



EXECUTIVE COMMITTEE MEETING

Date: Tuesday, July 28, 2026

Time: 2:00 pm

Location: St. Lucie TPO Conference Room

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Comments from the Public**
4. **Approval of Agenda**
5. **Approval of Meeting Summary**
 - *May 22, 2025*
6. **FY 2024/25 - FY 2025/26 Unified Planning Work Program (UPWP) Tasks, Budget, and Grants End-of-Term Reviews:** End-of-term reviews of the FY 2024/25 - FY 2025/26 UPWP tasks and budget and the grants administered by the TPO.
7. **Executive Director's Performance Review:** Review of the Executive Director's performance in FY 2025/26.
8. **Recommendations/Comments by Members**
9. **Staff Comments**
10. **Adjourn**

NOTICES

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at lathoum@stlucieco.org.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access. If any person decides to appeal any decision made by the St. Lucie TPO Executive Committee with respect to any matter considered at this meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



Coco Vista Centre
466 SW Port St. Lucie Blvd. Suite 111
Port St. Lucie, Florida 34953
772-462-1593 www.stlucietpo.org

EXECUTIVE COMMITTEE MEETING

DATE: Thursday, May 22, 2025

TIME: 2:00 pm

MEETING SUMMARY

1. Call to Order

Chairman Curtis Johnson, Jr. called the meeting to order at 2:00 pm.

2. Roll Call

A quorum was confirmed with the following members present:

Members Present

Commissioner Curtis Johnson, Jr., Chairman
Terissa Aronson, Vice Chairwoman

Councilwoman Stephanie Morgan

Others Present

Kyle Bowman
Peter Buchwald
Teresa Lane
Ciara Forbes

Representing

City of Fort Pierce
St. Lucie County School District
City of Port St. Lucie

Representing

St. Lucie TPO
St. Lucie TPO
Recording Specialist
TPO Attorney

3. Comments from the Public: None.

4. Approval of Agenda

* **MOTION** by Councilwoman Morgan to approve the agenda.

** **SECONDED** by Vice Chairwoman Aronson Carried **UNANIMOUSLY**

5. Approval of Meeting Summary

· July 31, 2024

* **MOTION** by Councilwoman Morgan to approve the Meeting Summary.

* * **SECONDED** by Vice Chairwoman Aronson Carried **UNANIMOUSLY**

6. Unified Planning Work Program (UPWP) Tasks, Grants and Budget Reviews: Review the fiscal-year-to-date summaries of the UPWP tasks, grants administered by the TPO, and TPO budget and form a recommendation for the TPO Board to consider with regard to the adoption of the draft FY 2025/26 Amended Budget.

Mr. Buchwald explained that as the first fiscal year of the FY 2024/25 – FY 2025/26 UPWP and Budget nears conclusion, a year-to-date review may be conducted. He presented a Task Summary identifying the status of each of the end products programmed in the UPWP and confirmed that they are substantially completed or scheduled for presentation at the TPO Board Meeting in June. He also noted that items underlined in the Task Summary were added to FY 2025/26 to reflect the UPWP Amendments adopted by the Board in April. He then presented the costs incurred for the three grants administered by the TPO in FY 2024/25, noting that the expenses incurred are on target to be within budget. He also presented Historical and Current Budgets and Expenses, including a draft Amended Budget that incorporates the increases in the cost of Staff Salaries and Professional Services/Consultants Categories to carry out the UPWP Amendments adopted by the Board in April.

Chairman Johnson remarked that the biggest cost increase was in professional consulting services and inquired as to what triggered the increase comparing the FY 2024/25 Budget with the Amended FY 2025/26 Budget. Mr. Buchwald explained that three new projects resulting from the UPWP Amendments adopted by the Board in April caused the increase in consulting fees which consist of acquiring mobility data from StreetLight, updating the Advanced Transportation Management System (ATMS) Master Plan, and implementing a Transportation Impacts Tracker. He then further explained the purposes and benefits of each of the projects.

In response to Chairman Johnson indicating that the staff and consulting costs totaled \$60,000 for the Streetlight program, Mr. Buchwald identified that the staff expenses include other Geographic Information System (GIS) activities as well. Vice Chairwoman Aronson inquired whether the Federal Highway Administration and Federal Transit

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Administration fully fund the TPO with Mr. Buchwald responding in the affirmative along with the State Transportation Disadvantaged Grant also administered by the TPO.

- * **MOTION** by Vice Chairwoman Aronson to recommend to the TPO Board adoption of the draft FY 2025/26 Amended Budget.

- ** **SECONDED** by Councilwoman Morgan Carried **UNANIMOUSLY**

- 7. **Executive Director Employment Agreement:** Review the Executive Director Employment Agreement and form a recommendation for the TPO Board to consider pertaining to an extension of the Agreement.

Mr. Buchwald reported that his Employment Agreement expires on June 30, 2025, and the Executive Committee at its meeting last year expressed the desire to renegotiate and consider an extension of the Agreement. He then summarized the accomplishments he's achieved during his 17-year tenure including the positive feedback received during the recent Federal Certification Review of the TPO conducted by the Federal Highway Administration and Federal Transit Administration, the increase in Transportation Regional Incentive Program (TRIP) grant funding received by the TPO to more than what is received by any other County in FDOT District 4, and how securing State and Federal funding has benefited all three government jurisdictions in the County.

Chairman Johnson observed he would like to discuss the topic privately with the Committee but agreed that Mr. Buchwald is a valued commodity and that he would hate to lose him to another employer. Chairman Johnson asked if a raise was included in the upcoming budget, and Mr. Buchwald explained that while it is included, it is subject to Board approval. Mr. Buchwald then suggested that his new salary should be at the high end of the median range that leaders of other similarly-sized Metropolitan Planning Organizations (MPOs) receive, adding that while his staff of four is small, he carries out the same tasks as leaders of larger organizations.

Mr. Buchwald requested a five-year contract and also requested that, as part of the new contract, the Executive Committee evaluate his performance annually and schedule the results for a full TPO Board meeting as part of the Consent Agenda. Ms. Forbes noted that in the past, evaluation forms were handed out at a full Board meeting to be filled out and compiled. Finally, Mr. Buchwald requested a minor change in one contract section to define "cause" for termination in the same manner as it was defined in a subsequent section.

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Councilwoman Morgan noted that last year, the Executive Committee recommended renegotiating the contract several months before the expiration date and that the Executive Committee was concerned about who would assume the Director's duties in the event Mr. Buchwald became unavailable. It was then discussed whether a new position of Assistant Director should be created or whether a professional group like the Florida League of Cities could provide an interim leader if Mr. Buchwald became incapacitated with Mr. Buchwald committing to investigate whether a recruiting agency or private firm may have professionals available to fulfill an interim leadership role, if necessary.

Upon Ms. Forbes' prompt, the Executive Committee discussed whether to amend Mr. Buchwald's contract to extend it as in the past or to execute a new contract with Mr. Buchwald effective July 1, 2025. Mr. Buchwald and Mr. Bowman then were requested to leave the room for the members to further discuss the contract.

Chairman Johnson began the discussion with Mr. Buchwald's current salary of \$165,394, and the members identified they were unaware of him asking for a specific salary increase with Councilwoman Morgan leaving the meeting briefly to ask Mr. Buchwald and reporting that he did not propose an exact salary amount. The Executive Committee then consulted a salary survey from 2023 of Metropolitan Planning Organization (MPO) Directors around Florida and identified that the salary for Directors of medium-sized MPOs like the TPO range from \$112,000 to \$200,000. The members also discussed whether any percentage increase would extend to staff as well and identified the latest Consumer Price Index (CPI) to be 2.3 percent.

The members then considered a five percent salary increase as he received last year resulting in a new salary of \$173,663, and the members discussed if the amount of property taxes collected by the local governments will continue to increase as fast as in the past, the amount of proposed salary increases each year, and whether a salary increase should be less in exchange for the longer contract term requested by Mr. Buchwald. The members also discussed limiting future salary increases to a maximum of five percent, that Mr. Buchwald would be earning roughly \$200,000 within three years if annual five percent increases were awarded, and considered an offer of a salary increase of 4.6 percent which is twice the current CPI. This salary increase would result in a salary of \$173,002, placing Mr. Buchwald in the 70th percentile of salaries at medium-sized MPOs which compares favorably to the \$183,750 salary earned by the Palm Beach MPO Director.

After Mr. Buchwald was invited back into the room, Chairman Johnson explained that since Mr. Buchwald didn't state a desired salary, he hopes the amount offered is suitable, reiterating that the Board is extremely happy with Mr. Buchwald's performance and wished to offer a five-year contract and 4.6 percent salary increase to reach a new pay level of \$173,000 starting July 1, 2025.

Mr. Buchwald indicated that he expected a salary closer to the high end of the comparable salary range because of his value to the organization outlined in his opening presentation but was willing to work with the Board to achieve that level. He further indicated that the Committee did not specifically ask what was his salary expectation, but he believed that he should earn \$200,000 because of his performance compared to other Directors in the middle salary range.

The members and Mr. Buchwald then discussed the recent salary increases provided to the leaders of other local organizations such as the St. Lucie County School District and City of Port St. Lucie and the public reactions to those increases. The members also compared the sizes of the organizations and duties of the respective leaders to the size of the TPO and the duties of Mr. Buchwald with Mr. Buchwald referring to the additional funding for transportation projects that the local organizations have received as a results of his efforts. The members then considered a one-time bonus of 4.6 percent while they seek more up-to-date salary ranges of neighboring MPO Directors. The members subsequently considered meeting Mr. Buchwald halfway resulting in a salary of \$180,000 the first year, \$190,000 the second year, and \$200,000 the third year as recommending a \$200,000 salary starting July 1, 2025, would likely be unacceptable to the full TPO Board.

Mr. Buchwald confirmed that such a compromise offer was acceptable. When Ms. Forbes asked if the \$10,000 annual salary increases are automatic increases, the members agreed that they are subject to annual performance evaluations and Board approval. Chairman Johnson then indicated that the Executive Committee members will present the proposed contract as an Action Item on the June 2025 agenda, and he will lead discussion.

- * **MOTION** by Councilwoman Morgan to recommend to the TPO Board a five-year contract with Mr. Buchwald at an annual salary of \$180,000 starting July 1, 2025, with subsequent annual salaries of \$190,000 effective on July 1, 2026, and \$200,000 effective on July 1, 2027, subject to performance evaluations and approval by the TPO Board.

- ** **SECONDED** by Vice Chairwoman Aronson Carried **UNANIMOUSLY**

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8. **Recommendations/Comments by Members:** None.
9. **Staff Comments:** Mr. Buchwald expressed his sincere gratitude to the Executive Committee for the recommended contract extension, his appreciation for its support throughout the years, and his looking forward to continuing to serve the TPO Board in meeting the transportation needs of the communities.
10. **Adjourn** – The meeting was adjourned at 3:10 pm.



AGENDA ITEM SUMMARY

Board / Committee:	St. Lucie TPO Executive Committee
Meeting Date:	July 28, 2026
Item Number:	6
Item Title:	FY 2024/25 - FY 2025/26 Unified Planning Work Program (UPWP) Tasks, Budget, and Grants End of Term Reviews
Item Origination:	St. Lucie TPO Executive Committee
UPWP Reference:	Task 1.1: Program Management
Requested Action:	Review and provide comments to Staff
Staff Recommendation:	It is recommended that the summaries be reviewed and comments be provided to Staff.

Attachments

- Staff Report
- FY 2024/25 - FY 2025/26 UPWP Task Summary
- FY 2024/25 - FY 2025/26 Budget and Expenses
- Summary of Costs Incurred by UPWP Task for each of the TPO's Grants



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 21, 2026

SUBJECT: **FY 2024/25 - FY 2025/26 Unified Planning Work Program (UPWP) Tasks, Budget, and Grants End-of-Term Reviews**

BACKGROUND

As the second fiscal year of the FY 2024/25 - FY 2025/26 UPWP and Budget has concluded, end-of-term reviews may be conducted of the UPWP tasks completed to date, the expenses incurred over the past two fiscal years, and the grants that are administered by the TPO.

ANALYSIS

The attached FY 2024/25 - FY 2025/26 UPWP Task Summary identifies the status of each of the activities and end products that were programmed in the UPWP. The Summary confirms that the activities and end products programmed for the past two fiscal years have been completed with the exceptions of the Vehicle Sharing Study and the Transportation Asset/Service Vulnerability Assessment Update which will be presented to the TPO Board at the August 5th meeting.

The attached FY 2024/25 - FY 2025/26 Budget and Expenses summarizes the two-year budget of the UPWP and the expenses incurred by the TPO during the past two fiscal years. The attached Summary of Costs Incurred by UPWP Task for each of the TPO's grants summarizes the costs incurred for the three grants administered by the TPO in the past two fiscal years. The following findings are provided based on the summaries:

- 1) The total expenses incurred by the TPO over the past two fiscal years are less than the adopted total budget for these years.
- 2) None of the total expenses incurred by the TPO over the past two fiscal years exceeded any of the total budgets for the grants administered by the TPO during these years.
- 3) The categorical expenses incurred by the TPO in the past two fiscal years did not exceed any of the adopted categorical budgets.
- 4) A surplus of \$116,138 in Metropolitan Planning (PL) grant funding was achieved by the TPO Staff that will be carried over for use by the TPO in FY 2027/28. The surplus primarily resulted from efficiencies by Staff in the use of Professional Services, procurement, travel, and training and the costs of Staff Benefits.

RECOMMENDATION

It is recommended that the summaries be reviewed and comments be provided to Staff.



FY 2024/25 - FY 2025/26 Unified Planning Work Program Work Task Summary

Element	Task	End Product	Completion Date	Status
1. Program Administration	1.1 Program Management	2025 Legislative Priorities (uses local funds only)	December 2024	Completed
		2025 Annual Joint Certification Review	May 2025	Completed
		Quadrennial Federal Certification Review	September 2025	Completed
		2026 Legislative Priorities (uses local funds only)	October 2025	Completed
		2026 Annual Joint Certification Review	May 2026	Completed
	1.2 UPWP Development	FY 2026/27 – FY 2027/28 UPWP Call for Projects	December 2025	Completed
		Review by Advisory Committees & Board	March/April 2026	Completed
		Transmittal to FDOT	March 2026	Completed
		Public Comment Period	March/April 2026	Completed
		Adoption by Board	April 2026	Completed
		Transmittal to FHWA & FTA	May 2026	Completed
		UPWP Amendments	As needed	Completed
2. Modeling, GIS, Data Management, and Performance Measurement	2.1 Travel Demand Modeling	2050 LRTP Update Modeling Activities	February 2026	Completed
	2.2 GIS And Data Management	Mobility Data from 2050 LRTP Update	February 2026	Completed
		Procurement of Mobility Data in partnership with one or more of the local agencies	June 2026	Completed
	2.3 Traffic Count Program Management	2025 Traffic Count and LOS Report/US-1 Corridor Congestion	June/April 2025	Completed
		2026 Traffic Count and LOS Report	June 2026	Completed
	2.4 Performance Measurement and Target Setting	Set 2025 Safety Performance Targets and Report to FDOT	February 2025	Completed
		Set 2026 Safety Performance Targets and Report to FDOT	February 2026	Completed
3. Recurring and Systems and Project Planning	3.1 Long Range Transportation Planning	TIP/LRTP Performance Report 2025	June 2025	Completed
		2050 LRTP Update with Mobility Data	February 2026	Completed
	3.2 Transit Planning	TDP Annual Progress Report	September 2024	Completed
		Regional Bus Route Update	August 2025	Completed
		TDP Annual Progress Report	September 2025	Completed
	3.3 Transportation Improvement Program (TIP)	Review/Endorsement of FDOT's Five-Year Work Program	December 2024	Completed
		FY 2025/26 – FY 2029/30 TIP Adoption & Interactive TIP Update	June 2025	Completed
		Annual Publication of Obligated Federal Projects	June 2025	Completed
		Submittal of 2025/26 LOPP to FDOT	June 2025	Completed
		Review/Endorsement of FDOT's Five-Year Work Program	October 2025	Completed
		FY 2026/27 – FY 2030/31 TIP Adoption & Interactive TIP Update	June 2026	Completed
		Annual Publication of Obligated Federal Projects	June 2026	Completed
		Submittal of 2026/27 LOPP to FDOT	June 2026	Completed
	3.4 Congestion Management Process (CMP)	2025 CMP Annual Report	April 2026	Completed
		ATMS Master Plan Update	June 2026	Completed



FY 2024/25 - FY 2026/27 Unified Planning Work Program Work Task Summary (continued)

Element	Task	End Product	Completion Date	Status
3. Recurring and Systems and Project Planning (continued)	3.5 Bicycle-Pedestrian/Complete Streets Planning	Electric Bicycle Study	February 2025	Completed
		Oxbow Eco-Center Pedestrian Link Feasibility Study	April 2026	Completed
	3.6 Freight Planning	St. Lucie Freight Network Update	December 2025	Completed
	3.7 Safety and Security Planning	Update of Safety Graphics Displays	February 2025	Completed
		COOP Exercise and Update	June 2025	Completed
		COOP Exercise and Update	June 2026	Completed
	3.8 Transportation Disadvantaged (TD) Program	TDSP 2024 Annual Update	December 2024	Completed
		TDSP 2025 Annual Update	December 2025	Completed
		CTC 2025 Evaluation	June 2025	Completed
		CTC 2026 Evaluation	June 2026	Completed
		LCB Meeting Summaries	After the LCB Meetings	Completed
	3.9 Environmental Planning	Transportation Asset/Service Vulnerability Assessment Update	June 2026	August Board Meeting
	3.10 ACES Vehicles Planning	Autonomous Vehicle Study Update	October 2024	Completed
		Vehicle Sharing Study	June 2026	August Board Meeting
4. Regional and Intergovernmental Planning and Coordination	4.1 Models of Regional Planning Cooperation	Submittal of 2025 TRIP Grant Application(s)	March 2025	Completed
		Submittal of 2026 TRIP Grant Application(s)	March 2026	Completed
	4.2 Intergovernmental Planning and Coordination	TCSH 2025 Annual Work Plan	December 2024	Completed
		TCSH 2024 Annual Report	February 2025	Completed
		Submittal of 2025 TAP Grant Application(s)	March 2025	Completed
		TCSH 2026 Annual Work Plan	December 2025	Completed
		TCSH 2025 Annual Report	February 2026	Completed
		Submittal of 2026 TAP Grant Application(s)	March 2026	Completed
		Transportation Impacts Tracker	June 2026	Completed
5. Public Participation, Education & Outreach	5.1 Public Participation, Education & Outreach	PPP Major Update	December 2024	Completed
		Annual PPP Evaluation of Effectiveness and Update	February 2026	Completed



FY 2024 / 25 - FY 2025-26 Budget, Historical Budgets, and Actual Expenses

Expense	FY 2022 / 23 Budget	FY 2022 / 23 Expenses 6 / 30 / 2023	FY 2023 / 24 Budget	FY 2023 / 24 Budget with Carryover	FY 2023 / 24 Expenses 6 / 30 / 2024	FY 2024 / 25 Budget	FY 2024 / 25 Expenses 6 / 30 / 2025	FY 2025 / 26 Amended Budget	FY 2025 / 26 Budget with Carryover	FY 2025 / 26 Actual 6 / 30 / 26
Staff Salaries	\$446,468	\$382,458	\$465,981	\$529,991	\$494,245	\$512,690	\$512,690	\$568,641	\$568,641	\$565,040
Staff Benefits	\$200,000	\$169,800	\$210,000	\$240,200	\$262,225	\$292,689	\$284,103	\$301,791	\$310,377	\$296,014
Professional Services/Consultants ¹	\$1,228,000	\$382,160	\$477,000	\$1,322,840	\$1,033,948	\$358,000	\$307,313	\$532,000	\$582,687	\$507,129
Travel	\$5,800	\$2,343	\$5,800	\$9,257	\$3,225	\$5,800	\$1,152	\$5,800	\$10,448	\$1,838
Postage	\$100	\$0	\$100	\$200	\$183	\$100	\$21	\$100	\$179	\$11
Equipment Rental	\$2,000	\$1,802	\$2,000	\$2,198	\$1,836	\$1,900	\$1,836	\$1,900	\$1,964	\$1,836
Advertising	\$1,890	\$1,103	\$1,890	\$2,677	\$646	\$1,200	\$331	\$1,200	\$2,069	\$338
General/Administrative Charges	\$55,000	\$36,234	\$55,000	\$73,766	\$52,841	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Office Supplies	\$4,000	\$1,810	\$4,000	\$6,190	\$3,415	\$4,000	\$1,880	\$4,000	\$6,120	\$3,099
Equipment <5000	\$1,000	\$972	\$1,000	\$1,028	\$744	\$1,000	\$0	\$1,000	\$2,000	\$0
Supplies-Computer	\$1,000	\$0	\$1,000	\$2,000	\$42	\$1,000	\$12	\$1,000	\$1,988	\$515
Operating Supplies	\$5,000	\$934	\$5,000	\$9,066	\$2,852	\$5,000	\$1,305	\$5,000	\$8,695	\$1,537
Books & Subscriptions	\$250	\$84	\$250	\$416	\$119	\$200	\$154	\$200	\$246	\$99
Training/Seminars	\$20,300	\$0	\$2,300	\$22,600	\$0	\$2,500	\$622	\$2,500	\$4,378	\$270
Communications	\$1,000	\$717	\$1,000	\$1,283	\$853	\$900	\$824	\$900	\$976	\$831
Utilities	\$5,000	\$3,125	\$5,000	\$6,875	\$4,140	\$4,500	\$4,500	\$4,500	\$4,500	\$3,899
Building Rent	\$115,000	\$101,155	\$121,000	\$134,845	\$103,781	\$106,895	\$106,895	\$110,102	\$110,102	\$110,100
Total	\$2,091,808	\$1,084,697	\$1,358,321	\$2,365,432	\$1,965,094	\$1,358,374	\$1,283,638	\$1,600,634	\$1,675,370	\$1,552,556

NOTES¹ Includes HVAC, Janitorial, and Security Services

SUMMARY OF COSTS INCURRED BY UPWP TASK
FY 2025/26-4th Quarter (Invoice #8)
April 1, 2026 - June 30, 2026



FM No. 439326-5-14-01
Contract #G2Y12
F.A. Program No. PL-0311(062)

UPWP Task No.	UPWP Task Description	Fiscal Year 2024/25 Budget by Task	Fiscal Year 2025/26 Budget by Task	Staff Hours per Task This Quarter	Salaries Paid this Quarter	Benefitis Paid this Quarter	Expenses Paid This Quarter	Total Reimbursable Costs Incurred This Quarter	Total Reimbursable Costs Previously Billed	Total Reimbursable Costs Incurred To Date	Year-2 Percentage of Budget Expended to Date	Remaining Balance
Element 1	Program Administration											
1.1	Program Management	\$432,171	\$415,431	462.5	\$21,028.81	\$13,561.76	\$57,101.75	\$91,692.32	\$738,153.37	\$829,845.69	98%	\$17,756.31
1.2	UPWP Development	\$5,000	\$25,000	46.5	\$2,583.14	\$2,155.37	\$0.00	\$4,738.51	\$20,249.07	\$24,987.58	83%	\$5,012.42
Element 2	Modeling, GIS, Data Management, and Performance Measurment											
2.1	Travel Demand Modeling	\$10,000	\$10,000	17.5	\$1,063.76	\$766.92	\$0.00	\$1,830.68	\$10,938.99	\$12,769.67	64%	\$7,230.33
2.2	GIS and Data Management	\$40,000	\$30,000	79.5	\$5,141.23	\$3,217.24	\$0.00	\$8,358.47	\$44,814.08	\$53,172.55	76%	\$16,827.45
2.4	Performance Management & Target Setting	\$20,000	\$20,000	33.0	\$2,036.45	\$1,330.36	\$0.00	\$3,366.81	\$25,245.84	\$28,612.65	72%	\$11,387.35
Element 3	Recurring and Systems and Project Planning											
3.1	Long Range Transportation Planning	\$35,000	\$35,000	69.5	\$4,457.70	\$2,582.40	\$0.00	\$7,040.10	\$56,854.27	\$63,894.37	91%	\$6,105.63
3.2	Transit Planning	\$70,000	\$80,000	238.5	\$13,530.59	\$5,126.96	\$0.00	\$18,657.55	\$124,801.71	\$143,459.26	96%	\$6,540.74
3.3	Transportation Improvement Program (TIP)	\$47,000	\$48,000	158.0	\$8,695.79	\$4,945.82	\$13,000.00	\$26,641.61	\$68,322.26	\$94,963.87	100%	\$36.13
3.4	Congestion Management Process (CMP)	\$10,000	\$10,000	46.5	\$2,381.67	\$1,332.26	\$0.00	\$3,713.93	\$13,008.98	\$16,722.91	84%	\$3,277.09
3.5	Bicycle-Pedestrian/Complete Streets Planning	\$30,000	\$80,000	134.5	\$5,918.74	\$4,594.13	\$3,251.67	\$13,764.54	\$96,220.48	\$109,985.02	100%	\$14.98
3.6	Freight Planning	\$20,000	\$20,000	54.5	\$3,282.52	\$2,128.91	\$0.00	\$5,411.43	\$30,428.00	\$35,839.43	90%	\$4,160.57
3.7	Safety and Security Planning	\$34,000	\$20,000	35.0	\$2,496.22	\$1,441.91	\$3,000.00	\$6,938.13	\$44,599.01	\$51,537.14	95%	\$2,462.86
3.9	Environmental Planning	\$20,000	\$20,000	65.5	\$3,878.97	\$2,386.72	\$0.00	\$6,265.69	\$20,076.28	\$26,341.97	66%	\$13,658.03
3.10	Automated/Connected/Electric/Shared-Use (ACES) Vehicles Planning	\$20,000	\$20,000	67.5	\$3,475.04	\$2,625.06	\$0.00	\$6,100.10	\$20,614.55	\$26,714.65	67%	\$13,285.35
Element 4	Regional & Intergovernmental Planning & Coordination											
4.1	Models of Regional Planning Cooperation	\$20,000	\$20,000	66.0	\$4,214.56	\$2,582.34	\$0.00	\$6,796.90	\$26,038.98	\$32,835.88	82%	\$7,164.12
4.2	Intergovernmental Planning & Coordination	\$35,000	\$37,000	55.5	\$2,763.22	\$2,114.58	\$10,476.00	\$15,353.80	\$56,632.61	\$71,986.41	100%	\$13.59
Element 5	Public Involvement, Education & Outreach											
5.1	Public Involvement, Education & Outreach	\$80,000	\$80,000	116.0	\$5,596.18	\$3,191.85	\$6,780.00	\$15,568.03	\$143,227.16	\$158,795.19	99%	\$1,204.81
	TOTALS	\$928,171.00	\$970,431.00	1,746.0	\$92,544.59	\$56,084.59	\$93,609.42	\$242,238.60	\$1,540,225.64	\$1,782,464.24	94%	\$116,137.76

SUMMARY OF COSTS INCURRED BY UPWP TASK
FY 2025/26-4th Quarter (Invoice #8)
April 1, 2026 - June 30, 2026



FM No. 439326-5-14-02
Contract #G2Y12
F.A. Program No. SU-0311(062)

UPWP Task No.	UPWP Task Description	Fiscal Year 2024/25 Budget by Task	Fiscal Year 2025/26 Budget by Task	Staff Hours per Task This Quarter	Salaries Paid this Quarter	Benefitis Paid this Quarter	Expenses Paid This Quarter	Total Reimbursable Costs Incurred This Quarter	Total Reimbursable Costs Previously Billed	Total Reimbursable Costs Incurred To Date	Year-2 Percentage of Budget Expended to Date	Remaining Balance
Element 2	Modeling, GIS, Data Management, and Performance Measurment											
2.2	GIS and Data Management	\$0	\$30,000	64.5	\$4,109.93	\$2,613.19	\$20,000.00	\$26,723.12	\$3,272.82	\$29,995.94	100%	\$4.06
2.3	Traffic Count Program Management	\$75,000	\$50,000	35.0	\$1,949.96	\$1,432.88	\$11,287.27	\$14,670.11	\$110,321.60	\$124,991.71	100%	\$8.29
Element 3	Recurring and Systems Planning											
3.1	Long Range Transportation Planning	\$180,000	\$200,000	49.0	\$3,413.08	\$2,275.02	\$0.00	\$5,688.10	\$374,280.54	\$379,968.64	100%	\$31.36
3.2	Transit Planning	\$45,000	\$25,000	21.0	\$1,028.77	\$702.00	\$0.00	\$1,730.77	\$68,265.88	\$69,996.65	100%	\$3.35
3.4	Congestion Management Process (CMP)	\$0	\$110,000	54.0	\$4,202.92	\$2,365.03	\$33,993.50	\$40,561.45	\$69,420.51	\$109,981.96	100%	\$18.04
3.5	Bicycle-Pedestrian/Complete Streets Planning	\$50,000	\$45,000	107.5	\$4,482.08	\$3,521.25	\$0.00	\$8,003.33	\$86,992.43	\$94,995.76	100%	\$4.24
3.10	Automated/Connected/Electric/Shared-Use (ACES) Vehicles Planning	\$0	\$80,000	589.5	\$30,616.90	\$15,512.37	\$0.00	\$46,129.27	\$33,864.04	\$79,993.31	100%	\$6.69
Element 4	Regional & Intergovernmental Planning & Coordination											
4.2	Intergovernmental Planning & Coordination	\$0	\$60,000	36.5	\$2,188.55	\$1,426.02	\$8,328.45	\$11,943.02	\$48,033.39	\$59,976.41	100%	\$23.59
Element 5	Public Involvement, Education & Outreach											
5.1	Public Involvement, Education & Outreach	\$50,000	\$0	0.5	\$18.29	\$21.75	\$0.00	\$40.04	\$49,952.08	\$49,992.12	100%	\$7.88
	TOTALS	\$400,000.00	\$600,000.00	957.5	\$52,010.48	\$29,869.51	\$73,609.22	\$155,489.21	\$844,403.29	\$999,892.50	100%	\$107.50



SUMMARY OF COSTS INCURRED BY UPWP TASK
 FY 2025 / 26-4th Quarter
 April 1, 2026 - June 30, 2026

FM No. 43202911401
 Contract #G3D45
 CSFA 55.002

UPWP Task No.	UPWP Task Description	Fiscal Year 2025 / 26 Budget by Task	Staff Hours per Task This Quarter	Salaries Paid this Quarter	Benefitis Paid this Quarter	Expenses Paid This Quarter	Total Reimbursable Costs This Quarter	Reimbursable Costs Previously Incurred	Total Reimbursable Costs To Date	Percentage of Budget Expended to Date	Remaining Balance
Element	Recurring and Systems Planning										
Task 3.8	Transportation Disadvantaged Program	\$30,796.00	96.5	\$4,422.71	\$2,611.36	\$856.05	\$7,890.12	\$16,337.08	\$24,227.20	79%	\$6,568.80
	TOTALS	\$30,796.00	96.5	\$4,422.71	\$2,611.36	\$856.05	\$7,890.12	\$16,337.08	\$24,227.20	79 %	\$6,568.80



AGENDA ITEM SUMMARY

Board / Committee:	St. Lucie TPO Executive Committee
Meeting Date:	July 28, 2026
Item Number:	7
Item Title:	Executive Director's Performance Review
Item Origination:	St. Lucie TPO Executive Committee
UPWP Reference:	Task 1.1 - Program Management
Requested Action:	Review the Executive Director's performance in FY 2025/26.
Recommendation:	It is recommended that the TPO Executive Committee review the Executive Director's performance in FY 2025/26.

Attachments

- Staff Report
- FY 2025/26 Executive Director Performance Review Form



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 21, 2026

SUBJECT: **Executive Director's Performance Review**

BACKGROUND

In accordance with the *Executive Director Employment Agreement* executed on July 1, 2025, the annual evaluation of the TPO Executive Director is conducted by the TPO Executive Committee and placed on the agenda as a consent item for confirmation by the TPO Board at the first scheduled TPO Board Meeting following the evaluation.

ANALYSIS

Since FY 2025/26 has concluded, a review may be conducted by the TPO Executive Committee of the performance of the TPO Executive Director in FY 2025/26. The attached FY 2025/26 Executive Director Performance Review Form is provided to assist in the performance review.

RECOMMENDATION

It is recommended that the TPO Executive Committee review the Executive Director's performance in FY 2025/26.


St. Lucie
**Transportation
Planning
Organization**

Coco Vista Centre
466 SW Port St. Lucie Blvd, Suite 111
Port St. Lucie, Florida 34953
772-462-1593 www.stlucietpo.org

Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Peter Buchwald

Review Date:

REVIEW INFORMATION

Reviewer Name:
Review Period:

FY 2025/26

Complete this review using the following scale:

- 2 = EXCEEDS JOB EXPECTATIONS:** Consistently exemplary performance, including in demanding situations or circumstances.
1 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
0 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
X = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)

EVALUATION

2

1

0

X

Maintains effective communications with
and availability for the Board

Represents the TPO well, understands
role, and implements the Board's vision

Understands and maintains compliance
with Federal and State TPO requirements

Understands current trends and issues
impacting the TPO and informs the Board
as to their implications

Hires and develops qualified staff
appropriate for day-to-day operations and
guides staff to achieve objectives

Maintains public image of the TPO
representing service, vitality and
professionalism while enhancing the
visibility and identity of the TPO

Encourages the creation of partnerships
with other organizations that contribute to
the TPO's mission and vision

Develops sound budgets for current and
future revenues and expenses necessary
to maintain daily and overall operations

Maintains appropriate benefits and
insurance coverage for staff and personnel
and procurement policies in compliance
with regulatory requirements

Manages assets including technology,
equipment, budget, and office space

Encourages public involvement and
maintains transparency for the Board, the
public, and staff

Meets challenges head on

Additional Comments: