is denied, the protestor may submit a written appeal to the Executive Director within three (3) business days of the denial.
 4. The Executive Director shall convene an Appeal Committee of not less than three (3) MPO Governing Board Representatives including the Chair and/or the Vice Chair. All meetings of the Appeal Committee shall be conducted in a manner consistent with Florida's Sunshine Law. A quorum shall be a majority of members except that if there are only three (3) members, all three (3) must be present. The members of the Appeal Committee must be physically present to participate. All members of the Committee shall be free of any conflicts of interest as set forth in Chapter 112, Florida Statutes.
 5. Appeal Committee Proceedings.
 - a. At the Appeal Committee's hearing, the protesting party, its representative or counsel, and any other affected parties may make an oral presentation of the testimony and argument. Neither direct nor cross-examination of witnesses will be permitted. However, committee members may make whatever inquiries are deemed pertinent to make a determination of the protest.
 - b. The judicial rules of evidence shall not apply. The Appeal Committee shall base its decision on such information presented in the course of the proceeding upon which reasonable prudent persons would rely in the conduct of their affairs.
 - c. The Appeal Committee may either uphold or deny the appeal.
 - d. The Executive Director or designee shall notify all affected parties of the Appeal Committee's decision.
 - e. The chairperson of the Appeal Committee shall require a deposit from a protester to compensate MPO for the expenses of administering the protest. If the protest is decided in the protester's favor, the entire deposit shall be returned to the protester. If the protest is not decided in the protester's favor, the deposit shall be forfeited to the MPO. The deposit shall be in the form of cash or a cashier's check, and shall be the greater of one (1) percent of the amount of the pending award or five thousand dollars (\$5,000).
 - f. A protestor must exhaust all administrative remedies with the MPO and the grantee before pursuing a protest with the applicable Federal agency.

D. Surplus

1. Sales, donations, and disposals of surplus property shall be in accordance with federal requirements, Chapter 274, Florida Statutes, and the following procedures. Nothing in these regulations shall prevent the Palm Beach MPO from complying with the terms and conditions of any grant, gift, bequest, or agreement.
2. Property value less than five thousand dollars (\$5,000).
 - a. The Executive Director must approve disposal of property with value not exceeding \$5,000.
 - b. Property may be disposed of in the most efficient and cost-effective means as determined by the Executive Director, or said Executive Director's designee.
 - (1) Property (except trade-in property) that is obsolete, unusable, or the sale of which is otherwise determined to be in the Best Value to the MPO may be disposed of for value to any person, to the State, to any governmental unit or to any political subdivision.
 - (2) Property without commercial value may be donated, destroyed, or abandoned.
3. Property value equal to or greater than five thousand dollars (\$5,000)
 - a. The MPO Governing Board must approve disposal of property with value exceeding \$35,000.
 - b. Property (except trade-in property) that is obsolete, unusable, or the sale of which is otherwise determined to be in the Best Value to the MPO may be disposed of via appropriately advertised public auction or to the highest bidder obtained in accordance with the following bid procedures:
 - (1) Surplus Advertisement. The Executive Director shall develop the Surplus Advertisement, including but not limited to:
 - a. Introduction
 - b. Specifications and quantities of item(s) to be sold
 - c. Information to be provided by a Responsive Bidder
 - (2) Public Notice. The Executive Director, or said Executive Director's designee, shall provide Public Notice for a period not less than ten (10) MPO business days. The notice shall state the title and the due date for submittal of bids.
 - (3) Minimum Responsive Bids. The Executive Director, or said Executive Director's designee, shall review the bids to determine responsiveness. The Surplus Advertisement shall generate a minimum of three (3) Responsive Bids in order to proceed to a selection. The Executive Director may waive this criteria if less than three Responsive Bids are received.

- (4) Sale Approval. The Executive Director, or said Executive Director's designee, shall prepare an invoice showing the item description, purchase date, purchase cost, use/purpose, and book value (if available) for approval by the Executive Director.

E. Invoicing and Payment

1. It is the policy of the Palm Beach MPO to pay all invoices in accordance with the Florida Prompt Payment Act (§218.70 *et seq.*, F.S.) after receipt of a proper invoice. Proper invoices are entered into the MPO's financial system within three business days of receipt to document timely payment.
2. A sufficient invoice is defined as an original invoice received by the Palm Beach MPO and containing, at a minimum:
 - (1) Vendor's name, telephone number, and mailing address
 - (2) Invoice number, invoice date and delivery date
 - (3) Description of goods and/or services provided, quantity, unit price, extended price and total invoice amount
3. For construction services, total invoice amount (less retainage) and percentage of work completed. For invoices that are deemed insufficient, the vendor will be notified of the deficiency within 10 business days of the receipt of the original invoice.
4. In the event a vendor disputes the sufficiency determination by the MPO, the vendor shall provide a written dispute within five business days of receipt of the sufficiency determination and shall include such material and information as necessary to support the dispute. The Executive Director shall have five (5) business days from receipt of the dispute to review and either uphold or deny the dispute. If no decision is rendered within the time period as set out above, then a decision against the vendor shall be deemed to have been issued.

F. Records

1. The Executive Director, or said Executive Director's designee, and the Agency Clerk, shall maintain the significant history of a procurement for minimum of three (3) years, including, but not limited to:
 - a. A record of all bids/proposals received;
 - b. The rationale for the method of procurement;
 - c. Selection of contract type;
 - d. Contractor selection; and
 - e. The basis for the contract price.
2. The Executive Director, or said Executive Director's designee, shall tag and inventory all tangible property equal to or greater than \$5,000 per item.

3. The Executive Director, or said Executive Director's designee, shall conduct an annual asset and inventory audit of all tangible property equal to or greater than \$5,000 per item.

G. Sales Tax

The Palm Beach MPO is exempt from Florida Sales and Use Tax on its purchases, except as otherwise provided by law. Vendors are not exempt from the payment of sales tax. A sales tax exemption form is available from the Procurement Officer. The purchaser is responsible for making an attempt to use the exemption form to avoid paying sales tax. If the retailer refuses to honor the form, the purchaser must so state on the receipt in order to be reimbursed for the sales tax.

H. Conflict of Interest

In connection with the Palm Beach MPO's procurement of commodities or services, employees shall adhere to the conflict of interest and unauthorized compensation provisions applicable to State and local public officials, as set forth in Section 112.313, Florida Statutes.

I. Credit Cards

1. The Palm Beach MPO may establish credit card account(s) to improve the efficiency of the purchasing process. A Palm Beach MPO credit card is to be used for Palm Beach MPO purchases only.
2. An individual to be issued a credit card must execute the Credit Cardholder Agreement in Appendix B. Individual names as well as the Palm Beach MPO's name shall be shown on all credit cards. The credit card has the cardholder's name embossed on it and is to be used only by that cardholder.
3. All monthly statements of account must be reviewed and signed by the cardholder, certifying that the items shown as purchased are correct. Should an item on the statement be disputed, the cardholder must sign the "Cardholder Statement of Disputed Item" form attached hereto as Appendix C.
4. All monthly statements of account must be reviewed by a member of the Finance staff separate from the Cardholder. Statements will be reconciled to the bank statements monthly.
5. The credit card shall be paid in full monthly to ensure that finance charges are not accrued.

6. Should a cardholder lose or have their credit card stolen, it is the responsibility of the cardholder to immediately notify the card issuer. In addition, the cardholder must notify the Executive Director, or said Executive Director's designee, of the loss within one business day after discovery of the loss or theft of the card. The cardholder is required to make a written report to the Executive Director, or said Executive Director's designee, that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, and any other information that is pertinent. Should the card be returned, it must be turned into the Executive Director, or said Executive Director's designee.
7. If an employee leaves Palm Beach MPO their card must be collected and destroyed. The Executive Director, or said Executive Director's designee, shall cancel the card with the issuer.

J. Effective Date

This Procurement Policy is effective as of the date of approval of by the Governing Board, unless otherwise specified in the approving legislation. This Procurement Policy shall not apply to purchases made, and contracts solicited or entered into, prior to the effective date of this Policy, unless the parties agree to this Policy's application to a purchase made, or contract solicited or entered into, prior to the effective date.

Appendix A – Exempt Purchases

1. Advertisements including newspapers, periodicals and related publications, television, radio and similar media
2. Art and artistic services - As used in this exemption, the term “artistic services” does not include advertising or typesetting. As used in this exemption, the term “advertising” means the making of a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the commodities or Contractual Services. “Artistic services” includes the rendering by a contractor of its time and effort to create or perform an artistic work in the fields of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio, or tape and sound recording. See §287.012(3), Fla.Stat.
3. Academic programs if the fee for such services does not exceed \$50,000.
4. Auditing Accounting Services where the ~~auditor~~ accountant is licensed pursuant to Chapter 473, Florida Statutes, and performs accountancy services which are required to be performed by a licensee of the State of Florida, licensed pursuant to Chapter 473, Florida Statutes
5. Copyrighted and/or Patented Materials
6. Court related payments, court reporters, recording fees
7. Employee tuition
8. Employment agreements
9. Expert witnesses
10. Financial transaction fees
11. Dues and memberships in trade or professional organizations the purpose of which is related to promotion of transportation
12. Government agency services and fees
13. Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration. The term also includes, but is not limited to, substance abuse and mental health services involving examination, diagnosis, treatment, prevention, or medical consultation if such services are offered to eligible individuals participating in a specific program that qualifies multiple providers and uses a standard payment methodology. Reimbursement of administrative costs for providers of services purchased in this manner are also exempt. For purposes of this subparagraph, the term “providers” means health professionals and health facilities, or organizations that deliver or arrange for the delivery of health services.

14. Insurance Renewals
15. Job-related expenses for conferences, seminars and training
16. Leasing expenses for the leasing of real property for the MPO or expenses toward the purchase of real property
17. Legal Services
18. Lectures by specialized individuals. A lecture is a formal or methodical reading or presentation on any subject, but it is not required to be used for the purpose of, or in connection with, training of personnel.
19. Licenses
20. Membership in professional, trade and other similar associations
21. Moving expenses
22. Notary commission fees and/or services
23. Professional medical services
24. Postage
25. Prevention services related to mental health, including drug abuse prevention programs, child abuse prevention programs, and shelters for runaways, operated by not-for-profit corporations. However, in acquiring such services, the MPO shall consider the ability of the vendor, past performance, willingness to meet time requirements, and price.
26. Published books, manuals, maps, periodicals, films technical pamphlets, and copyrighted educational aids
27. Recruitment related expenses
28. Renewal of software licenses, lease agreements, and ongoing operational service agreements (i.e., phone, internet, copier machines, etc).
29. Services or commodities provided by governmental entities.
30. Services of visiting speakers and lecturers
31. Servicing or warranty work of equipment by an authorized dealer or representative when work by another party would void a warrantee or guarantee
32. Subject Matter Expert expenses and fees
33. Subscriptions for periodicals, Florida statutes, and electronic subscriptions
34. Vehicle licensure and registration expenses
35. Used equipment and machinery
36. Utility Services regulated by the government or operated by the government - water, sewer, electric, gas, communications, *etc.*
37. Workers' compensation expenses

Appendix B - Credit Cardholder Agreement

Please review the terms stated below, sign and date. You will receive copies for your records. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file with the Palm Beach Transportation Planning Agency (MPO).

I, _____, hereby acknowledge receipt of a Credit Card, card number _____ (the "Card"), in good condition, with both the MPO's name and mine appearing on the face of the Card. I have verified the information contained thereon and attest to its accuracy.

I agree to accept responsibility for the protection and proper use of the Card in accordance with the MPO policies and procedures. I understand that my use of the Card is subject to audit by the MPO and that my purchases with the Card are limited to official business on behalf of the MPO not exceeding the dollar amounts and eligible purchases as set forth in the policies and procedures.

I agree to immediately notify the MPO's banking institution and the Executive Director, or said Executive Director's designee, if the Card is lost or stolen. I also agree to notify the Executive Director, or said Executive Director's designee, if unauthorized charges appear on my Statement of Account. I understand that failure to notify the Executive Director, or said Executive Director's designee, of the presence of unauthorized charges on my Statement of Account could make me responsible for charges resulting from fraudulent use of the Card.

The improper or unauthorized use of the Card may result in any or all of the following: suspension or termination of the Card and all associated Cardholder privileges, deduction from employee pay for any charges resulting from the improper or unauthorized use of the Card. The appropriate disciplinary action for misuse of the Card could include termination of employment. ~~The Executive Director shall receive a recommendation from _____ before making a final determination based on the recommendation of the Executive Director, or said Executive Director's designee~~

I hereby authorize the MPO to (i) audit my use of the Card and (ii) to deduct from my wages or from any other amounts payable to me, an amount equal to the total charges for improper or unauthorized purchases (as determined by the MPO) with the Card, even if I am no longer employed by the MPO.

If the MPO initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by the MPO in such proceedings should the MPO prevail in such legal action.

I understand that the MPO may suspend or terminate my privileges to use the Card at any time for any reason. I agree to surrender the Card immediately upon retirement, termination of employment, termination of Cardholder privileges, or upon the request of the Finance and Operations Manager, the Executive Director or an authorized representative of MPO's Banking Institution. I understand that use of the Card after Cardholder privileges have been suspended or terminated is prohibited, and that I will be held solely responsible for charges resulting from such use.

Employee Signature: _____

Date: _____

Employee Name: _____

Palm Beach MPO Approval

By: _____

Executive Director

Date: _____

Appendix C – Disputed Credit Card Transaction

TO: Executive Director

FROM: _____(cardholder)

Subject: Disputed Item(s) on Credit Card Statement

The highlighted item(s) listed on the attached copy of my credit card account is disputed. I have attempted to resolve this transaction with the merchant. Your assistance is now required in seeking satisfactory resolution through the card issuer. I have indicated below the reason for the dispute and the requested performance by the merchant/card issuer.

_____1) I did not make nor authorize the above transaction. (Please indicate the whereabouts of your credit card).

~~_____2) There is a difference in the amount I authorized and the amount I was billed. (Copy of your charge must be enclosed.)~~

_____3) I only transacted one charge and I was previously billed for this sales draft. Date of previous charge_____. (Copy attached)

_____4) The above transaction is mine but I am disputing the transaction. (Please state your reasons why in detail and the action required by merchant and/or card issuer.)

~~_____5) I have received a credit voucher for the above transaction, but I have not received this merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below.~~

MPO RESOLUTION 2025-XX

**A RESOLUTION OF THE PALM BEACH METROPOLITAN PLANNING
ORGANIZATION (MPO) AMENDING THE PERSONNEL HANDBOOK**

WHEREAS, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the MPO has adopted personnel rules and regulations, commonly referred to as the Personnel Handbook, to ensure that employees and prospective employees are treated in a manner consistent with applicable employment laws and regulations; and

WHEREAS, the Personnel Handbook establishes employment policies and procedures, including salaries, benefits, paid leave, and travel; and

WHEREAS, since the Personnel Handbook was last updated, there have been changes in federal and state employment laws, as well as changes to the MPO's operational standards, necessitating a revision to the Handbook; and

WHEREAS, the Personnel Handbook amendment, attached as "Exhibit A," is being proposed by MPO General Counsel and staff to clarify language to ensure legal consistency, align reimbursements with federal and state policies, and limit paid parental leave eligibility to employees with at least one year of service; and

WHEREAS, the Updated Personnel Handbook supersedes all existing MPO personnel policies;

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:

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

SECTION 2. The MPO Governing Board hereby approves the revised Personnel Handbook attached as "Exhibit A." The amendment sets forth new text, which is underlined, and deletes existing text with ~~stricken through~~ language.

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 30th day of October 2025.

PALM BEACH METROPOLITAN PLANNING
ORGANIZATION

By: _____
Councilmember Chelsea Reed, Chair
MPO Governing Board Chair

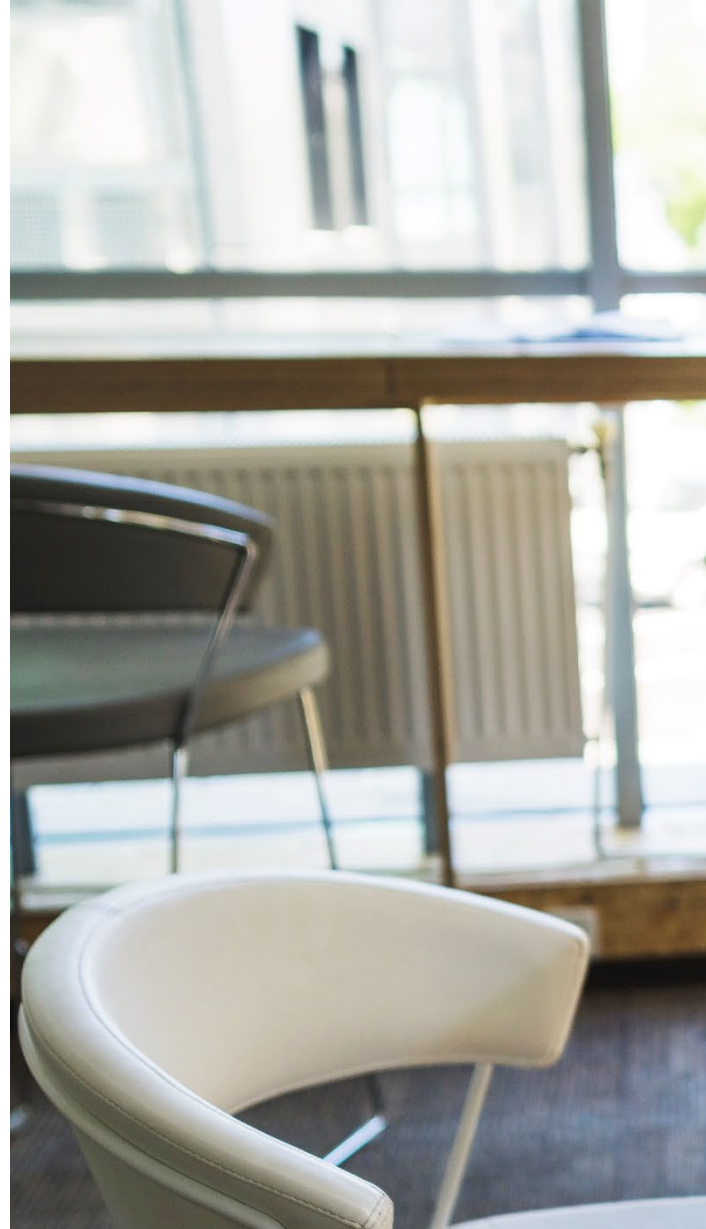
ATTEST:

Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, MPO General Counsel

Personnel Handbook



PALM BEACH
Metropolitan Planning
Organization

Introduction

The Palm Beach Metropolitan Planning Organization (MPO) is federally recognized as part of the Miami Urbanized Area Transportation Management Area (TMA) within Palm Beach County. The MPO operates under an Executive Director – MPO Governing Board form of administration. The MPO Governing Board is comprised of 21 locally elected officials - 15 elected officials from the county's 13 largest municipalities, five of the seven Palm Beach County Commissioners, and one Port of Palm Beach Commissioner. The MPO Governing Board's major functions include adopting resolutions; adopting a budget; appointing an Executive Director; and establishing personnel and compensation policies for MPO employees. The Governing Board also makes appointments to various advisory boards and committees. The Governing Board members are not employees of the MPO, so their actions are not governed by this document.

The purpose of this Personnel Handbook is to advise MPO employees of the policies and benefits of employment which enable the MPO to function effectively. While this Handbook includes a capacious amount of information, it may not cover all topics or areas of concern. If employees have any additional questions regarding their employment, those inequities must be directed to the Executive Director. It is the employee's duty to read and understand all contents of the Personnel Handbook.

The Executive Director has overall responsibility for the administration of the Personnel Handbook. The Executive Director is responsible for clarification and interpretation of any of the policies and procedures contained herein. The Executive Director may, at any time, interpret the Personnel Handbook and develop procedural rules and other personnel policies.

For all provisions of this handbook referencing Federal or State law, any changes thereto shall be incorporated herein. Failure on the part of any employee to follow these rules, policies and procedures will subject an employee to disciplinary action. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or to constitute a contract of employment between the MPO and the employee. The provisions of this handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the MPO's sole discretion.

Notwithstanding any provision herein to the contrary, any interpretative action or administrative decision made pursuant to this Handbook by the Executive Director shall not exceed the expenditures allocated in the MPO Board-approved budget and/or in any other applicable MPO Board-established economic parameters, unless a supplemental appropriation of excess revenues/fund balance or a budget transfer or reallocation has been approved.

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Section 1. General Information

1.1 Purpose

The purpose of the Personnel Handbook (Handbook) is to document the terms and benefits of employment with the Palm Beach MPO and to establish procedures which will govern administrative actions concerning various personnel activities and transactions.

1.2 Authority

The Palm Beach Metropolitan Planning Organization (MPO) has been established by interlocal agreement; is operated pursuant to 23 CFR 134, 49 CFR 5303-5305, and Section 339.175, F.S.; and is empowered to employ personnel.

1.3 Applicability

This Handbook is applicable to all employees of the MPO. It is the employee's responsibility to become familiar with and follow the MPO's policies and procedures, and to contact their supervisor or the Executive Director if uncertain about any information contained in this Handbook. Recognition of this responsibility is a term and condition of initial and continued employment with the MPO.

If any area of the Handbook is in direct conflict with the contract for the staff position of Executive Director, the contract shall prevail for the Executive Director position. The Handbook shall not apply to non-employees such as board members, advisory committee members or individuals retained by the MPO via contractual or vendor arrangement unless expressly stated. To the extent that there is a conflict between this Handbook and previous handbooks, procedures, policies or rules, this Handbook controls.

None of the provisions should be interpreted as creating a contractual relationship or giving any employee the right to be retained as an employee or to receive any benefits.

1.4 Amendments

- A. Amendments, changes, or revisions to Sections 1 and 2 of the Handbook, may only be amended or modified by the Governing Board pursuant to their adopted by-laws. The Executive Director shall present to the Governing Board such rules, regulations, policies, and changes in Sections 1 and 2 thereto as are necessary for the effective administration of the Handbook.
- B. Section 3, MPO Employment Procedures, may be amended, modified, or rescinded by the Executive Director from time to time, with or without notice, as deemed necessary and appropriate.
- C. All amendments, changes and revisions of the Handbook will be distributed to all MPO employees.

1.5 Compliance with Federal and State Laws and Regulations

It is the policy of the MPO to operate in compliance with all applicable federal and state laws and regulations, including but not limited to the following:

- A. The Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA offers protections for employees that improve portability and continuity of health insurance coverage. This legislation provides protections for the privacy of employee's protected health information. Protected health information does not pertain to all health information; it only includes information that the employer receives directly from a medical facility, doctors' office and/or the health insurance carrier.
- B. The Americans with Disabilities Act of 1990 (ADA) and all amendments. Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship to the MPO. This policy governs all matters related to recruitment, advertising, initial selection of employment, and all other aspects of employment including, but not limited to, compensation, promotion, demotion, transfer, lay-offs, terminations, leave of absence, and training opportunities.
- C. Title VII of the Civil Rights Act of 1964, as amended, for all current and prospective employees without regard to race, color, religion, sex (including pregnancy), national origin, or any characteristic protected by law. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship to the MPO. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the MPO will be based on merit, qualifications, and abilities.
- D. Chapter 112, Part III, F.S., related to code of ethics for public officers and employees.
- E. Chapter 119, F.S., related to public records.
- F. Chapter 295, F.S., related to Veteran's Preference in hiring, promotional opportunities, and layoff retention.
- G. Section 386.201-2-215, F.S., related to indoor air and tobacco smoke.
- H. Chapter 440, F.S., related to Workers' Compensation. All MPO employees are covered, and such coverage begins immediately upon employment.
- I. Section 440.101-101.1025, F.S., and Rules 69L-9.015 and 59A-24, F.A.C., related to maintaining a "DRUG FREE" workplace.
- J. Section 760.01-.11, F.S., referred to as the Florida Civil Rights Act.

- K. Section 768.095 F.S., allowing an employer to disclose information about a former or current employee to a prospective employer without liability.
- L. Section 784.048, F.S., related to harassment in the workplace.

1.6 Administration

- A. The Executive Director shall be responsible for the overall administration and technical direction of the MPO's personnel system. The Executive Director is responsible for clarification and interpretation of any of the policies and procedures herein.
- B. General responsibility and authority for the administration of agency personnel practices is vested in the Executive Director with the specific exclusion of matters and appointments reserved to the Governing Board as set out by its by-laws, regulations, and statutory law.
- C. The Finance & Operations Manager, under the Executive Director's direction, will establish the accounting policies and procedures in order to provide accurate payroll calculations and to provide controls, such as timecards, payroll certifications, *etc.*, necessary to meet fiscal and auditing compliance standards in relation to personnel pay and benefit programs.
- D. Supervisors are responsible for the proper and effective implementation of these policies and procedures regarding their respective subordinates.

1.7 Open Door Policy

The MPO promotes an atmosphere where employees can speak openly and honestly with management staff. All employees have the right to discuss freely with management any matter relating to their employment.

Section 2. Employment Policies

2.1 Employees

- A. The Governing Board shall hire the Executive Director via employment contract.
- B. The Executive Director shall propose the total number of employees for Board approval as part of the MPO's budget. The Executive Director shall hire all employees.
 - 1. Full-time employee means an employee who is regularly scheduled to work a 40-hour workweek.
 - 2. Part-time employee means an employee who is regularly scheduled to work less than a 40-hour workweek. Employee leave benefits are prorated for employees who work fewer than a 40-hour but at least a 30-hour workweek, and no employee benefits are provided for employees who regularly work less than a 30-hour workweek.
 - 3. Temporary employee means an employee hired for a specified project or time frame. The scheduled workweek can range from 5 to 40 hours per week. Employees in this category do not receive benefits.
- C. All employees are employed at-will, meaning that either the MPO or the employee may terminate the employment relationship at any time for any reason, with or without cause.
- D. All employees are classified as Exempt or Non-Exempt by position definition pursuant to the Fair Labor Standards Act (FLSA).
- E. Employees classified as exempt employees will receive a salary which is intended to compensate them for all hours they may work. This salary will be established at the time of hire or when the employee becomes classified as exempt. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the exempt employee performs.
 - 1. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.
 - a. Exceptions: unless state law requires otherwise, an exempt employee's salary can be reduced for the following reasons:
 - Full-day absences for personal reasons;
 - Full-day absences for sickness or disability;
 - Full-day disciplinary suspensions ~~for infractions of the Manual~~;
 - To offset amounts received as payment for jury and witness fees or military pay;
 - The first or last week of employment in the event the employee works less than a full week; or,
 - Any full workweek in which the employee does not perform any work.

2. However, an exempt employee's leave bank may be deducted when such employee is absent for reasons justifying the use of accrued vacation or sick leave in accordance with these rules and regulations.
 3. In the event of abuse of the MPO's leave policy, which shall be defined as regularly reporting to work after the start of the workday or leaving prior to the end of business, employees shall be disciplined as set forth in Section 3.5, S herein.
 4. If an employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to their direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed for any improper deduction made.
- F. Employees classified as non-exempt will be paid on an hourly basis based on a rate established by the MPO. For the purposes of computing overtime, only hours actually worked by employees shall be used. Therefore, no leaves of absences (*i.e.*, sick, vacation, holiday, bereavement, *etc.*) will be used to compute overtime.

2.2 Salary

- A. The salary and any supplemental employee benefits for the Executive Director shall be set by the Governing Board and memorialized via employment contract.
- B. The salary and any supplemental employee benefits for employees shall be ~~set~~ determined by the Executive Director, consistent with the budget approved by the Governing Board. Periodic salary reviews and adjustments are at the sole discretion of the Executive Director. ~~Salary is subject to funding appropriation by the TPA Governing Board within the TPA's budget.~~
- C. The Executive Director may ~~implement~~ propose annual adjustments to employee salaries based on Cost-of-Living Adjustments (COLA) and/or Performance Reviews, provided such adjustments are within the approved budget. COLA will be based on Consumer Price Index (CPI) data published by the United States Department of Labor, Bureau of Labor Statistics. All salary adjustments are subject to budget availability. ~~CPI is a measure of average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. All annual adjustments are subject to budget availability as approved by the TPA Governing Board.~~

2.3 Employee Benefits

- A. Insurance
 1. The MPO shall provide eligible employees the opportunity to purchase group ~~hospitalization, medical, and dental~~ health insurances for both the employee and any eligible dependent(s). MPO subsidy rate(s) for insurance premiums shall be developed through a review of budget availability and shall be subject to approval by the MPO Governing Board.

2. The employee portion of the monthly insurance premiums shall be split in half and automatically paid twice per month through payroll deductions. If the employee separates from employment with the MPO before the second half is paid, the entire employee portion of the monthly premium shall be deducted from the first paycheck of the month.
3. The MPO shall provide employees the opportunity to purchase additional ~~short-term and long-term disability~~ insurances at negotiated group rates through the MPO's insurance carrier.
4. The MPO shall provide paid life and accidental death and dismemberment insurance premiums for employees (annual salary rounded to the nearest \$1,000 up to \$175,000)~~\$25,000 life and \$15,000 accident~~ at no cost to the employee. The MPO shall provide employees the opportunity to purchase supplemental life insurance for employees and eligible dependents at negotiated group rates through the MPO's insurance carrier.
5. Employees are eligible for MPO subsidized health insurances (medical, dental, vision) while in a pay status at any time during the month. If an employee is out of pay status for the entirety of the month, they will be responsible for the whole premium.

B. Retirement Savings

1. The MPO is a participant in the Florida Retirement System (FRS), a state-administered retirement program for employees who are employed in regularly established positions. Enrollment and participation in the FRS program is mandatory.
2. The MPO shall provide employees the opportunity to participate in a 457 deferred compensation plan through optional payroll deductions.
3. The MPO may provide all employees the opportunity to participate in retirement savings plans and programs, as they may be adopted.

C. Transportation

It is the policy of the MPO to be a regional leader with regards to alternate commuter modes of transportation to alleviate congestion on area roadways. To assist employee travels to and from work, the MPO provides parking at no cost to the employee; and reimbursement of mass transit costs (*i.e.*, bus fares and/or rail fares); ~~and a bicycle commuter reimbursement incentive of actual costs of using a bicycle for commuting purpose.~~ Employees may select the option that best fits their needs; ~~The employee may choose the most advantageous option;~~ however, certain positions may be required to use of a personal vehicle to perform job-related duties (e.g., attending off-site meetings).

1. The MPO will provide employee parking at a nearby available parking facility for ~~those~~ employees ~~wishing~~ who choose to drive a personal vehicle to work.

2. The MPO will provide reimbursement for the cost of mass transit passes (bus and/or rail) used for commuting ~~use of public transit for employee travels to and from work~~, consistent with the limits of this benefit as determined by the Internal Revenue Service (IRS).
3. ~~The TPA will provide reimbursement for actual costs incurred to use a bicycle to commute to work, consistent with the limits of this benefit as determined by the IRS. Additionally, the~~ MPO will provide on-site bicycle parking for employees.

D. Tuition Reimbursement

1. The MPO encourages all regular, full-time employees to pursue educational opportunities to the fullest extent possible. Such opportunities include both job-related education and/or self-improvement courses and programs that are job-related and, in the judgment of the employee's supervisor, increases the employee's potential contribution to the MPO. Accordingly, prior approval must be obtained to ensure reimbursement under this policy upon completion of the course.
2. The MPO has established a tuition reimbursement program to help its employees defray the costs associated with the course of instruction or degree that directly relates to the employee's current position, a similar MPO position, or to a higher-level position within the MPO to which the employee could reasonably aspire through promotion. The tuition reimbursement program is available to eligible employees who have been employed by the MPO full-time for at least six (6) months. The maximum amount available per employee shall be \$2,500 yearly for graduate courses and \$2,000 yearly for undergraduate, subject to budget availability.
3. The Finance Department shall be responsible for maintaining all records associated with this program. This includes, but is not limited to, receiving the Tuition Reimbursement Request for and all supporting documentation.
4. Employees that elect to participate in this program are required to earn a grade of B or better to be eligible for the reimbursement.
5. Additionally, employees are required to continue to work for the MPO for one year following receipt of a tuition reimbursement. Any tuition reimbursement program participant who elects to terminate MPO employment or is terminated due to gross misconduct within one-year of course or program completion shall repay the MPO the total value of the tuition reimbursement, either directly or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.
6. Except where such training is required, participation in the tuition reimbursement program is voluntary. Classes must be attended on the employee's own time unless permission is granted by the Executive Director.

7. There will be no duplicate payments for the same coursework. If the course or training is reimbursable under another program (*e.g.*, scholarships, grants, or any other form of assistance), the provisions of this program do not apply.
8. To receive reimbursement, the employee must, within thirty (30) calendar days after published course completion date, provide the Executive Director with receipts of tuition and evidence of satisfactory completion of courses taken.
9. Eligible courses must be completed at an accredited institution, as listed at the Department of Education's Database of Accredited Postsecondary Institutions and Programs (DAPIP).
10. Employees are eligible for a maximum reimbursement of one degree at each level (*i.e.*, one bachelor's degree, one master's degree).

~~E. Cell Phone Stipend~~

~~The TPA may provide select employees with a cell phone stipend to ensure continued access, at the discretion of the Executive Director.~~

2.4 Paid Leave

A. Holidays

1. MPO employees will be allowed holiday leave with pay on the following recognized holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25 and either the workday immediately preceding or immediately following

2. If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.
3. If a holiday occurs during an employee's vacation period, the holiday is not charged against vacation leave.
4. Employees must be in a pay status the scheduled workday before and after a holiday to be granted holiday pay.

5. For those employees working part-time, holiday pay will be computed according to the ratio that the employee's normally scheduled workweek bears to a 40-hour workweek. Contractual employees and interns will not be paid for official holidays.
6. Employees on Workers' Compensation receive the Workers' Compensation rate on a holiday.

B. Vacation Leave

1. Accrual of Vacation Leave

- a. Vacation leave accrual for full-time employees is as follows:

<u>Employee Tenure</u>	<u>Days Earned Per Year</u>	<u>Hours Earned per Pay Period</u>
Year 1	12 days	3.7 hours
Years 2+	15 days	4.6 hours
Years 6+	18 days	5.5 hours
Years 10+	24 days	7.4 hours

- b. Part-time employees will earn prorated vacation hours based on their scheduled hours per week. Part-time employees can calculate the amount of vacation hours they will accrue each pay period by dividing their scheduled hours per week by forty (40) and multiplying the result times the vacation hour's accrual of a full-time employee.
 - c. The maximum carried accumulation of vacation leave is 400 hours with the excess being forfeit as of January 1 of the following calendar year.
 - d. Employees will not accrue vacation leave in any biweekly pay period in which more than one-half of their biweekly schedule is reported as Leave Without Pay (LWOP).
 - e. A new employee shall start accruing vacation leave after one (1) full pay period.
2. Employees will be paid for 100 percent of accrued vacation leave upon termination. In the event of the death of an employee, payment for accrued vacation leave will be made to the employee's beneficiary, estate, or as provided by law. The effective date of payment of all accrued leave will be issued on the next regular pay date following the pay period in which employment terminated.

C. Sick Leave

1. Accrual of Sick Leave

- a. Sick leave is earned biweekly and the accrual rate per pay period is calculated as five (5) percent of an employee's scheduled hours per pay period, not to exceed four (4) hours per pay period.

- b. The maximum accumulation of sick leave is 480 hours with the excess being forfeit as of January 1 of the following calendar year.
 - c. Employees will not accrue sick leave in any biweekly pay period in which more than one-half of their biweekly schedule is reported as LWOP.
 - d. A new employee shall start accruing sick leave after one (1) full pay period.
2. Employees will be paid for ten (10) percent of accrued sick leave upon termination, provided they leave in good standing. In the event of the death of an employee, payment for one hundred (100) percent of accrued sick leave will be made to the employee's beneficiary, estate, or as provided by law. The effective date of payment of all accrued leave will be issued on the next regular pay date following the pay period in which employment terminated.

D. Compensatory Time ("Comp Time") For Non-Exempt Employees

1. At the discretion of the Executive Director, Non-Exempt employees may be granted time off with pay in lieu of overtime for any hours worked over 40 hours in a work week. Positions classified as Non-Exempt will accrue Comp Time at the rate of 1.5 hours per 1 hour worked. Non-exempt employees will be paid for 100 percent of accrued comp time prior to any change in pay rate or upon termination.

E. Bereavement Leave

If a death occurs in the employee's immediate family, the employee will be granted three (3) days of bereavement leave with pay. The employee will be granted one (1) additional day, for a total of four (4) days, if required to travel outside of the State. Such leave must be used consecutively, during which the employee would otherwise have worked, and within a reasonable time of the death or funeral service. It is the responsibility of the employee's supervisor to verify requests for bereavement leave. Any additional time needed will be charged against sick leave, or if the employee has no accumulated sick leave, to vacation leave followed by leave without pay.

- 1. "Immediate Family" in this context includes spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepmother, stepfather, stepsister, stepbrother, stepchild, grandchild, grandparent, step-grandparent, daughter-in-law, and son-in-law. The definition of "immediate family" extends to qualified domestic partnerships as well.
- 2. The MPO reserves the right to request all pertinent information including deceased relative's name, employee's relationship to the deceased, the name and address of the funeral home, and the date of the funeral.

F. Paid Administrative Leave

Paid Administrative Leave will be used in the event of an office closure; the time off from scheduled work will not require the use of accrued leave.

G. Unpaid Administrative Leave

1. Any employee who cannot perform the essential functions of their position or charged with a crime may be placed on an unpaid leave until they can demonstrate job fitness or until such charge is dismissed by the prosecuting authority or until a decision settling the case is rendered. In accordance with Section 3.5, employees are required to inform the Executive Director of an indictment, information or charge.
2. An employee who is placed on unpaid administrative leave for a criminal issue pursuant to this section shall be afforded an opportunity to meet with the Executive Director to discuss the circumstances of the arrest, indictment or information. The meeting shall afford the employee the opportunity to explain the circumstances so that the Executive Director may, in their sole and exclusive discretion, determine the appropriate course of action, which may include, but is not limited to: continuing the leave without pay; converting the unpaid leave to one with pay pending further inquiry; reinstating the employee with back pay; and/or any other action.
3. Notwithstanding any limitations on the length of leave set forth elsewhere, unpaid leave under this Section may continue until the employee can demonstrate job fitness or through the resolution of the criminal proceedings related to the arrest, indictment or issuance of an information, or until such time as an administrative determination is rendered.

H. Military Leave

1. Leave of absence for military training and duty will be granted in accordance with Florida and Federal law.
2. Military pay requirements for training and active duty will be granted in accordance with Florida law.

I. Jury Duty and Witness Duty

1. Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness in a case unrelated to the MPO when legally required unless the employee is the plaintiff or defendant. Employees are required to submit a copy of the summons or subpoena to appear in court to their supervisor before such leave is granted.
2. Compensation for jury duty is contingent upon the provision of proof of jury service, which must be supplied by the applicable court. An employee who is released from work shall return directly to work if any time remains during the regular work day.

3. Employees may use their accrued leave, in accordance with MPO policies, to act as a witness at trial or deposition or to attend proceedings in connection with a personal or non-MPO related legal action. The employee must submit documentation of the proceedings, including any notice or subpoena compelling the employee's appearance at deposition, hearing or trial.

J. Conference Attendance

1. The Executive Director may grant conference attendance with pay, together with necessary and reasonable travel expenses, in order for employees to attend conferences, seminars, and similar events designed to improve efficiency and job knowledge considered to be in the best interest of the MPO.
2. Staff time attending a conference will be treated as hours worked unless all of the following conditions apply: the attendance is outside the employee's shift; the attendance is voluntary; the training is not directly related to the employee's job; and the employee does not perform productive work while attending the conference.
3. In any workweek in which an employee attends an approved conference, their weekly schedule will follow the conventional 5-day/8-hours per day schedule.

K. Parental Leave

1. The purpose of paid parental leave, also known as maternity/paternity leave, is to enable eligible employees to care for and bond with a newborn, newly adopted, newly placed foster child, or with a child newly placed in the employee's guardianship, or in loco parentis (qualified placement). The paid parental leave program is available to both male and female eligible employees who have been employed by the MPO full-time for at least ~~six (6)~~ twelve (12) months.
2. An "eligible employee" includes a mother, father, stepparent, legal guardian, individual who is in loco parentis, or certified domestic partner of the parent at the time of the birth or date of the adoption or placement of the child.
3. Eligible employees will be granted a maximum of six (6) consecutive weeks of paid parental leave.
4. Employees must provide at least 30 days' advance notice before requesting Parental Leave if foreseeable based on an expected birth, placement for adoption or foster care, etc. In the case of intermittent Parental Leave, the employee must make a reasonable effort to schedule the leave so as not to unduly burden the MPO's operations.
5. In no case will an employee receive more than one period of paid paternal leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualified placement event occurs within that 12-month period.

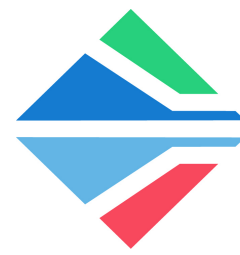
6. Employees are required to return to work for one year following use of the paid parental leave. Further, any employee who fails to return to work shall repay the MPO in an amount equivalent to the value of the paid parental leave taken, either directly or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.
7. Upon termination of employment with the MPO, an employee will not be paid for any unused paid parental leave.

2.5 Travel

- A. Applicability. The travel policy applies to all staff traveling on official business paid for by the MPO.
- B. Authorization. ~~The TPA Governing Board Chair must authorize travel by the Executive Director.~~ The Executive Director must authorize travel for all staff. Travel must be authorized in advance of the travel occasion to be eligible for payment. Travel by the Executive Director shall be reviewed and approved by the Finance and Operations Manager to ensure accuracy and budget compliance. The number of individuals traveling to any one event shall be monitored and limited to maintain the local operational capacity of the MPO and to maximize the beneficial purposes of the travel occasion for the MPO.
- C. Travel Costs. All authorized parties traveling on official business for the MPO are expected to seek advanced registration discount rates, to travel by the most economical and efficient means to/from the travel occasion, and to select reasonably priced lodging accommodations for the travel occasion.
 1. Registration. The MPO shall pay actual registration costs for authorized travel either by direct payment to the vendor or as a reimbursement for traveler-paid registration fees.
 2. Transportation. The traveler must compare the cost and time associated with means of travel by personal vehicle, travel by rental car, travel by public or private surface transit, and travel by commercial or general airplane. The MPO will pay or reimburse the traveler for the most economical (cost) and efficient (time) travel option to/from the event, even if the traveler elects to use another option. The Traveler is responsible for providing the full cost comparisons at the time of the travel request. Travel by personal vehicle shall be reimbursed utilizing the federal mileage rate, as amended from time to time.
 3. Lodging Expenses. The traveler is expected to plan in advance and with sufficient notice to stay on the premises for a travel-related event. The MPO will pay or reimburse up to the amount for the standard room accommodation or lowest cost option available in the negotiated event room block. In such cases where the negotiated room block rate is not available or does not exist, the traveler must compare the available lodging within a 3-mile radius and select the most economical and efficient alternative. Exceptions to these

requirements may be made by the Executive Director on a situational basis based on safety, meeting events, and/or logistics.

4. Meal Allowances. The MPO shall pay for meals when travel occurs during meal times: 1) for all overnight travel events, and 2) for same-day travel to a destination at least 100 miles away from the MPO office. The payment shall be in the following amounts:
 - a. Breakfast: \$10.00
 - b. Lunch: \$15.00
 - c. Dinner: \$30.00
5. Incidental Travel Expenses. The MPO shall reimburse for incidental travel expenses including tolls, local transportation costs (cab fares, TNC fares, transit fares, bike share, *etc.*), parking, *etc.* pursuant to federal and state regulations.
6. Traveler Conduct. MPO staff and Board members are expected to attend applicable training sessions offered during normal business hours and to adhere to all travel and rules of conduct policies.
7. Travel Advances. The MPO will not authorize travel advances. The MPO will either prepay by direct payment to the vendor or pay a reimbursement to the traveler for travel-related costs.



PALM BEACH 2.A
Metropolitan Planning
Organization



DRAFT TENTATIVE WORK PROGRAM

FY 2027-2031

PREPARED BY PALM BEACH MPO
FOR REVIEW OCTOBER 2025

PalmBeachMPO.org/TIP

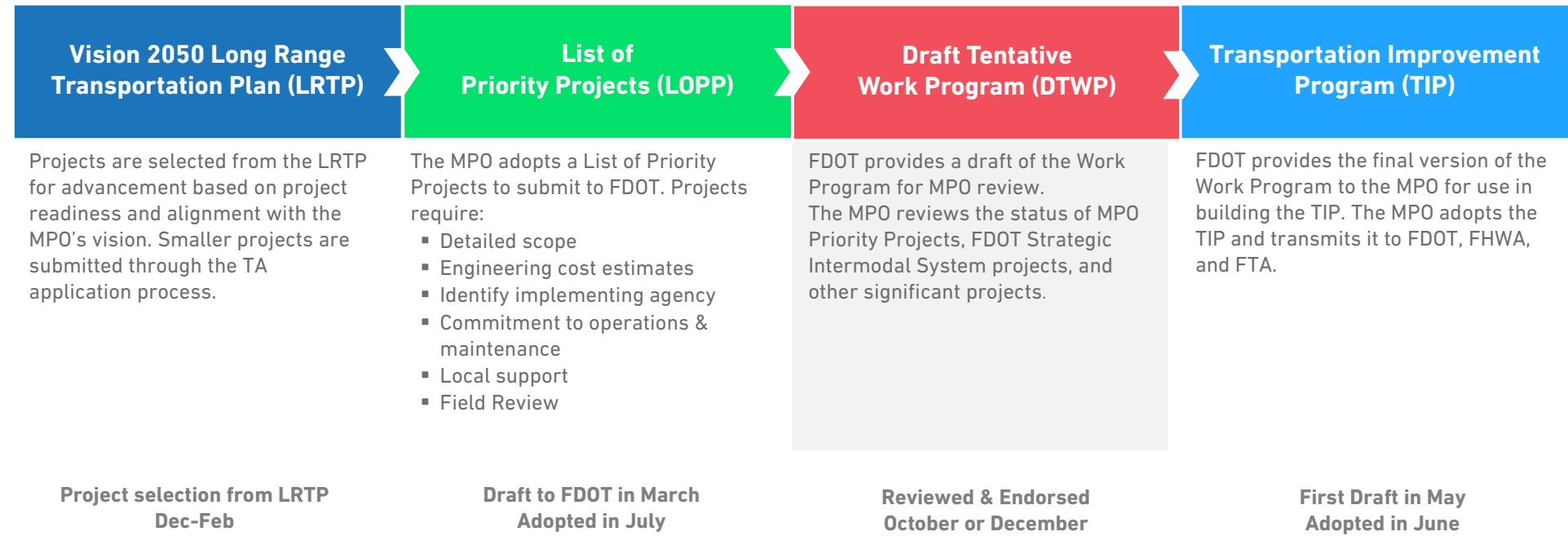
Palm Beach MPO
301 Datura Street
West Palm Beach, FL 33401

DRAFT TENTATIVE WORK PROGRAM SUMMARY

One of the primary roles of the Palm Beach MPO is the adoption of the Transportation Improvement Program (TIP) [23 C.F.R. § 450.324], a five-year program allocating anticipated revenues to transportation improvements to all modes of travel in Palm Beach County. The TIP approves transportation improvements funded by Federal and State sources and includes local sources for informational purposes. In Florida, the TIP is based on and is consistent with the Florida Department of Transportation's (FDOT) Work Program for Palm Beach County for the same time period.

The MPO must adopt an updated TIP annually [§ 339.175(8), Fla. Stat.]. The TIP for Fiscal Years 2026-2030 was adopted on June 26, 2025 and the TIP for FY 2027-2031 will be considered for adoption on June 18, 2026. Prior to adoption, FDOT works to develop a Draft Tentative Work Program for FY 2027-2031 that continues to advance projects in the previously adopted TIP and allocates funding, to the maximum extent feasible, to the Palm Beach MPO's List of Priority Projects (LOPP) that awas adopted July 17, 2025. The graphic below illustrates the TIP development process.

Transportation Improvement Program (TIP) Development Process



Role of the MPO in Reviewing the Draft Tentative Work Program

Florida requires that that each FDOT district office shall make a presentation at a meeting of each metropolitan planning organization in the district [§339.135(4)(d), Fla. Stat. (2014)] to:

1. Hear requests for new projects to be added to the district work program.
2. Hear requests for existing projects to be deleted from the district work program.
3. Determine the necessity of making any changes to projects included or to be included in the district work program.
 - § 339.135(3)(c)(3), Fla. Stat. (2014) further stipulates that the district shall provide written justification for any project proposed to be rescheduled or deleted from the district work program which project is part of the metropolitan planning organization's transportation improvement program and is contained in the last 4 years of the previous adopted work program.

To facilitate the review of the draft tentative work program according to these purposes, the MPO has created the following summary tables:

1. **MPO Major Projects**
2. **Local Initiatives Projects**
3. **Transportation Alternatives Projects**
4. **Shared Used Network (SUN) Trail Projects**
5. **Active & Under Construction Projects** (previously programmed projects that are currently active)

Projects are shown by priority year and ranking, along with the funding amount and phase. A typical project may include a Feasibility or Planning Study (PL), Project Development and Environment (PD&E) phase, a Design (PE) phase, a Right of Way (ROW) phase and a Construction (CST) phase. An explanation of all potential project phases included in the TIP is provided below.

Project Phases

CODE	NAME	CODE	NAME
ALL	All Phases	PDE	Project Development and Environmental
CAP	Capital	PE	Preliminary Engineering
CST	Construction	PL	Planning
DSB	Design Build	ROW	Right of Way Acquisition
ENV	Environmental	RRU	Railroads & Utilities

Table 1: Major Projects

Projects are predominantly on state roadways and use both federal and state funding. The MPO "oversubscribes" to ensure programming of all available funds. The MPO pursues additional fed/state sources depending on project eligibility.

Shown in \$1,000s

Year Rank	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
	--	Palm Beach MPO	MPO Planning & Administration as detailed in the UPWP	4393256 4393257 4393258	\$21,538	N/A	PL \$2,558 SU \$1,750	PL \$2,558 SU \$1,750	PL \$2,558 SU \$1,750	PL \$2,558 SU \$1,750	PL \$2,558 SU \$1,750		
04-1	FDOT	SR-7 from 60th St to Northlake Blvd	Construct new 4L road	2296646 2296645	\$106,980	\$10,684		RRU \$24	ENV CST \$473 CST \$85,989	ENV CST \$2,369 CST \$5,138			Pending litigation
04-2	FDOT	SR-7 from Okeechobee Blvd to 60th St	Widen from 2L to 4L	2296647	\$51,993	\$1,342	RRU \$3	CST \$50,211	CST \$437		CST \$1,947		Pending litigation
14-1	FDOT/ SFRTA	Passenger Rail Service on FEC	Transit Alternative Analysis to extend commuter rail service onto the FEC corridor from Broward County Line or via the Northwood Crossover; Construct Stations and Rolling Stock	4543451	\$542,100	\$1,350						ALL \$540,750	FEC easement/ access fee and O&M needed for PD&E. FDOT Feasibility Study Underway
16-1b	FDOT	Atlantic Ave from Florida's Turnpike to Cumberland Dr	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405754	\$61,449	\$10,729	ROW \$821	ROW \$6,561	CST \$40,613	awe \$2,726			
16-1c	FDOT	Atlantic Ave from Cumberland Dr to Jog Rd	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405755	\$52,015	\$11,320	ROW \$2,615	ROW \$4,295 RRU \$50	CST \$31,799	CST \$1,936			
17-1	FDOT/ Palm Tran	US-1: Camino Real Rd to Indiantown Rd	or: New enhanced transit service with associated multimodal facilities										
17-1d	WPB/ FDOT	US-1: 25th St to 45th St in West Palm Beach	Reconstruct roadway to include pedestrian and bicycle facilities and safety enhancements	4383866	\$17,260	\$578				CST \$15,516	CST \$1,165		
17-1f	FDOT/ N Palm Beach	US 1: Northlake Blvd to Parker Bridge in North Palm Beach	Lane Repurposing from 6L to 4L with shared-use paths, bicycle lanes, landscaping and furnishing zone	4383867	\$12,454				PE \$920			CST \$11,534	Requesting State, SU and TRIP funding.
17-1g	Lake Worth Beach/ FDOT	US-1: Dixie/Federal Junction to Gregory Rd in Lake Worth Beach	Speed Mitigation; Safety Improvements; Pedestrian and Bicycle Improvements; Signalization	4575581	\$8,409						PE \$863	CST \$7,546	MPO request to improve roadway jointly with RRR Project
18-1	MPO & Palm Tran /FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities										
18-1b	Palm Tran	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Construct enhanced transit shelters within existing ROW	4417584	\$5,900	\$900			CAP \$5,000				
18-1c	MPO/ FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	FDOT feasibility study based on MPO planning study recommendations	4513801	\$1,950	\$550	SU \$1,400						
18-2	MPO/ FDOT/FPL	SR-80 from SR-15 to CR-880	Add street lighting and guardrails	4417561 4535581	\$22,591	\$16,791	RRU \$15 CST \$5,785						Under Construction. In phases.
18-3	MPO/ FDOT	SR-80 Bypass/US-27 Connector from US-27 to SR-715	Construct new 2-lane road or reconstruct existing roadway	4417571 4417572	\$52,168	\$250				PDE \$1,000	PDE \$3,000	PE \$4,313 ROW \$5,000 CST \$38,605	Alternative Corridor Evaluation (ACE) underway. Long range cost estimates subject to change.

Funding: ■ State ■ Federal ■ Federal/State ■ Federal - Transportation Alternatives (TA)

Change: ■ New/Advance ■ Cost change \$2M & 20% ■ Delay

Table 1: Major Projects

Shown in \$1,000s

Year Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
19-1	MPO & Palm Tran/FDOT	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities561 Plan Transit Corridor: New enhanced transit service with associated multimodal facilities										
20-1	Boca Raton/ FDOT	Federal Hwy at Spanish River Blvd	Convert EB to SB right turn only to right/through with bike lane and mast arm conversion	4482641	\$4,991	\$279	PE \$21 ROW \$406			CST \$3,189			
20-2 & 20-4	Palm Beach County & Boca Raton/ FDOT	Atlantic Ave at Military Trl; Belvedere at Military Trl	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure. Upgrade ITS, lighting, ped signal & dection, curb ramps, and sidewalks to meet ADA.	4479441	\$4,693	\$566				CST \$4,127		Reorganized with other signal projects.	
		4480731		\$24,434	\$422	PE \$21			ROW \$3,622	CST \$20,369	Reorganized with other signal projects.		
		4481071		\$22,603	\$1,356				ROW \$5,788	CST \$15,459	Reorganized with other signal projects. ROW & CST subject to reprogramming.		
20-3	Boca Raton/ FDOT	Glades Rd/SR-808 at Town Center Blvd; I-95 NB off ramp at W Palmetto Park Rd; I-95 SB off ramp at Palmetto Park Rd; US-1 at Royal Palm Way; US-1 at Hidden Valley Blvd	Replace span wire traffic signals with mast arms and upgrade supporting infrastructure	4480641						CST \$5,037			
20-3	Boca Raton/ FDOT	US-1 at Glades Rd, NE 15th Ter, and NE	Replace span wire traffic signals with mast arms and upgrade supporting infrastructure	4481351			ROW \$149	ROW \$392	ROW \$490	CST \$5,326			
20-5	MPO/ FDOT	SR-715 from Hatcher Rd to Paul Rardin Park SR-715 from Airport Rd to SW 14th St	Construct 6' sidewalk on W side of roadway.	4479451	\$3,073	\$467				CST \$2,606		Delayed from FY 29 to FY 30	
21-1	MPO/ FDOT	Forest Hill Blvd from W of Jog Rd to Military Trl	Add roadway lighting on N side and pedestrian lighting, bus bay layover facility, enhanced crosswalks at three signalized intersections, green markings in bicycle conflict zones	4498771	\$7,244	\$670	ENV \$30				CST \$6,544		
21-2	MPO/ FDOT	Congress Ave from Lake Worth Rd to Forest Hill Blvd	Add pedestrian lighting, enhanced crosswalks at six signalized intersections, and bus stop amenities	4498791	\$9,972	\$434	ENV \$30	ROW \$92	ROW \$29		CST \$9,387		
21-3	Boca Raton/ FDOT	SR-A1A at Spanish River Blvd and Camino Real (include w/ FM 4476611); US-1 at Jeffery St, NE 32nd St, NE 20th St, Fire Station #1, NE Mizner Blvd, SE Mizner Blvd, and Camino Real; Yamato Rd at NW 2nd Ave (include w/ FM 447657.1); Glades Rd at NW 2nd Ave and Pinehurst Ln; I-95 NB Ramp at Peninsula Corp Dr; I-95 SB Ramp at Peninsula Corp Dr	Replace span wire traffic signals with mast arms and steel strain pole span wires and upgrade supporting infrastructure	4495531	\$10,269		PE \$495 ENV \$30					CST \$5,090	
				4498751			PE \$325 ENV \$30			CST \$4,298			
21-6	FDOT	Indiantown Rd at Central Blvd	PD&E to evaluate congestion mitigation alternatives with minimal adverse impacts to pedestrians, bicycles, and local businesses	4499351	\$29,884	\$3,310		PE \$986				ROW \$16,588 CST \$9,000	PD&E beginning March 2026. Consider National Highway Performance Program (NHPP) funds.

Funding: ■ State ■ Federal ■ Federal/State ■ Federal - Transportation Alternatives (TA)

Change: ■ New/Advance ■ Cost change \$2M & 20% ■ Delay

Table 1: Major Projects

Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
23-1	MPO/FDOT	US-1 from Universe Blvd to Indiantown Road	Widen existing sidewalks to shared use paths	TBD	\$10,700							\$10,700	Potential SUN Trail eligibility. Possible Resurfacing project alignment.
23-2	Palm Beach County/FDOT	Palm Beach County Traffic Signals at a various locations	Flashing Yellow Arrows	4535891	\$3,165		PE \$270				CST \$2,895		
23-3	Palm Beach County/FDOT	Palm Beach County Traffic Signals at a various locations	Signal Upgrades	4535901	\$7,949		PE \$684				CST \$7,265		
25-1	MPO/FDOT	US 27 Freight / Rail Corridor from NW 138th St in Miami-Dade County to the CSX and SCFX Rail crossing in Martin County.	Feasibility Study for freight and passenger rail.	TBD	\$1,000							PL \$1,000	Request for Feasibility Study in FY 27 using state funds. SEFTC priority.
Cost Summary					\$1,096,783	\$61,997	\$17,439	\$68,015	\$170,413	\$57,578	\$46,783	\$685,954	

Funding: ■ State ■ Federal ■ Federal/State ■ Federal - Transportation Alternatives (TA)

Change: ■ New/Advance ■ Cost change \$2M & 20% ■ Delay

Table 2: Local Initiatives Program

This program is for projects on non-state roadways that are federal-aid eligible. Funding typically comes from the \$23.8 Million/year federal Surface Transportation Block Grant (STBG) program, known locally as SU funds, allocated to the MPO for prioritization. STGB funds allocated to FDOT, known as SA, sometimes supplement the projects.

Shown in \$1,000s

Year Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
20-2 21-1 22-2	SFRTA	SFRTA - Tri-Rail Service	Purchase passenger rail cars	4481031	\$15,000	\$10,400	CAP \$4,600						
20-3	Lake Worth Beach	South East Coast Street and S. H Street	Reconstruct roadways to one-way pair with 4' designated bike lanes	4483541	\$7,889	\$5	CST \$7,884						
22-3	Palm Beach Gardens	Gardens Parkway from Alternate A1A to Prosperity Farms Road	5' designated bike lane and 8' sidewalk	4508001	\$4,625	\$5	CST \$4,620						
22-4	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 4 electric buses and install electric charging at maintenance facility	4507981	\$5,000				CAP \$5,000				
22-5	Delray Beach	Barwick Rd from Lake Ida Rd to Boynton Beach City Limits	10' shared use path and new sidewalk	4507931	\$3,361	\$5	CST \$3,356						Cost estimate and request for additional funds are pending.
22-6	Palm Tran	Countywide	Bus Stop Improvements	4507971	\$5,000				CAP \$5,000				
22-7	ITID	140th Ave N, Temple Blvd, and Hall Blvd	Seminole Speed Tables	4507951	\$627	\$5					CST \$526		Federal eligibility on hold.
23-1	ITID	140th Ave N, Temple Blvd, and Hall Blvd	Construct 10' shared use pathways and 8' pathways.	<u>4535151</u>	\$5,369							\$4,109	Federal eligibility on hold.
23-3	Boca Raton	Boca Raton Traffic Signals	Traffic Signal Updates and ITS Improvements Phase 1	4535181	\$2,039				PE \$5	CST \$2,034			
23-4	West Palm Beach	7th Street from Australian Ave to Tamarind Blvd	Construct buffered bike lanes and widen sidewalks	4535201	\$1,851				PE \$5	CST \$1,846			
23-6	Palm Beach County	Palm Beach County Traffic Signals	Signal Upgrades	4535261	\$5,293				PE \$5	CST \$5,288			
23-7	Wellington	Wellington Trace from east of Draft Horse Ln to Greenview Shores Blvd	Widen sidewalks and construct roundabout at Primrose Lane	4535191	\$2,988		PE \$5			CST \$2,759			
23-8	Palm Beach County	Palm Beach County Traffic Signals	Flashing Yellow Left & Right Turn Arrow Upgrades	4535171	\$4,693					PE \$5	CST \$2,922		
Cost Summary					\$63,736	\$10,420	\$20,465		\$10,015	\$11,933	\$3,448	\$4,109	

Funding: ■ State ■ Federal ■ Federal/State ■ Federal - Transportation Alternatives (TA)

Change: ■ New/Advance ■ Cost change \$2M & 20% ■ Delay

Table 3: Transportation Alternatives Program

This program is for non-motorized projects on or off the federal-aid eligible network. Sources of funding are from the approximately \$5.1 Million/year of the federal STBG Transportation Alternatives (TA) set-aside program, known locally as TA, that is allocated to the MPO for prioritization.
Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	< FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
21-3	ITID	Grapeview Blvd from Key Lime Blvd to 60th St and Key Lime Blvd from Hall to M-1 Canal	Construct 10' shared use path and 8' pathway	4490021	\$1,658	\$1,663					CST \$1,658		Federal eligibility on hold.
22-1	ITID	Hamlin Blvd from Hall Blvd to Grapeview Blvd; Grapeview Blvd from Hamlin Blvd to Citrus Grove Blvd; Citrus Grove Blvd from Hall Blvd to Avocado Blvd	Construct 10' shared use path and expand existing sidewalk to 8'	4507871	\$1,305	\$5					CST \$1,305		Federal eligibility on hold.
23-1	Boca Raton	NW 6th Way from South of NW 38th Drive/Circle to Spanish River Blvd	Construct 10' shared use path and include bicycle and pedestrian intersection upgrades.	4529981	\$1,401	\$5	CST \$1,396						
23-2	Palm Beach County	Camino Real from Spanish River Rd to South Ocean Blvd	Construct 7' buffered bike lanes on both sides of the road and 5 ft sidewalk on the south side	4530021	\$1,367	\$5	CST \$1,362						
23-3	West Palm Beach	Spruce Ave from 36th St to 40th St	Construct designated bike lanes, ADA curb ramps and sidewalks, new crosswalks, traffic calming, and pedestrian scale lighting.	4529991	\$1,583	\$5	CST \$1,578						
23-4	Palm Beach Gardens	Lilac St from North Military Trl to Plant Dr	Widen existing sidewalk to 10' shared use path and construct new 10' shared use path with a midblock crossing.	4530011	\$1,149	\$5	CST \$1,144						Changed to locally funded project
23-5	ITID	140th Ave North from Orange St to 61st St North and 61st St North from 140th Ave North to the M-1 Canal	Construct 8' unpaved path	4530001	\$1,004	\$5	CST \$999				CST \$999		Federal eligibility on hold.
24-1	West Palm Beach	Palm St from Lake Ave to US-1/Dixie Hwy	Construct bike lanes and ADA improvements for pedestrian facilities	4548781	\$1,974	\$5		CST \$1,969					
24-2	Boca Raton	NW 2nd Ave from Jeffrey St to Hidden Valley Blvd	Construct two-way bicycle path on east side of the road with bicycle intersection improvements	4548771	\$1,832	\$5		CST \$1,827					
24-3	Palm Beach County/Boca Raton	Camino Real from Dixie Hwy to Federal Hwy	Construct a raised bicycle lane on both sides of the road	4549511	\$1,046	\$5		CST \$1,041					
25-1	Palm Springs	NE 2nd Ave from Lake Worth Rd to Congress Ave	Construct 8' pathways and ADA improvements	4572981	\$2,598		PE \$5		CST \$2,593				
25-2	Palm Beach Gardens	N Military Trl from Garden Lakes Dr to I-95 & from from Winchester Dr to EPBC-3 Canal	Construct 12' shared use path	4572921	\$1,463		PE \$5		CST \$1,458				
25-3	Delray Beach	NE 4th Ave from Swinton Ave to NE 7th St	Traffic calming; sharrows; intersection reconstruction and speed management	4572911	\$1,698		PE \$5		CST \$1,693				
25-4	Palm Beach County	Kirk Rd from 10th Ave N to Canal 9 Rd	Construct 10' shared use path/pathway	4572941	\$1,543		PE \$5		CST \$1,538				
Cost Summary					\$20,473	\$40	\$4,356	\$4,837	\$7,282		\$3,963		

Funding: ■ State ■ Federal ■ Federal/State ■ Federal - Transportation Alternatives (TA)

Change: ■ New/Advance ■ Cost change \$2M & 20% ■ Delay

Table 4: Shared Use Network (SUN) Trail Progam

Projects must be located on the SUN Trail Network. SUN Trail projects are through a competitive state application process that must by FDOT in addition to inclusion on the MPO's List of Priority Projects (LOPP).

Shown in \$1,000s

Year	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	<FY 27	DTWP FY 2027-2031					Long Range Funding Needs	Notes
							FY 27	FY 28	FY 29	FY 30	FY 31		
2023	Jupiter	US 1 from Indiantown Rd to Village of Tequesta Limits	All project phases to close gap in SUN Trail and East Coast Greenway Network	4545791	\$6,847	\$300						\$6,847	
2023	Boca Raton	A1A from Camino Real to Beach Club Way	Feasibility Study and Design for SUN Trail Connection across the Camino Real Inlet Bridge	TBD	\$3,000							\$3,000	

Cost Summary

Table 5: Active and Under Construction MPO Priorities

The table below summarizes projects that are close to construction or are currently under construction. The list includes previously funded MPO Priorities that do not appear in the 5-Year TIP. However, the list may include some projects that still have funding in the TIP. Projects are noted until the project reaches completion.

Shown in \$1,000s

Year - Rank	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	Status
Major Projects						
14-3	FDOT	Atlantic Ave from SR-7 to E of Lyons Rd	Widen from 2L to 4L, including buffered 7' bike lanes and 6' sidewalks	2296584	\$41,204	Under Construction. Estimated Completion: Apr 2028.
16-1a	FDOT	Atlantic Ave from east of Lyons Rd to Florida's Turnpike	Widen from 4L to 6L, including 7' buffered bike lanes and 10' shared-use-paths where feasible	4405752	\$8,265	Under Construction. Estimated Completion: Apr 2028.
17-1a	Palm Tran	US-1: Palmetto Park Rd to Northlake Blvd	Implement Transit Signal Prioritization for entire corridor	4383863	\$2,000	Public meetings in 2025; implementation in 2026.
17-1b	Palm Tran/ FDOT	US-1: Palmetto Park Rd to Northlake Blvd	Construct 14 enhanced transit shelters within existing ROW	4383864	\$6,500	Design underway.
17-1c	Boca Raton/ FDOT	US-1: Camino Real to NE 8th St/Mizner Blvd in Boca Raton	Lane Repurposing from 6L to 4L between Camino Real and SE Mizner Blvd; associated multimodal facilities	4383865	\$9,390	Anticipated Construction October 2026.
18-1a	Palm Tran	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	Implement Transit Signal Prioritization for entire corridor	4417582	\$1,000	Implementation to begin in 2026.
18-1c	MPO/ FDOT	Okeechobee Blvd from SR-7 to US-1; SR-7 from Forest Hill Blvd to Okeechobee Blvd	FDOT feasibility study based on MPO planning study recommendations	4513801	\$2,000	Feasibility Study underway.
18-2	MPO/ FDOT/FPL	SR-80 from SR-15 to CR-880	Add street lighting and guardrails	4417561 4535581	\$20,341	Under Construction. Project is in phases. Guardrail programmed in FY 27.
20-6	MPO/ FDOT	SR-715 from SR-80 to W of Canal St South	Modify resurfacing project to add buffered bicycle lanes, missing sidewalk connections to SR-80 and to PB State College entrance, and roadway lighting.	4398451	\$5,661	Under Construction. Estimated Completion Aug 2025.
21-4	MPO/ FDOT	SR-7 from Glades Rd to Bridgebrook Dr	Modify resurfacing project to add sidewalk on E side and green markings in bicycle conflict zones	4476701	\$12,629	Under Construction. Estimated Completion: Aug 2026
17-1e	MPO/ FDOT	US-1: 59th St to Northlake Blvd in Riviera Beach and Lake Park	Reconstruct as 4L, add bike lanes and medians; move barrier wall on bridge to protect bike lanes;-add street lights/ped-scale lights where feasible	4383862	\$14,622	Under Construction Aug 2025. Estimated completion: Jul 2027
19-1a	Palm Tran	Lake Worth Rd from SR-7 to US-1; SR-7 from Lake Worth Rd to Forest Hill Blvd	Implement Transit Signal Prioritization	4463361	\$1,000	Implementation to begin in 2026.
21-5	MPO/ FDOT	Boynton Beach Blvd from Congress Ave to E of I-95	Modify resurfacing project and interchange capacity project to provide wider sidewalks and buffered bike lanes on both sides of roadway	4358041 4476671	\$94,874	Under construction. Estimated Completion: Jul 2028.

Table 5: Active and Under Construction MPO Priorities

Shown in \$1,000s

Year - Rank	Applicant/Lead Agency	Location	Description	Proj. No.	Total Cost	Status
Local Initiatives						
14-5	Lake Park/ FDOT	FEC Railroad Crossings Countywide	Install Safety/Quiet Zone infrastructure on FEC corridor	4353432	\$3,506	Under Construction. Estimated Completion: Fall 2025.
14-6	SFRTA	Tri Rail Northern Layover Facility: CSX tracks E of I-95 in Mangonia Park/WPB	Construct new facility to enhance O&M for existing system and support Jupiter extension	4297671 4537741 2368542	\$59,822	100% design plans and cost estimates by 2026.
15-3	Palm Tran	Various locations along existing Palm Tran bus routes	Construct 30 transit shelters	4383921	\$600	Design underway; improvements to start in early 2026
17-1 & 17-5	West Palm Beach	36th St & bridge from Australian Ave to Poinsettia Ave in West Palm Beach	Construct buffered bike lanes, pedestrian enhancements and bridge	4415701	\$18,244	Estimated Completion in 2026.
17-2	Delray Beach	Lindell Blvd from Linton Blvd to Federal Hwy/US 1	Construct sidewalks and separated bike lanes	4415331	\$12,143	Under Construction. Estimated Completion: June 2026
17-4	Palm Tran	Various Palm Tran bus stops	Replace 40 transit shelters	4415711	\$800	Design underway; Anticipated Construction: 2026.
17-6	Delray Beach	Barwick Rd from Atlantic Ave to Lake Ida Rd	Construct sidewalk on east side and shared use path on west side of roadway	4415321	\$10,446	Under Construction. Estimated Completion: June 2026
17-7	Delray Beach	Brant Bridge connector from Lindell Blvd to Brant Bridge	Construct sidewalks and separated bike lanes	4415861	\$2,540	Anticipated Construction Nov 2025.
18-2	West Palm Beach	Parker Ave from Forest Hill Blvd to Congress Ave	Install separated bike lanes, pedestrian lighting and street trees.	4443761	\$7,400	Anticipated Construction Mar 2026.
18-6	Delray Beach	Germantown Rd from Old Germantown Rd to Congress Ave	Construct sidewalks and shared-use paths	4443771	\$6,385	Anticipated Completion 2027.
19-1	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 3 electric buses and install electric charging at maintenance facility	4460981	\$4,336	Expecting first shipment of vehicles and service deployment in 2026.
19-2	Palm Beach County	Cresthaven Blvd from S Jog Rd to S Military Trl	Construct 7' buffered bike lanes and three intersection modifications	4460861	\$4,603	Design 95% complete. Anticipated Construction Fall 2025.
19-4	West Palm Beach	25th St from Australian Ave to Broadway Ave	Lane Repurposing from 4 lanes to 3, construct R/R gate enhancements, ADA upgrades, buffered bike lane/ designated bike lane, lighting improvements, sidewalks	4460901	\$7,036	Anticipated Construction Oct 2025.
20-1	Palm Tran	Palm Tran electric buses and Palm Tran Maintenance Facility (Electronics Way) charging stations	Purchase 4 electric buses and install electric charging at maintenance facility	4482951	\$5,000	Expecting first shipment of vehicles and service deployment in 2026.
20-4	Wellington	Greenbriar Blvd from Aero Club Drive to Greenview Shored Blvd.	Construct 10' shared-use path on north side of roadway. Upgrade intersections and pedestrian crossings with enhanced visibility and signage.	4482991	\$6,279	Under Construction. Estimated Completion: Jun 2027.
20-6	Royal Palm Beach	Various Locations - Residential Roads	Construct ADA Improvements - Sidewalks and Curb Ramps	4483051	\$671	Anticipated Construction Dec 2025.
21-2	Palm Beach County	Prosperity Farms from 800' N of Northlake Blvd to Donald Ross Rd	Construct 4' designated bike lanes	4498471	\$5,980	Anticipated Construction July 2026.
23-5	SFRTA	SFRTA - Tri-Rail Service	Rolling Stock - New Train	4535271	\$5,000	In procurement.

Table 5: Active and Under Construction MPO Priorities

Shown in \$1,000s

Year - Rank	Applicant/ Lead Agency	Location	Description	Proj. No.	Total Cost	Status
Transportation Alternatives						
17-1	West Palm Beach	Northmore neighborhood	Construct sidewalks and shared use pathways	4415271	\$1,325	Under Construction Aug 2025.
19-2	Boynton Beach	SE 1st St from Boynton Beach Blvd to Woolbright Rd	Construct 10' shared use path on western side of roadway	4460781	\$5,500	Anticipated Construction Nov 2025.
20-1	Lake Worth Beach	Various Locations - Local Roads	Construct ADA Curb Ramps and Sidewalk	4483011	\$1,309	Under Construction. Estimated Completion: Fall 2025
20-3	Westgate CRA/ Palm Beach County	Cherry Rd from Military Trl to Quail Dr	Construct 10-12' shared use path and pedestrian lighting on north side of roadway	4483031	\$1,209	Under Construction. Estimated Completion: Oct 2025.
20-4	Palm Tran	Countywide - 110 bus stops	Install 5' sidewalk connections and ADA bus stop enhancements	4483041	\$281	In procurement.
21-1	Palm Beach Gardens	Burns Rd from Military Trl to Alt A1A	Construct 9.5' separated two-way bicycle track	4490051	\$1,405	Anticipated Construction Nov 2025.
21-2	Boca Raton	El Rio Trail from Glades Rd to Yamato Rd	Install lighting	4489991	\$1,274	Anticipated Construction Nov 2025.
21-4	Wellington	C-8 Canal from Forest Hill Blvd to Stribling Way	Construct 10' shared use path	4490061	\$739	Anticipated Construction Nov 2025.
22-2	Palm Beach Gardens	Fairchild Ave from Fairchild Gardens Ave to Campus Dr	Construct buffered bicycle lanes and 8' pathway on south side of roadway	4508291	\$1,413	Anticipated Construction FY 2026.
22-3	West Palm Beach	49th St from Greenwood Ave to North Flagler Drive	Construct ADA curb ramps and sidewalks, traffic calming speed humps and sharrows	4508621	\$570	Anticipated Construction FY 2026.
22-4	Royal Palm Beach	Various Locations - Local Roads	Install pedestrian and bicycle network wayfinding signage	4508241	\$879	Anticipated Construction FY 2026.
22-5	Boca Raton	SW 18th Street from Military Trl to Addison Ave	Construct 10' shared use paths and missing crosswalks and sidewalks	4507841	\$415	Anticipated Construction FY 2026.
	SFRTA	SW 18th Street from Military Trl to Addison Ave	Construct 10' shared use paths and missing crosswalks and sidewalks	4507842	\$1,155	Anticipated Construction FY 2026.

MPO RESOLUTION 2025-XX

A RESOLUTION ENDORSING THE FY 2027-2031 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) DRAFT TENTATIVE WORK PROGRAM

WHEREAS, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the MPO adopted the List of Priority Projects (LOPP) on July 17, 2025, and submitted that list to the District 4 office of the Florida Department of Transportation (FDOT) by August 1, 2025, pursuant to s. 339.175(8)(b), Florida Statutes; and

WHEREAS, FDOT endeavored to cooperatively develop a Draft Tentative Work Program (DTWP) that includes, to the maximum extent feasible, the project priorities of the MPO pursuant to s. 339.135(4)(c)2, Florida Statutes; and

WHEREAS, FDOT presented the FDOT District 4 and Turnpike DTWP to the MPO Governing Board on October 30, 2025, to determine the necessity of making changes to projects included or to be included in the DTWP and to hear requests for new projects to be added to, or existing projects to be deleted from, the DTWP pursuant to s. 339.135(4)(d), Florida Statutes; and

WHEREAS, FDOT District 4 and the Palm Beach MPO have coordinated throughout the development of the Work Program to fund MPO Priorities to the maximum extent feasible.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:

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

SECTION 2. The MPO Governing Board hereby endorses the FY 2027-2031 Draft Tentative Work Program and requests FDOT coordinate with the MPO to find additional funding sources to advance MPO priorities; and

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 30th day of October 2025.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION

By: _____
Councilmember Chelsea Reed
MPO Governing Board Chair

ATTEST:

Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Milton Collins, MPO General Counsel



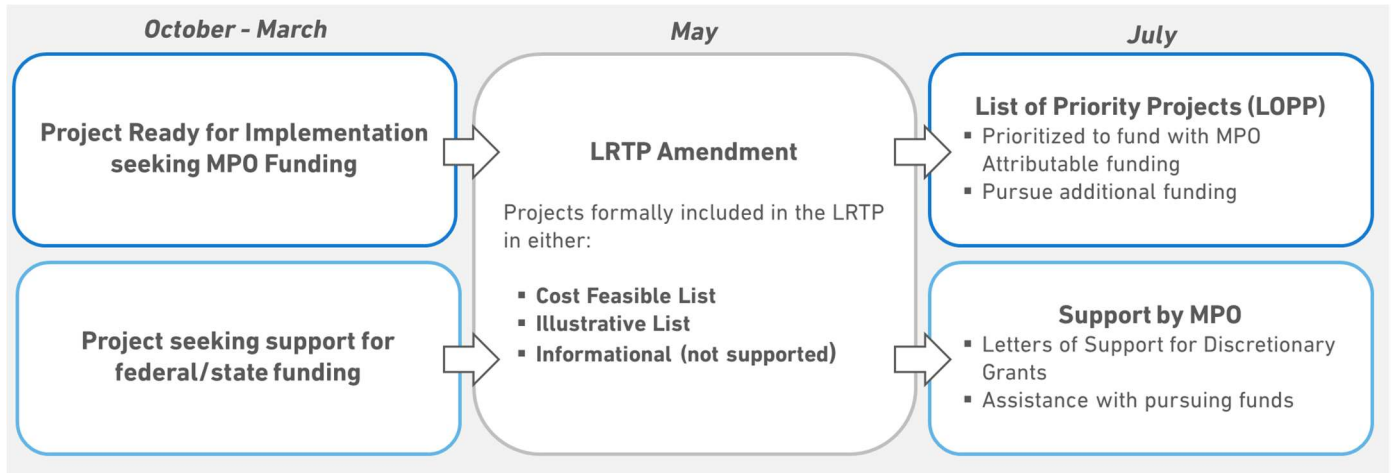
2026 Annual Call for Projects

Palm Beach Metropolitan Planning Organization

2.B

The annual Call for Projects is the formal process for submitting new or updated transportation projects to:

- Amend the Long-Range Transportation Plan (LRTP) to include projects that seek federal and state transportation funding prioritized by the MPO, or through other discretionary programs administered directly between the granting agency and the local recipient.
- Advance existing or new LRTP projects for consideration in the List of Priority Projects (LOPP), making them eligible for Metropolitan Planning Organization (MPO) attributable funding.



Comparison of LRTP and LOPP Requirements:

Requirement	Long Range Transportation Plan (LRTP)	List of Priority Projects (LOPP)
Purpose/Support	Projects seeking federal/state funding opportunities must be listed in the Illustrative Project or Cost Feasible lists of the adopted LRTP.	Projects seeking MPO Attributable Funding must be in the LRTP and “work program ready” to be prioritized for future phases.
Scope	General scope required.	Detailed scope required (including plan view/typical section concepts).
Cost Estimate	Long-range cost estimate.	Engineering cost estimate.
Scoring	General scope scored in alignment with LRTP goals and objectives.	Detailed scope scored based on detailed LRTP goals and objectives.
Environmental/ Planning Analysis	Planning-level analysis ensures no significant environmental impacts (social, natural, and physical) or, mitigation solutions are identified.	Requires letters of support from facility owners and resolutions of support from local municipalities.
Operations & Maintenance	Not specifically identified.	Ongoing operations & maintenance must be identified

Application for Ranking in List of Priority Projects (LOPP) for Major Projects

Deadline: February 13, 2026 at 5:00 PM

ANTICIPATED FUNDING FOR MAJOR PROJECTS

Estimated Available Funding:	~23.8 M/year in MPO attributable funds
Grant Reimbursement Maximum:	\$5,000,000
Grant Reimbursement Minimum:	\$500,000



2026 Annual Call for Projects

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PROJECT LOCATION AND ELIGIBILITY FOR MAJOR PROJECTS

Projects must be located on federal aid-eligible roadways or facilities (those classified as urban minor collector and above). More eligibility details: [fhwa.dot.gov/infrastructure-investment-and-jobs-act/stbg.cfm](https://www.fhwa.dot.gov/infrastructure-investment-and-jobs-act/stbg.cfm)
Projects on the state highway system (SHS) require support from FDOT before submittal.

- **Context Sensitive Roadway projects** – Intersections, Signals, Lane Repurposing or Reconfiguration
- **Safety** - pedestrian and roadway lighting, traffic calming, technology, infrastructure hardening
- **Transit capital** – Vehicle purchases, shelter construction, technology.
- **Freight** – Airport, seaport, or railway capacity improvements, truck movement improvements.

ELIGIBLE PROJECT APPLICANT (Requires [Local Agency Program \(LAP\) Certification](#))

- Local Governments and Tribal Governments
- Natural Resource or Public Land agencies
- School District or local education agencies
- Regional Transportation Authorities and Public Transit Agencies

PROGRAM REQUIREMENTS & LIMITATIONS

- Applicants are not capped on the number of project submittals to the LRTP. However, applicants to the LOPP are limited to a maximum of two (2) each year, except Palm Beach County, which may submit a maximum of six (6) applications across all departments.
- All applicants will be required to meet with MPO and FDOT staff to discuss projects for the LOPP. 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 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 resubmit the following application cycle to be considered for funding.
- All applicants must submit to FDOT and MPO staff ample and complete commentary on any project-related concerns to mitigate possible design and construction issues before inclusion in the LOPP.
- Applications must include all required documents listed in the Submittal Checklist.
- Applications will be ranked by a system derived from Long Range Transportation Plan (LRTP).
- All submitted projects must comply with the Americans with Disabilities Act (ADA) and conform with required 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. Projects utilizing 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.
- Projects facing single-family residential lots with primary access to the proposed roadway must provide proof of public outreach and support. Applicants must provide proof of notification to all directly impacted properties and documentation of at least 25% in support of the project. Projects that do not meet the required applicable support will be flagged for MPO Governing Board review.
- MPO attributable funding is available up to the designated cap for participating (reimbursable) items. Applicants include inflation factors in cost estimates. Costs associated with non-participating (non-reimbursable) items, as well as cost increases exceeding the participating amount maximum, must be covered by the local applicant. Additional cost increases should be understood before applying.
- Projects included in the MPO's Transportation Improvement Program (TIP) must document the design and permitting funds in the applicant's capital improvement program or budget.



2026 Annual Call for Projects

Palm Beach Metropolitan Planning Organization

HOW TO APPLY FOR MAJOR PROJECTS

- 1. Participate in the MPO Virtual Funding Programs Workshop on November 7, 2025 (optional)**
Learn about project eligibility, Local Agency Program (LAP) Certification, and have your specific questions answered by FDOT and MPO staff.
- 2. Attend Pre-Application Meeting with MPO and FDOT Staff (required)**
All applicants must attend a pre-application meeting with MPO and FDOT between November 10, 2025 and February 6, 2026. MPO 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.
- 5. Stay Tuned**
Follow the Program Schedule and watch for MPO and FDOT emails regarding the project application.

SUBMITTAL CHECKLIST FOR APPLICANTS TO THE LOPP

The checklist will help ensure all documents are included in your submission by the application deadline:

- ☐ Application
- ☐ Attendance and description of the project at the 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 13, 2026**)
- ☐ 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 MPO" is required (due at application deadline – **February 13, 2026**)
- ☐ Proof of public outreach and support required if proposed project modifies a roadway that provides access to single family residential lots. **NOTE:** *Attendance at a council meeting for the resolution of support is not considered a public outreach meeting.*
 - Must have >25% of all landowners in support of the project, whose parcel is facing to the project.
 - 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.
- ☐ Resolution of Support from the facility owner(s) governing body indicating that the project will be constructed as proposed and is committed to fund ongoing operations and maintenance of the project, due within 60 days of the application due date (**April 24, 2026**) ([example](#)).



2026 Annual Call for Projects

Palm Beach Metropolitan Planning Organization

SCHEDULE FOR MAJOR PROJECT SUBMITTALS	
Date*	Activity and Deadline
October 30, 2025	Program Kick-off. MPO Board approves program.
November 7, 2025	Program Application Workshop. Workshop to review program application, scoring criteria, schedule, and project implementation requirements. MPO distributes program overview and application information to local agencies and opens the online application portal.
November 10, 2025 – February 6, 2026	Pre-Application Meetings. Required one-on-one meetings with MPO and FDOT representatives to discuss project specifics and clarify application requirements.
February 13, 2026	Application Deadline. All materials submitted via the online application portal by 5 p.m.
March 6, 2026	MPO Submits Draft Project List and Tentative Ranking to FDOT. MPO submits tentative project rankings to FDOT for project feasibility and eligibility determination.
FDOT/MPO VETTING PROCESS BEGINS	
Late March 2026	First Email to Applicants. After initial application review, FDOT emails applicants requesting additional clarification needed before field reviews. If ineligible, MPO to send a formal response.
Early April 2026	Applicant Responses Due. Applicants provide FDOT and MPO responses to requested clarifications.
Mid-April 2026	Field Visits. FDOT and applicants perform field reviews to ensure the potential project is constructible, requires no right-of-way acquisition, and determine if drainage is warranted.
Late April 2026	Second Email to Applicants. FDOT sends an email to applicants with comments on issues/concerns, clarifications, updated cost estimates, and/or requests for missing or updated documentation.
April 24, 2026	Resolution of Support Due to MPO. 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 1, 2026	Response from Applicants Due. Deadline for applicants to resolve outstanding eligibility issues and submit final requested documentation to FDOT and MPO.
FDOT/MPO VETTING PROCESS ENDS	
May 27, 2026	FDOT D4 returns Eligibility Determinations. FDOT sends MPO final eligibility determinations to finalize draft priority ranking.
June 18, 2026	Long Range Transportation Plan (LRTP) Amendment. Projects are amended into the LRTP before inclusion in the List of Priority Projects (LOPP).
July 1 - 2, 2026	Draft LOPP to Committees. MPO staff presents a draft prioritized list of eligible applications to committees for review and input for MPO Board consideration.
July 16, 2026	Final Priority List Approval by MPO Board. MPO Board approves final LOPP.
July 17, 2026	Submit Project Priorities to FDOT. MPO submits adopted LOPP to FDOT and notifies applicants of final priority rankings.

* Program schedule subject to change.



2026 Annual Call for Projects

Palm Beach Metropolitan Planning Organization

PROJECT SCORING FOR MAJOR PROJECTS			
CRITERIA	DESCRIPTION	VALUE	MAX
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	
	New crosswalk and/or enhancements	0.5	
Vehicular Facilities	Project includes (TSM&O) components (e.g. connected signals, cameras, vehicle sensors, etc.)	5	20
	Project reduces transit travel time	5	
	Project improves efficient movement of freight in region	5	
	Capacity project improves travel time reliability	5	
Project includes specific safety countermeasures to reduce fatal and serious injury crashes (e.g., roundabouts, speed tables, raised crosswalks or intersections, mid-block crossings, speed feedback signs, slow points, accomplish target speeds, and other traffic calming measures).		10	10
Project provides safety benefits on the designated High Injury Network		9	9
Project improves travel time reliability (transit or vehicle) on the National Highway System (NHS); to a Freight Activity Area, or on the 561 Network Corridor.		8	8
Project improves non-motorized facilities at an interchange, bridge, or railroad crossing		5	5
Project improves pedestrian/bicycle facilities in Tier 1 Ped Gap/Bicycle Corridor		5	5
Project benefits disadvantaged communities NOTE: Disadvantaged communities index within 1 mile of project.	Very High	8	8
	High	6	
	Medium	3	
	Low	0	
Project improves aging/deteriorating infrastructure or hardens/sustainably replaces at-risk or critical infrastructure.	On the NHS	5	5
	On non-NHS, federal-aid eligible facilities	3	
Project improves performance of hurricane evacuation route		3	3
Project reduces susceptibility to inundation by sea level rise and/or annual flooding		2	2
Project incorporates practical environmental measures (e.g., mitigation, pollution prevention, stormwater management, pervious materials).		5	5
		TOTAL	100
Applicant canceled a previously prioritized or funded project within the past 12 months		-5	0



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

The purpose of the Palm Beach Metropolitan Planning Agency's (MPO) Transportation Alternatives (TA) Program is to fund safe and connected infrastructure for non-motorized users. Funding for projects included in the List of Priority Projects is typically available as noted below.



ELIGIBLE PROJECT APPLICANTS

- Local and Tribal Governments
- Regional Transportation Authorities and Transit Agencies
- Natural Resource or Public Land Agencies
- School District, local education agencies, or schools
- 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).

HOW TO APPLY

1. Attend the MPO Funding Programs Workshop on November 7, 2025 (optional)

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

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

All applicants must attend a pre-application meeting with MPO and FDOT between November 2025 and February 2026. MPO will schedule these meetings with FDOT and applicants.

3. Host a Public Workshop / Meeting on the Proposed Improvements.

A standing meeting (e.g. Council or Planning board) does not sufficiently address this requirement. The meeting must be publicly advertised and open to all to attend.

4. Gather the Required Documents

Each project submittal requires an application form and supporting documents outlined in the Submittal Checklist in this packet. Missing or late documents may result in project ineligibility.

5. Submit Online via FDOT GAP Application Portal Application Deadline: February 13, 2026, at 5:00 PM

- 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.
- More resources and examples may be found at the MPO's TA webpage at: PalmBeachMPO.org/TA

6. Stay Tuned

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



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

PROGRAM REQUIREMENTS & LIMITATIONS

- An applicant may submit a maximum of two (2) applications, with the exception of Palm Beach County who may submit a maximum of six (6) applications across all departments.
- All applicants will be required to meet with MPO and FDOT staff to discuss projects for the LOPP. 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 MPO'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 resubmit 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 MPO staff 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.
- 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 MPO. 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 fronts single-family residential lots that provide primary access to the impacted roadway must provide proof of public outreach and support. Applicants must provide proof of notification to all directly affected properties and documentation supporting at least 25% of the project. Projects that do not meet this requirement will be flagged for review by the MPO Governing Board.
- 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 unidentified costs not identified in the initial application, as well as for inflation or price escalation. Applicants are required to cover these increases with local funds.
- Natural Infrastructure 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.



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

PROJECT ELIGIBILITY GUIDANCE

The following list details the eligibility for activities under the Transportation Alternatives (TA) Program.

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

Eligible Activities

- Pedestrian infrastructure such as new sidewalks, crosswalks, signals, bridges, underpasses, etc.
- Bicycle infrastructure such as bicycle lanes, parking, signals, bridges, underpasses, etc.
- Transit supportive infrastructure such as bike on-board racks, kiosks, seating, etc.
- New or reconstructed off-road trails that serve a transportation need, such as trails that provide access to schools, parks, or other public places; and associated amenities that serve trail users, such as trailheads, restrooms, benches, trash cans, watering stations, pet amenities, bicycle repair stations, wayfinding signs, security cameras, parking, trail access, etc.
- Lighting and other safety-related infrastructure related to multimodal transportation

Non-Eligible Activities

- 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: playgrounds, sports fields, campgrounds, picnic areas, etc.

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

Eligible Activities

- 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 multimodal access or safety
- Crosswalks and/or pedestrian refuge areas

Non-Eligible Activities

- Roadway lighting that doesn't benefit non-drivers
- Promotional materials (except for Safe Routes to School)
- 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
- Bus Stop Improvements (school, public transport, etc.)

Conversion and use of abandoned railroad corridors for non-motorized use

Eligible Activities: Developing rails-to-trails or rail-with-trails facilities; trailheads and associated amenities; Purchasing and constructing or reconstructing unused railroad property for reuse as a trail

Non-Eligible Activities: Trails for motorized vehicles or maintenance of an existing trail



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

Construction of turnouts, overlooks, and viewing areas

Eligible Activities: Turnouts and viewing areas at scenic or historic sites; Right-of-way acquisition

Non-Eligible Activities: Visitor centers (capital) ; Operation or maintenance; Marketing/promotional items

Inventory, control or removal of outdoor advertising

Eligible Activities: Data collection and ad removal.

Non-Eligible Activities: Administration and operating expenses.

Historic preservation and rehabilitation of historic transportation facilities

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

Non-Eligible Activities: Operating costs; facilities not open to the public; construction of replica facilities; infrastructure not related to surface transportation (air and space); and structures.

Natural infrastructure and vegetation management practices in transportation rights-of-way

Eligible Activities: Protective features, including [natural infrastructure](#), to enhance the [resilience](#) of a transportation facility otherwise eligible for assistance under this section.

Non-Eligible Activities: Standalone landscaping; planting of annuals

Archaeological activities related to impacts from transportation projects

Eligible Activities: Archaeological excavation and surveys related to a transportation project required as part of a TA project; Interpretation and display of artifacts discovered as part of a transportation project.

Non-Eligible Activities: Archaeological activities not related to transportation eligibility under Title 23 USC.

Environmental mitigation activities

Eligible Activities

- 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.
- Infrastructure to reduce vehicle-caused wildlife mortality
- Restoration and maintenance of the connectivity among terrestrial or aquatic habitats, such as surmountable curbs for turtles
- Natural infrastructure and minimizing impervious surfaces

Non-Eligible Activities

- 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

Safe Routes to School (SRTS)

SRTS projects are eligible under TA Set-Aside through FDOT. For more information on eligible activities, visit: <https://www.fdot.gov/Safety/programs/safe-routes.shtm>



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

SCHEDULE	
October 30, 2025	Program Kick-off. MPO Board approves program.
November 7, 2025	Program Application Workshop. Workshop to review program application, scoring criteria, schedule, and project implementation requirements. MPO distributes program overview and application information to local agencies.
November 10, 2025 – February 6, 2026	Pre-Application Meetings. Required one-on-one meetings with MPO and FDOT representatives to discuss project specifics and clarify application requirements.
February 13, 2026	Application Deadline. All materials submitted via the online application portal by 5 p.m.
March 6, 2026	MPO Submits Draft Project List and Tentative Ranking to FDOT. MPO submits tentative project rankings to FDOT for project feasibility and eligibility determination.
FDOT/MPO VETTING PROCESS BEGINS	
Late March 2026	First Email to Applicants. After initial application review, FDOT emails applicants requesting additional clarification needed before field reviews. If ineligible, MPO to send a formal response.
Early April 2026	Applicant Responses Due. Applicants provide FDOT and MPO responses to requested clarifications.
Mid April 2026	Field Visits. FDOT and applicants perform field reviews to ensure the potential project is constructible, requires no right-of-way acquisition, and determine if drainage is warranted.
Late April 2026	Second Email to Applicants. FDOT sends an email to applicants with comments on issues/concerns, clarifications, updated cost estimates, and/or requests for missing or updated documentation.
April 24, 2026	Resolution of Support Due to MPO. 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 1, 2026	Response from Applicants Due. Deadline for applicants to resolve outstanding eligibility issues and submit final requested documentation to FDOT and MPO.
FDOT/MPO VETTING PROCESS ENDS	
May 27, 2026	FDOT D4 returns Eligibility Determinations. FDOT sends MPO final eligibility determinations to finalize draft priority ranking.
July 1 - 2, 2026	Draft LOPP to Committees. MPO staff presents a draft List of Prioritized Projects to MPO committees for review and input before the MPO Board considers it.
July 16, 2026	Final Priority List Approval by MPO Board. MPO Board approves final LOPP
July 17, 2026	Submit Project Priorities to FDOT. MPO submits the adopted LOPP to FDOT and notifies applicants of final priority rankings.

* Program schedule subject to change.



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

TA SCORING			
CRITERIA	DESCRIPTION	VALUE	MAX
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	
	New crosswalk and/or enhancements	0.5	
Project has traffic calming elements (e.g. roundabouts, speed humps, raised crosswalks/intersections, mid block crossings, speed feedback signs, slow points, etc.)		5	5
Project improves pedestrian facilities in High Crash Ped Corridor per MPO Vision Zero Action Plan		5	15
Project improves bicycle facilities in High Crash Bicycle Corridor per MPO Vision Zero Action Plan		5	
Project provides lighting in Dark/Unlit crash location per MPO 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 disadvantaged communities NOTE: Determine disadvantaged communities index within 1 mile of project	Very High	10	10
	High	6	
	Medium	3	
	Low	0	
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
Project incorporates practical environmental measures (e.g., mitigation, pollution prevention, stormwater management, pervious materials).		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
		TOTAL	100



Transportation Alternatives (TA) Program Overview

Palm Beach Metropolitan Planning Agency

Submittal Checklist

Please use the following checklist to ensure all documents required are submitted to the GAP System:

- ☐ FDOT 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)
- ☐ Commitment Letter from administering agency's director of Engineering or Public Works Department committing to "administer and construct the project if funded by the Palm Beach Transportation MPO's TA Program" is required (**February 13, 2026**).
- ☐ Proof of a public workshop focused on the proposed improvements.
- ☐ Proof of public outreach and public support required if proposed project modifies a roadway that provides access to single family residential lots. **NOTE:** *Attendance at a council meeting for the resolution of support is not considered a public outreach meeting.*
 - Must have >25% of all adjacent landowners to the project in support who abut the project
 - 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.
- ☐ 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 24, 2026**).
Example Resolution can be found [here](#).

Project Scheduling Report – October 2025

Phases occurring within the next 90 days

Palm Beach MPO & 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 MPO has consolidated the FDOT report to focus on MPO 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 or 954.777.4208.

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

FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
SIS Capacity					
4372791	I-95 AT WOOLBRIGHT RD	Interchange - Add Lanes	FDOT	PSE Meeting	9/26/2025
4378681	SOUTHERN BLVD/SR-80 RAMPS AND SR-7/US-441	Add Turn Lane(s)	FDOT	Construction Notice to Proceed (NTP)	9/29/2025
2319321	I-95 AT GATEWAY BLVD	Interchange - Add Lanes	FDOT	Public Information Workshop	10/28/2025
4353842	I-95 AT LINTON BLVD	INTERCHANGE JUSTIFICA/MODIFICA	FDOT	Constructability Plans	11/6/2025
4355161	I-95 AT SOUTHERN BLVD/SR-80	Interchange - Add Lanes	FDOT	Agency Scope Review	12/11/2025
Major Projects					
4535581	SR-80 FROM SR-15 TO CR-880	Guardrail	FDOT	Constructability Plans	9/23/2025
4482641	US-1/SR-5 AT SPANISH RIVER BLVD	Traffic Signal Update	FDOT	Kickoff Meeting	9/24/2025
4383864	US-1/SR-5 FROM PALMETTO PARK RD TO NORTHLAKE BLVD/SR-850	Public Transportation Shelter	FDOT	Production	10/6/2025
4479451	SR-715/HATCHER RD TO PAUL RADIN PARK & AIRPORT RD TO SW 14TH ST	Sidewalk	FDOT	Initial Field Review	10/24/2025
4515792	SIGNAL UPGRADES AT VARIOUS LOCATIONS IN PALM BEACH COUNTY	Traffic Signals	FDOT	Production	11/3/2025
4498771	FOREST HILL BLVD/SR-882 FR W OF JOG TO MILITARY TRAIL	Lighting	FDOT	Execution Date (Design)	11/7/2025
4498791	CONGRESS AVE/SR-807 FROM LAKE WORTH RD/SR-802 TO FOREST HILL BLVD/SR-882	Pedestrian Safety Improvement	FDOT	Execution Date (Design)	11/7/2025
4480731	SIGNAL UPGRADES - VARIOUS LOCATIONS IN NORTHERN PALM BEACH	Traffic Signals	FDOT	Execution Date (Design)	11/26/2025
4481071	SIGNAL IMPROVEMENTS - VARIOUS LOCATIONS	Traffic Signals	FDOT	Execution Date (Design)	11/26/2025
4481351	US-1/SR-5 - VARIOUS LOCATIONS	Traffic Signals	FDOT	Execution Date (Design)	11/26/2025
4383865	US-1/SR-5 FROM CAMINO REAL TO NE 8TH ST/MIZNER BLVD	Bike Lane/Sidewalk	FDOT	Production	12/1/2025
4482641	US-1/SR-5 AT SPANISH RIVER BLVD	Traffic Signal Update	FDOT	Initial Field Review	12/19/2025
Local Initiatives Program					
4460861	CRESTHAVEN BLVD FROM JOG RD TO SOUTH MILITARY TRAIL/SR-809	Bike Lane/Sidewalk	Palm Beach County	Production	10/6/2025
4483051	VILLAGE OF ROYAL PALM BEACH VARIOUS LOCATIONS	Sidewalk	Royal Palm Beach	LAP Commitment	11/7/2025
4460861	CRESTHAVEN BLVD FROM JOG RD TO SOUTH MILITARY TRAIL/SR-809	Bike Lane/Sidewalk	Palm Beach County	LAP Commitment	12/5/2025
Transportation Alternatives Program					
4508621	49TH ST FROM GREENWOOD AVE TO NORTH FLAGLER DR	Sidewalk	West Palm Beach	Production	10/6/2025
4508241	VILLAGE OF ROYAL PALM BEACH - VARIOUS LOCATIONS	Bike Path/Trail	Royal Palm Beach	LAP Commitment	11/7/2025
4508291	FAIRCHILD AVE FROM FAIRCHILD GARDENS AVE TO CAMPUS DR	Bike Path/Trail	Palm Beach Gardens	LAP Commitment	12/5/2025
O&M - Roadways					
4438672	ALT A1A//SR-811 OVER LOXAHATCHEE RIVER BRIDGE 930339	Bridge-Repair/Rehabilitation	FDOT	Production	10/6/2025
4553871	CONNORS HWY/SR 700 NORTH OF 1ST STREET TO WEST OF SR-80	ROAD/SLOPE PROTECTION	FDOT	Production	10/6/2025
4552201	SR-9/I-95 FROM LAKE WORTH ROAD TO NORTH OF 10TH AVENUE	RESURFACING	FDOT	Agency Scope Review	10/13/2025

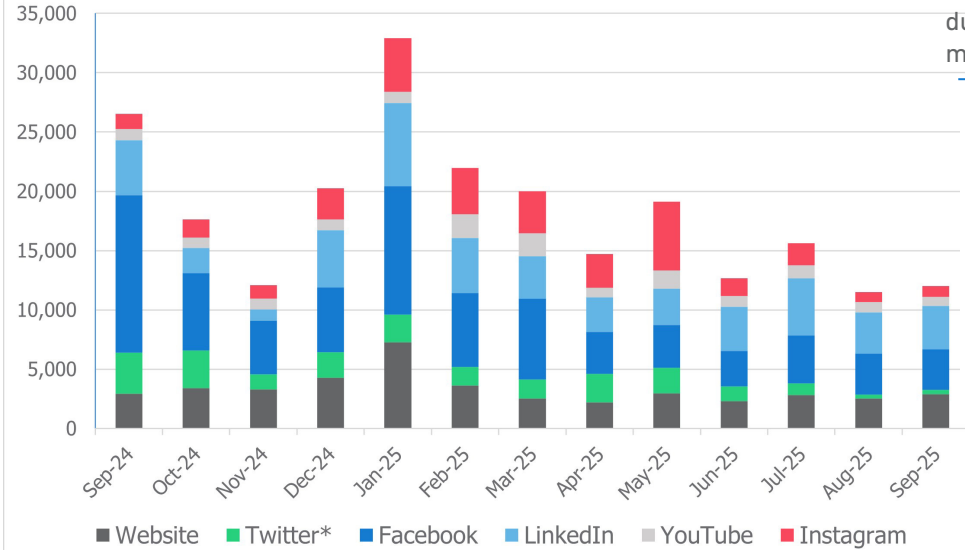
FM #	Location	Type of Work	Lead Agency	Phase Milestone	Date
4552201	SR-9/I-95 FROM LAKE WORTH ROAD TO NORTH OF 10TH AVENUE	RESURFACING	FDOT	Kickoff Meeting	10/23/2025
4498141	ROYAL PALM WAY/SR-704 FROM 4 ARTS PLAZA TO S COUNTY RD	Resurfacing	FDOT	Public Information Workshop	10/31/2025
4498141	ROYAL PALM WAY/SR-704 FROM 4 ARTS PLAZA TO S COUNTY RD	Resurfacing	FDOT	PSE Meeting	11/7/2025
4292506	PALM BEACH COUNTY PAVEMENT MARKING AND SIGNING	Signing/Pavement Markings	FDOT	Letting	11/7/2025
4484371	BOYNTON BEACH BLVD/SR-804 FROM ORCHID GROVE TRAIL TO W OF PALM ISLES DR	RESURFACING	FDOT	Construction Notice to Proceed (NTP)	11/18/2025
4498321	S FEDERAL HWY/SR-5 FROM SR-5/US-1/N DIXIE HWY TO 10TH AVE S	Resurfacing	FDOT	Production	12/1/2025
4363404	PALM BEACH COUNTY PUSH BUTTON CONTRACT TRAFFIC OPS (ROADWAY)	Miscellaneous Construction	FDOT	Production	12/1/2025
4498141	ROYAL PALM WAY/SR-704 FROM 4 ARTS PLAZA TO S COUNTY RD	Resurfacing	FDOT	Biddability	12/4/2025

Public Involvement Activity Report

September 2025

Palm Beach MPO Social Media Analytics

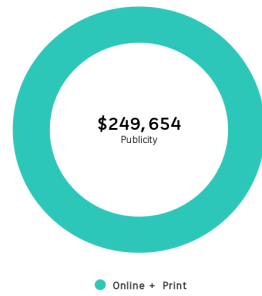
Social Media Reach



Total September Media Coverage

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

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



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

New Resource:

Crash Reporting Toolkit



The Palm Beach MPO developed a new resource this month, the Crash Reporting Toolkit, to provide guidance on the use of accurate and responsible language when describing traffic crashes. This resource is intended to support a safer and more informed transportation system by encouraging clear and objective communication.

[View the Toolkit](#)

Palm Beach Metropolitan Planning Organization

Fiscal Activity Report By Fund
FY 2025 Unaudited**Assets & Deferred Outflows**

Cash and Cash Equivalents	\$1,556,784
Accounts Receivable	\$0
Due From Other Governmental Units	\$901,020
Inventories – Materials And Supplies	\$91
Prepaid Items	\$45,065
Other Assets - Current	\$0
Total Assets & Deferred Outflows	\$2,502,960

Liabilities & Deferred Inflows

Deferred Outflow	\$0
Accounts Payable	(\$258,587)
Notes And Loans Payable - Current	(\$523)
Due To Other Governmental Units	(\$1,216,755)
Accrued Interest Payable	\$0
Accrued Salaries And Wages Payable	(\$73,046)
Other Current Liabilities	(\$10,386)
Pension Liabilities	(\$1,584)
Total Liabilities & Deferred Inflows	(\$1,560,880)

Fund Balance/Net Position

Fund Balance	\$805,754
Net Income	\$136,325
Total Fund Balance/Net Position	\$942,079

Revenues and Other Inflows

Intergovernmental Revenue	\$3,651,487
Charges for Services	\$148,611
Miscellaneous	\$57,357
Other	\$0
Total Revenues and Other Inflows	\$3,857,455

Expenses and Other Outflows

Personnel Services	\$1,131,239
Personnel Taxes & Benefits	\$503,232
Operating Expenditures/Expenses	\$2,038,497
Capital Outlay	\$48,163
Debt Service	\$0
Other Uses	\$0
Total Expenses and Other Outflows	\$3,721,130

Fund Balance/Net Position

Net Income	\$136,325
Total Fund Balance/Net Position	\$136,325