

## MetroPlan Orlando Executive Committee

**DATE & TIME:**

Tuesday, August 15, 2023  
10 a.m.

**LOCATION:**

MetroPlan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, Florida 32801

**CLICK HERE TO JOIN VIRTUALLY:**  
[MetroPlan Orlando Executive Committee](#)

**MEMBERS OF THE PUBLIC ARE WELCOME!**

Participate at the location above or online from your computer, smartphone or tablet. Zoom meeting ID and dial-in info available here on web calendar.

I.	CALL TO ORDER	Chairwoman Uribe
II.	ROLL CALL & CONFIRMATION OF QUORUM	Ms. Rachel Frederick
III.	AGENDA REVIEW	Mr. Gary Huttman
IV.	PUBLIC COMMENTS ON ACTION ITEMS	

Comments on *Action Items* can be made in two ways:

1. In person at the meeting location listed at the top of this agenda.
2. Virtually via Zoom. Use the 'raise hand' feature during public comment to indicate you want to speak.

How to comment:

1. Complete an electronic speaker card at [MetroPlanOrlando.org/SpeakerCard](https://MetroPlanOrlando.org/SpeakerCard). Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.
2. Each speaker has two minutes to address the board and should state his/her name and address for the record.
3. If your comment does not pertain to action items on the agenda, you may comment at the general public comment period at the end of the meeting.

V.	DISCUSSION/ACTION ITEMS	
A.	MetroPlan Orlando Board Apportionment ( <b>Tab 1</b> )	Mr. Alex Trauger MetroPlan Orlando
B.	Changes to MetroPlan Orlando Internal Operating Procedures ( <b>Tab 2</b> )	Ms. Virginia Whittington MetroPlan Orlando

## VI. PUBLIC COMMENTS (GENERAL)

Public comments of a general nature can be made in two ways:

1. In person at the meeting location listed on page 1 of this agenda.
2. Virtually via Zoom. Use the 'raise hand' feature during public comment to indicate you want to speak.

How to comment:

1. Complete an electronic speaker card at [MetroPlanOrlando.org/SpeakerCard](https://MetroPlanOrlando.org/SpeakerCard). Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.
2. Each speaker has two minutes to address the board and should state his/her name and address for the record.

**VII. EXECUTIVE COMMITTEE MEMBER COMMENTS**

Chairwoman Uribe

**VIII. NEXT MEETING: TBD**

**IX. ADJOURNMENT**

*Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at [info@metroplanorlando.org](mailto:info@metroplanorlando.org) at least three business days prior to the event.*

*La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico [info@metroplanorlando.org](mailto:info@metroplanorlando.org) por lo menos tres días antes del evento.*

*As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.*

**TAB 1**





# Federal and State Requirements for MPO Apportionment

## Executive Summary –

### Designation and Representation ([23 CFR 450.310](#))

- The units of general-purpose local government that comprise the MPO should represent at least 75 percent of the affected population in the planning area, including the largest incorporated city based on population.
- For MPOs with a Transportation Management Area (TMA)
  - A representative of a provider of public transportation may also serve as a representative of a local municipality.
- Officials of public agencies that administer or operate major modes of transportation in the metropolitan area must have voting rights commensurate with other officials.

### Voting Membership ([s.339.175\(3\)\(a\), FS](#), [s.339.175\(3\)\(b\), FS](#), and [s.339.176, FS](#))

- Voting membership should consist of 5-25 members, the exact number determined based on an equitable geographic-population ratio basis.
- Voting members must be elected officials of local governments and may also include a member of a statutorily authorized planning board, an official of an agency that operates/administers a major mode of transportation, or an official of Space Florida.
- MPO members that represent municipalities may alternate with other representatives from other municipalities within the MPA that do not have members on the MPO.
- County commissioners must compose one-third of the MPO governing board, except when all the county commissioners in a single county MPO are on the governing board. Multicounty MPOs can satisfy this requirement with any combination of county commissioners from each of the counties.
- County commissioners must compose no less than 20 percent of the MPO membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an MPO.
- Agencies created by law to perform transportation functions that are not under the jurisdiction of a local government represented on an MPO may be given voting membership.
- When elected officials represent transportation agencies/authorities, the MPO must establish a process to convey the collective interests.
- The voting membership of an MPO whose geographical boundaries include a county as defined in s.125.011(1) must include an additional voting member appointed by the city's governing board for each city with a population of 50,000 or more residents.

Source: FDOT, 2023

## Apportionment References

- Federal: 23 CFR 450.310
- State: Chapters 339.175 and 339.176 F.S.

## Federal Law

### [23 CFR 450.310](#)

#### (d) TMA Structure

- (1) Not later than October 1, 2014, each M.P.O that serves a designated TMA shall consist of:
  - (i) Local elected officials;
  - (ii) Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and
  - (iii) Appropriate State officials.

## State Statutes

### [Chapter 339.175 F.S.](#)

#### (3) Voting Membership

- a) The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations. In accordance with 23 U.S.C. s. 134, the Governor may also allow M.P.O. members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area which do not have members on the M.P.O. With the exception of instances in which all of the county commissioners in a single-county M.P.O. are members of the M.P.O. governing board, county commissioners shall compose at least one-third of the M.P.O. governing board membership. A multicounty M.P.O. may satisfy this requirement by any combination of county commissioners from each of the counties constituting the M.P.O. Voting members shall be elected officials of general-purpose local governments, one of whom may represent a group of general-purpose local governments through an entity created by an M.P.O. for that purpose. An M.P.O. may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. As used in this section, the term “elected officials of a general-purpose local government” excludes constitutional officers, including sheriffs, tax collectors, supervisors of elections, property appraisers, clerks of the court, and similar types of officials. County commissioners shall compose not less than 20 percent of the M.P.O. membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an M.P.O.
- b) In metropolitan areas in which authorities or other agencies have been or may be created by law to perform transportation functions and are or will be performing transportation functions that are not under the jurisdiction of a general-purpose local government represented on the M.P.O., such authorities or other agencies may be provided voting membership on the M.P.O. In all other M.P.O.’s in which transportation authorities or agencies are to be represented by elected officials from general-

purpose local governments, the M.P.O. shall establish a process by which the collective interests of such authorities or other agencies are expressed and conveyed.

- c) Any other provision of this section to the contrary notwithstanding, a chartered county with over 1 million population may elect to reapportion the membership of an M.P.O. whose jurisdiction is wholly within the county. The charter county may exercise the provisions of this paragraph if:
1. The M.P.O. approves the reapportionment plan by a three-fourths vote of its membership;
  2. The M.P.O. and the charter county determine that the reapportionment plan is needed to fulfill specific goals and policies applicable to that metropolitan planning area; and
  3. The charter county determines the reapportionment plan otherwise complies with all federal requirements pertaining to M.P.O. membership.

Any charter county that elects to exercise the provisions of this paragraph shall notify the Governor in writing.

- d) Any other provision of this section to the contrary notwithstanding, any county as defined in s. 125.011(1) may elect to have its county commission serve as the M.P.O., if the M.P.O. jurisdiction is wholly contained within the county. Any charter county that elects to exercise the provisions of this paragraph shall so notify the Governor in writing. Upon receipt of such notification, the Governor must designate the county commission as the M.P.O. The Governor must appoint four additional voting members to the M.P.O., one of whom must be an elected official representing a municipality within the county, one of whom must be an expressway authority member, one of whom must be a person who does not hold elected public office and who resides in the unincorporated portion of the county, and one of whom must be a school board member.

#### [Chapter 339.175 F.S.](#)

#### **(4) Apportionment**

- a) Each M.P.O. shall review the composition of its membership in conjunction with the decennial census, as prepared by the United States Department of Commerce, Bureau of the Census, and with the agreement of the Governor and the affected general-purpose local government units that constitute the existing M.P.O., reapportion the membership as necessary to comply with subsection (3). At the request of a majority of the affected units of general-purpose local government comprising an M.P.O., the Governor and a majority of units of general-purpose local government serving on an M.P.O. shall cooperatively agree upon and prescribe who may serve as an alternate member and a method for appointing alternate members, who may vote at any M.P.O. meeting that he or she attends in place of a regular member. The method must be set forth as a part of the interlocal agreement describing the M.P.O. membership or in the operating procedures and bylaws of the M.P.O. The governmental entity so designated shall appoint the appropriate number of members to the M.P.O. from eligible officials. Representatives of the department shall serve as nonvoting advisers to the M.P.O. governing board. Additional nonvoting advisers may be appointed by the M.P.O. as deemed necessary; however, to the maximum extent feasible, each M.P.O. shall seek to appoint nonvoting representatives of various multimodal forms of transportation not otherwise represented by voting members of the M.P.O. An M.P.O. shall appoint nonvoting advisers representing major military installations located within the jurisdictional boundaries of the M.P.O. upon the request of the aforesaid major military installations and subject to the agreement of the M.P.O. All nonvoting advisers may attend and participate fully in governing board meetings but may not vote or be members of the governing board.

- b) Except for members who represent municipalities on the basis of alternating with representatives from other municipalities that do not have members on the M.P.O. as provided in paragraph (3)(a), the members of an M.P.O. shall serve 4-year terms. Members who represent municipalities on the basis of alternating with representatives from other municipalities that do not have members on the M.P.O. as provided in paragraph (3)(a) may serve terms of up to 4 years as further provided in the interlocal agreement described in paragraph (2)(b). The membership of a member who is a public official automatically terminates upon the member's leaving his or her elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the entity's governing board represented by the member. A vacancy shall be filled by the original appointing entity. A member may be reappointed for one or more additional 4-year terms.
- c) If a governmental entity fails to fill an assigned appointment to an M.P.O. within 60 days after notification by the Governor of its duty to appoint, that appointment shall be made by the Governor from the eligible representatives of that governmental entity.

#### [Chapter 339.176 F.S.](#)

##### **Voting membership for M.P.O. with boundaries including certain counties.**

- In addition to the voting membership established by s. 339.175(3) and notwithstanding any other provision of law to the contrary, the voting membership of any Metropolitan Planning Organization whose geographical boundaries include any county as defined in s. 125.011(1) must include an additional voting member appointed by that city's governing body for each city with a population of 50,000 or more residents.



# Discussion / Approval: Apportionment Plan

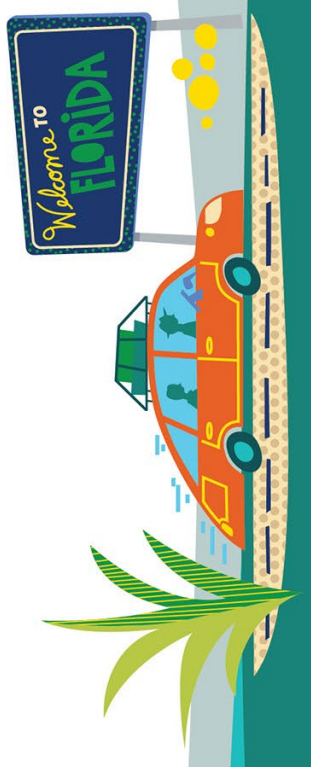


Alex Trauger  
*Director of Transportation Planning*



# Why a new apportionment plan?

- Federal and State Rules
- 10-Year Shelf Life: Last Approved in 2013
- 2020 Census Results = Population Growth





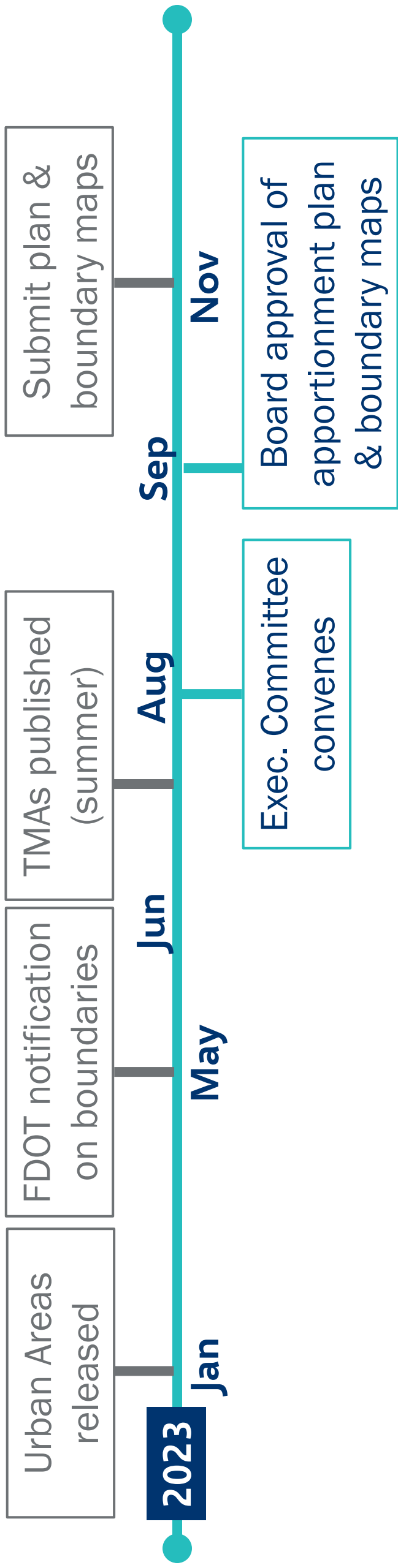
# What does this mean to MetroPlan Orlando?

Consider changes to:

- Metropolitan Planning Area
- Board Apportionment /  
Voting Membership
- Agreements with  
surrounding MPOs



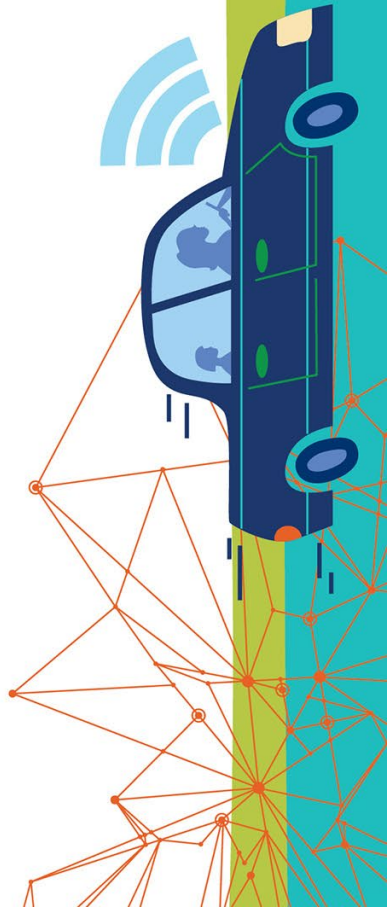
# Calendar of Events





# What guides the process?

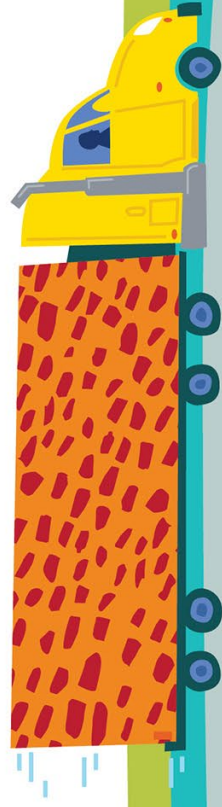
- Federal law (23 CFR 450.310 and 23 CFR 450.312)
- State law (Chapters 339.175 and 339.176 F.S.)
- MetroPlan Orlando Board policies



# General Guidance

## Board Apportionment

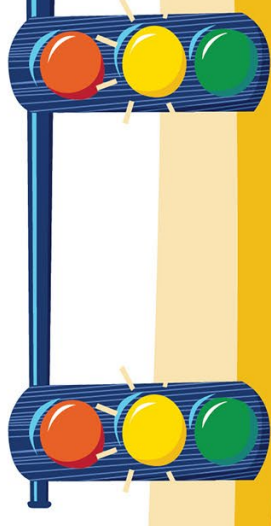
- No less than 5; no more than 25 voting members
- Include operating agency representation
- Cities with > 50k residents must be represented
  - City of Sanford
  - City of Orlando
  - City of Apopka
  - City of Kissimmee
  - City of St. Cloud (not currently on MPO Board)



# MetroPlan Orlando Board Policy

What guides the apportionment process?

- Board Bylaws / Internal Operating Procedures
- How do other MPOs approach this matter?
- Looking back to 2013



# Current Apportionment Plan (2013)

MetroPlan Orlando Board

- 20 voting members and 5 non-voting advisors
- Voting members
  - 15 members based on population
  - 4 members from Operating Agencies
  - 1 member from the Municipal Advisory Committee
- Non-voting advisors: FDOT, KGA, CAC, TAC, TSMO-AC







# Current Apportionment Plan (2013)

Composition of Voting Members

Counties		Cities		Operating Agencies	
Orange County	6 seats	Orlando	2 seats	LYNX / SunRail	1 seat
Seminole County	2 seats	Apopka	1 seat	CFX	1 seat
Osceola County	1 seat	Sanford	1 seat	GOAA	1 seat
		Altamonte Springs	1 seat	Sanford Airport	1 seat
		Kissimmee	1 seat		
		MAC Chair	1 seat		



# Current Apportionment Plan

## 20 Voting Members

Jurisdiction	<u>2010 Population</u>		<u>Voting Membership</u>		
	Number	% Total Pop.	Number	% Vote/Pop	% Total Vote
Orange County	866,114	47.1%	6	40.0%	30.0%
City of Orlando	238,300	3.0%	2	13.3%	10.0%
City of Apopka	41,542	2.3%	1	6.7%	5.0%
	<b>1,145,956</b>	<b>62.4%</b>	<b>9</b>	<b>60.0%</b>	<b>45.0%</b>
Seminole County	327,652	17.8%	2	13.3%	10.0%
City of Altamonte Springs	41,496	2.3%	1	6.7%	5.0%
City of Sanford	53,570	2.9%	1	6.7%	5.0%
	<b>422,718</b>	<b>23.0%</b>	<b>4</b>	<b>26.7%</b>	<b>20.0%</b>
Osceola County	209,003	11.4%	1	6.7%	5.0%
City of Kissimmee	59,682	3.2%	1	6.7%	5.0%
	<b>268,685</b>	<b>14.6%</b>	<b>2</b>	<b>13.3%</b>	<b>10.0%</b>
MAC Chairperson	-	-	1	-	5.0%
LYNX	-	-	1	-	5.0%
GOAA	-	-	1	-	5.0%
Sanford Airport	-	-	1	-	5.0%
CFX	-	-	1	-	5.0%
			<b>5</b>	<b>-</b>	<b>25.0%</b>
<b>TOTALS</b>	<b>1,837,359</b>	<b>100%</b>	<b>20</b>	<b>100%</b>	<b>100%</b>

# Plausible Re-Appportionment Scenarios

## Scenario A:

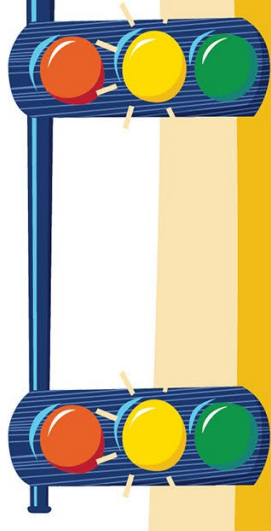
Address minimum statutory requirements, maintaining existing apportioned voting seats

## Scenario B:

Reconsider geographic-population voting distribution based on regional growth, maintaining existing apportioned voting seats

## Scenario C:

Reconsider geographic-population voting distribution based on regional growth, including cities with population >45,000 (2020 census)





## Scenario A:

Update voting membership based on statutory requirements and maintaining existing apportioned voting seats.

- Preserves currently apportioned voting seats
- Includes cities >50k population and/or 2 largest cities per county within MPA
- Adds City of St. Cloud (2020 Census, Population >50k)
- Maintains 1 voting seat for the Municipal Advisory Committee (MAC)
- Maintains 4 voting seats for operating agencies: LYNX/SunRail, CFX, GOAA, and SAA

Jurisdiction	Population (2020)	% Total Pop	Seats	% Seats/Pop	(+/-)	% Total Votes
Orange County	1,067,462	46.63%	6	37.50%	0	28.57%
City of Orlando	307,573	13.43%	2	12.50%	0	9.52%
City of Apopka	54,873	2.40%	1	6.25%	0	4.76%
	1,429,908	62.46%	9	56.25%	0	42.86%
			Pop/Voting Seat= 158,879			
Seminole County	363,574	15.88%	2	12.50%	0	9.52%
City of Altamonte Springs	46,231	2.02%	1	6.25%	0	4.76%
City of Sanford	61,051	2.67%	1	6.25%	0	4.76%
	470,856	20.57%	4	25.00%	0	19.05%
			Pop/Voting Seat= 117,714			
Osceola County	250,466	10.94%	1	6.25%	0	4.76%
City of Kissimmee	79,226	3.46%	1	6.25%	0	4.76%
City of St. Cloud	58,964	2.58%	1	6.25%	1	4.76%
	388,656	16.98%	3	18.75%	1	14.29%
			Pop/Voting Seat= 129,552			
	2,289,420	100.00%	16	100.00%	+1	76.19%
			Avg Pop/Voting Seat= 143,089			
Municipal Advisory Committee			1		0	4.76%
LYNX/SunRail			1		0	4.76%
GOAA			1		0	4.76%
Sanford Airport Authority			1		0	4.76%
CFX			1		0	4.76%
			5			23.81%
			Seats	Remaining	Change	
TOTALS (Voting Seats)			21	4	+1	100.00%



## Scenario B.1:

Update voting membership based on statutory requirements with consideration to geographic- population distribution, maintaining existing apportioned seats (1 seat / 100k pop).

- Preserves currently apportioned voting seats
- Includes cities >50k population and/or two largest cities per county within MPA
- Adds 5 new seats (1 each) for Orange Co., City of Orlando, Seminole Co, Osceola Co, and City of St. Cloud
- Maintains 1 voting seat for the Municipal Advisory Committee (MAC)
- Maintains 4 voting seats for operating agencies: LYNX/SunRail, CFX, GOAA, and SAA

Jurisdiction	Population (2020)	% Total Pop	Seats	% Seats/Pop	(+/-)	% Total Votes
Orange County	1,067,462	46.63%	7	35.00%	1	28.00%
City of Orlando	307,573	13.43%	3	15.00%	1	12.00%
City of Apopka	54,873	2.40%	1	5.00%	0	4.00%
	1,429,908	62.46%	11	55.00%	+2	44.00%
			Pop/Voting Seat=	129,992		
Seminole County	363,574	15.88%	3	15.00%	1	12.00%
City of Altamonte Springs	46,231	2.02%	1	5.00%	0	4.00%
City of Sanford	61,051	2.67%	1	5.00%	0	4.00%
	470,856	20.57%	5	25.00%	+1	20.00%
			Pop/Voting Seat=	94,171		
Osceola County	250,466	10.94%	2	10.00%	1	8.00%
City of Kissimmee	79,226	3.46%	1	5.00%	0	4.00%
City of St. Cloud	58,964	2.58%	1	5.00%	1	4.00%
	388,656	16.98%	4	20.00%	+2	16.00%
			Pop/Voting Seat=	97,164		
	2,289,420	100.00%	20	100.00%	+5	80.00%
			Avg Pop/Voting Seat=	114,471		
Municipal Advisory Committee			1		0	4.00%
LYNX/SunRail			1		0	4.00%
GOAA			1		0	4.00%
Sanford Airport Authority			1		0	4.00%
CFX			1		0	4.00%
			5			20.00%
			Seats	Remaining	Change	
TOTALS (Voting Seats)			25	0	+5	100.00%





## Scenario B.2:

Update voting membership based on statutory requirements with consideration to geographic- population distribution, maintaining existing apportioned seats (1 seat / 150k pop).

- Preserves currently apportioned voting seats
- Includes cities >50k population and/or 2 largest cities per county within MPA
- Adds 2 new seats (1 each) for Orange Co. and City of St. Cloud
- Maintains 1 voting seat for the Municipal Advisory Committee (MAC)
- Maintains 4 voting seats for operating agencies: LYNX/SunRail, CFX, GOAA, and SAA

Jurisdiction	Population (2020)	% Total Pop	Seats	% Seats/Pop	(+/-)	% Total Votes
Orange County	1,067,462	46.63%	7	41.18%	1	31.82%
City of Orlando	307,573	13.43%	2	11.76%	0	9.09%
City of Apopka	54,873	2.40%	1	5.88%	0	4.55%
	1,429,908	62.46%	10	58.82%	+1	45.45%
			Pop/Voting Seat= 142,991			
Seminole County	363,574	15.88%	2	11.76%	0	9.09%
City of Altamonte Springs	46,231	2.02%	1	5.88%	0	4.55%
City of Sanford	61,051	2.67%	1	5.88%	0	4.55%
	470,856	20.57%	4	23.53%	-	18.18%
			Pop/Voting Seat= 117,714			
Osceola County	250,466	10.94%	1	5.88%	0	4.55%
City of Kissimmee	79,226	3.46%	1	5.88%	0	4.55%
City of St. Cloud	58,964	2.58%	1	5.88%	1	4.55%
	388,656	16.98%	3	17.65%	+1	13.64%
			Pop/Voting Seat= 129,552			
	2,289,420	100.00%	17	100.00%	+2	77.27%
			Avg Pop/Voting Seat= 134,672			
Municipal Advisory Committee			1		0	4.55%
LYNX/SunRail			1		0	4.55%
GOAA			1		0	4.55%
Sanford Airport Authority			1		0	4.55%
CFX			1		0	4.55%
			5		-	22.73%
			Seats	Remaining	Change	
TOTALS (Voting Seats)			22	3	+2	100.00%



## Scenario C:

Update voting membership based on statutory requirements with consideration to geographic-population distribution (1 seat / 150k pop) and including cities with population >45,000.

- Preserves currently apportioned voting seats
- Includes cities >45k population within MPA
- Adds 3 new seats (1 each) for City of Ocoee, City of Winter Garden, and City of St. Cloud
- Maintains 1 voting seat for the Municipal Advisory Committee (MAC)
- Maintains 4 voting seats for operating agencies: LYNX, CFX, GOAA, and SAA

Jurisdiction	Population (2020)	% Total Pop	Seats	% Seats/Pop	(+/-)	% Total Votes
Orange County	973,203	42.51%	6	33.33%	0	26.09%
City of Orlando	307,573	13.43%	2	11.11%	0	8.70%
City of Apopka	54,873	2.40%	1	5.56%	0	4.35%
City of Ocoee	47,295	2.07%	1	5.56%	1	4.35%
City of Winter Garden	46,964	2.05%	1	5.56%	1	4.35%
	1,429,908	62.46%	11	61.11%	+2	47.83%
			Pop/Voting Seat= 129,992			
Seminole County	363,574	15.88%	2	11.11%	0	8.70%
City of Altamonte Springs	46,231	2.02%	1	5.56%	0	4.35%
City of Sanford	61,051	2.67%	1	5.56%	0	4.35%
	470,856	20.57%	4	22.22%	-	17.39%
			Pop/Voting Seat= 117,714			
Osceola County	250,466	10.94%	1	5.56%	0	4.35%
City of Kissimmee	79,226	3.46%	1	5.56%	0	4.35%
City of St. Cloud	58,964	2.58%	1	5.56%	1	4.35%
	388,656	16.98%	3	16.67%	+1	13.04%
			Pop/Voting Seat= 129,552			
	2,289,420	100.00%	18	100.00%	+3	78.26%
			Avg Pop/Voting Seat= 127,190			
Municipal Advisory Committee						
LYNX/SunRail			1		0	4.35%
GOAA			1		0	4.35%
Sanford Airport Authority			1		0	4.35%
CFX			1		0	4.35%
			5		-	21.74%
			Seats	Remaining	Change	
TOTALS (Voting Seats)			23	2	+3	100.00%

# Board Apportionment

Scenario Summary: Changes to Board Voting Membership

- **Scenario A** – Adds **1 new seat** for City of St. Cloud
- **Scenario B.1** – Adds **5 new seats** (1 each) for Orange County, City of Orlando, Seminole County, Osceola County, and City of St. Cloud
- **Scenario B.2** – Adds **2 new seats** (1 each) for Orange County and City of St. Cloud
- **Scenario C** – Adds **3 new seats** (1 each) for City of Ocoee, City of Winter Garden, and City of St. Cloud





# Next Steps

- Coordination with affected local governments
- Continue staff coordination with surrounding MPOs
- Request for Approval: September 13<sup>th</sup> board meeting



# Questions? Thank you!

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**TAB 2**







**Summary of Proposed Changes to Internal Operating Procedures  
As of August 11, 2023**

<b>Section III. Membership, Appointments, Terms of Offices and Vacancies</b>	
Lines 75-168	<ul style="list-style-type: none"> <li>• Section reformatted to include paragraph numbers.</li> <li>• Typo corrected in Paragraph 1</li> <li>• Paragraph 2 expanded into separate paragraphs numbered 2-4.</li> <li>• Paragraph 5; Change in number of voting members from 20 to 21; contingent upon apportionment decisions</li> <li>• Office of Mayor no longer specified.</li> <li>• City of St. Cloud added*; (<i>contingent upon apportionment discussions.</i>)</li> <li>• Paragraph 6 Alternate Members and how appointed.</li> </ul>
	<ol style="list-style-type: none"> <li>1. In accordance with Section 339.175, Florida Statutes, the designation of MetroPlan Orlando and the composition of its Board shall be accomplished by agreement between the Governor and units of general-purpose local government within the Orlando and Kissimmee Urbanized areas, consistent with the specific requirements of federal and state laws and on the basis of an equitable population distribution.</li> <li>2. The governing body of each governmental entity so designated appoints the appropriate number of voting members to the MetroPlan Orlando Board from its eligible officials.</li> <li>3. The chairpersons of each of MetroPlan Orlando's established advisory committees shall serve as non-voting advisors, except that the chairperson of the Municipal Advisory Committee, shall serve as a voting member. The District Five Secretary of the Florida Department of Transportation shall also serve as a non-voting advisor.</li> <li>4. Other non-voting advisors may also be appointed as deemed necessary by MetroPlan Orlando. All non-voting advisors may attend and fully participate in the deliberations at governing board meetings but shall not be considered for establishment of a quorum and shall not have a vote.</li> <li>5. The MetroPlan Orlando Board voting membership, as designated by the Governor of Florida and by Interlocal Agreement, consists of a total of <b>21</b> members who are representatives of: <ul style="list-style-type: none"> <li>• Orange County BCC (6)</li> <li>• Osceola County BCC (1)</li> <li>• Seminole County BCC (2)</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• City of Altamonte Springs (1)</li> <li>• City of Apopka (1)</li> <li>• City of Kissimmee (1)</li> <li>• City of Orlando (2)</li> <li>• City of Sanford (1)</li> <li>• <b>City of St. Cloud (1) * – NEW</b></li> <li>• Central Florida Expressway Authority (CFX) (1)</li> <li>• Central Florida Regional Transportation Authority (LYNX) (1)</li> <li>• Greater Orlando Aviation Authority (GOAA) (1)</li> <li>• Sanford Airport Authority (1)</li> <li>• Municipal Advisory Committee (1)</li> </ul>
	<p>6. Alternate members</p> <p>A MetroPlan Orlando member entity may appoint an alternate or alternates to represent one or more of its appointed board members. <u>Alternate members may be appointed and permitted to vote at meetings which the regular member is unable to attend. An appointed alternate member must be an official representing the same governmental entity or area that the regular member serves.</u> An alternate voting member's term may not exceed the term of the voting member or members they represent as specified in Section 339.175(3)(b), Florida Statutes.</p>
<b>Section IV. Membership Apportionment and Reapportionment (NEW)</b>	
Lines 172-179 New paragraph	<u>The composition of the MetroPlan Orlando Board membership shall be reviewed at least every ten (10) years and reapportioned as necessary. Reapportionment and the boundary of the urbanized area shall be reviewed in conjunction with the decennial census as prepared by the United States Department of Commerce, Bureau of the Census, and with the agreement of the Governor and the affected general-purpose local government units that constitute the existing M.P.O. Reapportionment of the membership must comply with Section 339.175 (3), Florida Statutes.</u>
<b>V. Board Officers and Officer Duties, Board Officer Elections, Election Process, and Board Officer Vacancies</b>	
Section reformatted, expanded, and clarified beginning at Line 182-266	<p>(1) Board Officers and Officer Duties</p> <p>(a) The officers of the MetroPlan Orlando Board are the Chairperson, Vice-Chairperson, and Secretary-Treasurer. Each MetroPlan Orlando Board officer shall be from a different local government and shall serve for one (1) year or until he/she is reelected or until his/her successor is elected.</p> <p>(b) The Chairperson shall preside at all MetroPlan Orlando board meetings, appoint all board committee members, and shall sign, on behalf of the MPO, all board meeting minutes, resolutions, agreements, and other documents approved by action of the MetroPlan Orlando Board. The Chairperson shall have the authority to call special meetings of the MetroPlan Orlando Board and Board Committees, and/or may cancel any regularly scheduled meeting. <u>The Chairperson shall also preside over the board officer election process.</u></p>

	<p>(c) The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence, <u>including having signatory authority where applicable.</u></p> <p>(d) The Secretary-Treasurer shall be responsible for ensuring the minutes and records of MetroPlan Orlando are kept in proper order and shall assume the duties and responsibilities of the Chairperson in the absence of both, the Chairperson and Vice-Chairperson, <u>including having signatory authority where applicable.</u></p> <p>(e) In the absence of all three board officers, the Immediate-Past Chairperson may preside over the meeting where a quorum is established. A temporary chairperson may also be elected by majority vote at said meeting to serve as Chairperson for the purpose of conducting the business of the MetroPlan Orlando Board.</p> <p>(2) Board Officer Elections</p> <p>(a) The last scheduled meeting of each calendar year shall be known as the Annual Meeting of MetroPlan Orlando and shall be for the purpose of electing new board officers and conducting such other business as may come before the members. MetroPlan Orlando shall elect from its voting membership a Chairperson, Vice-Chairperson and Secretary-Treasurer.</p> <p>(b) Each officer shall be from a different local government or transportation agency.</p> <p>(c) Each member so elected shall serve for one (1) year or until he/she is reelected or until his/her successor is elected. The Chairperson, Vice Chairperson and Secretary-Treasurer's terms of office shall be limited to two (2) consecutive one (1) year terms and neither shall be eligible again until two (2) additional years have elapsed, nor shall either be succeeded by a member from the same local government or agency for his/her respective office.</p> <p>(d) <u>The Chairperson of the MetroPlan Orlando Board shall preside over and facilitate the election of officers for the ensuing year.</u></p> <p>(e) The newly elected officers shall be declared installed and shall assume the duties of their respective offices <u>upon adjournment of the meeting where the board officer elections are held, or office at the first scheduled meeting of the new calendar year,</u> or as designated by the board.</p> <p><u>(3) Election Process</u></p> <p><u>The election of board officers shall take place in the following order:</u></p>
--	--



	<ul style="list-style-type: none"> <li>• <u>The nomination process will begin with the current Chairperson accepting nominations for the office of incoming Chairperson.</u></li> <li>• <u>When nominations are complete, the Chairperson will accept a motion to close the nominations.</u></li> <li>• <u>Should only one person be nominated, that nominee shall be declared elected to the office by acclamation.</u></li> <li>• <u>When more than one person is nominated, a roll call shall be conducted by the Agency Clerk.</u></li> <li>• <u>If a candidate receives the majority of voice votes, he or she will be declared elected to the office.</u></li> <li>• <u>Upon completion of the election of the incoming Chairperson, the election of Vice-Chairperson, followed by the election of Secretary-Treasurer, will take place in the same manner described above.</u></li> </ul> <p><b><u>(4) Board Officer Vacancies - NEW</u></b></p> <p><u>If the Chairperson is unable to complete his/her term, the Vice-Chairperson shall serve as Chairperson until the next regular election. Vice-Chairperson or Secretary-Treasurer vacancies shall be filled by majority vote MetroPlan Orlando board for the term balance remaining for said office. Officers elected to fill a term balance must be from the same jurisdiction as the previous office holder.</u></p>
<b>VI. Executive Director</b>	
Lines 268-296	Minor grammatical corrections
<b>VII. Organizational Units of MetroPlan Orlando</b>	
Line 298-703	Change number of voting members from 20 to 21; ( <i>contingent upon apportionment discussion.</i> )
Throughout	Insert the word “advisory” where applicable when “standing committee,” or “stand committees” is used. (i.e., standing advisory committee)
Throughout	Change University of Florida to University of Florida Bureau of Economic and Business Research (BEBR)
Throughout	Remove <b>Reedy Creek Improvement District</b>
<b>VIII. Operating Procedures</b>	
Lines 705-751 Add clarifying language regarding process for in-person quorum.	(6) The agency clerk shall conduct a roll call at the beginning of each MetroPlan Orlando board meeting to confirm a physical, in-person quorum is present. <b>Once a physical, in-person quorum has been reached, board members who may need to join the meeting remotely may participate in the deliberations and also vote.</b> Any business transacted by the MetroPlan Orlando Board must be approved by not less than a majority of the votes cast. <b>The same shall be applicable to each MetroPlan Orlando advisory committee.</b>
<b>IX. Procedures for Public Involvement Process</b>	
Lines 705-806	Website domain updated; no other significant changes.



<b>X. Procedures for Amending the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)</b>	
Lines 808-1038	Minor revisions and updates to clarify process used to amend the MTP and TIP.
Lines 1040-1052 Previous language was applicable to TIP amendments only. Proposed revision expands the authority of the Chairperson to address time-sensitive items requiring board approval.	<b>Process for Approval of Time-Sensitive Board Actions</b> In cases where <b>board action is required, prior to the next regularly scheduled MetroPlan Orlando Board meeting</b> , the MetroPlan Orlando Board Chairperson is authorized to approve and sign the corresponding resolution on behalf of the MetroPlan Orlando Board without having to call an emergency meeting of the board or advisory committees. The Chairperson's approval must be ratified at the next regularly scheduled board meeting. To maintain the integrity of the public involvement process, the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee will preview the item and provide input prior to ratification by the MetroPlan Orlando Board.
<b>XI. Minority Business Enterprise Program</b>	
Lines 1054-1199 Strike all outdated M/DBE practices.	MetroPlan Orlando follows Florida Department of Transportation's Disadvantaged Business Enterprise (DBE) program.
Retains the current practice as indicated in lines 1200-1204.	The Florida Department of Transportation Disadvantaged Business Enterprise Program Plan and the Florida Department of Transportation Methodology for Determining DBE Goal (49 CFR part 26.45) as adopted and amended from time to time is accepted as the umbrella under which MetroPlan Orlando will function in the award of any and all contracts incurring the expenditure of federal funds.
<b>XII. Title VI Complaint Procedure</b>	
Lines 1206-1276 Removes date and notes attachment of most recent Title VI Assurances	No change except to replace the date and replace with the words <b>"most recent"</b> Title VI/Nondiscrimination Assurance.



**MetroPlan Orlando**  
**Internal Operating Procedures**

- I. Statement of Agency Organization and Operation
  - II. Vision and Mission Statements
  - III. Membership, Appointments, Terms of Office and Vacancies
  - IV. Membership Apportionment and Reapportionment **(New)**
  - ~~V.~~ V. Board Officers, Board Officer Elections, Election Process, and Board Officer Vacancies ~~Officers~~ **(Expanded)**
  - ~~VI.~~ V. Executive Director
  - ~~VII.~~ VI. Organizational Units of MetroPlan Orlando
  - ~~VIII.~~ VII. Operating Procedures
  - ~~IX.~~ VIII. Procedures for Public Involvement Process
  - ~~X.~~ IX. Procedures for Amending the Metropolitan Transportation Plan and the Transportation Improvement Program (TIP)
  - ~~XI.~~ X. Minority Business Enterprise Program
  - ~~XII.~~ XI. Title VI Complaint Procedure
- 

**I. Statement of Agency Organization and Operation**

(1.) The Orlando Urban Area Metropolitan Planning Organization, d/b/a MetroPlan Orlando/A Regional Transportation Partnership is created under the provisions of 23 USC §134 et. seq and Section 339.175, Florida Statutes, and is charged in cooperation with the State of Florida to develop transportation plans and programs for the Orlando and Kissimmee Urbanized area. Such plans and programs must provide for the development of transportation facilities that will function as an intermodal transportation system for the metropolitan area. The process for developing such plans and programs shall be continuing, cooperative, and comprehensive to the degree appropriate based on the complexity of the transportation problems.

Additional information concerning MetroPlan Orlando may be obtained from the Interlocal Agreement creating MetroPlan Orlando, and the organization's website, ~~www.metroplanorlando.org~~ [www.metroplanorlando.gov](http://www.metroplanorlando.gov).

(2.) ~~AGENCY CLERK~~ **Agency Clerk.** The Clerk of MetroPlan Orlando is the Senior Board Services Coordinator, whose address is c/o MetroPlan Orlando, 250

South Orange Avenue, Suite 200, Orlando Florida 32801, and telephone number (407) 481-5672 extension 315. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MetroPlan Orlando Board Members in the day-to-day operations of MetroPlan Orlando.

## **II. Vision and Mission Statements**

(1) The vision of MetroPlan Orlando is a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

(2) The mission of MetroPlan Orlando is to provide leadership in transportation planning by engaging the public and fostering effective partnerships. MetroPlan Orlando shall achieve this vision and mission by:

(a) Preparing and maintaining up-to-date regional transportation plans.

(b) Setting priorities for investing transportation resources to implement adopted regional plans.

(c) Shaping and communicating a regional perspective on transportation issues.

(d) Competing nationally and statewide for additional financial resources.

(e) Identifying and advocating alternative local funding issues.

(f) Building strong alliances with the business community, residents of the region, and neighboring jurisdictions in the Central Florida region.

(g) Coordinating planning efforts with federal, state and local governments and other transportation agencies.

(h) Recruiting and retaining top quality staff and consultants.

## **III. Membership, Appointments, Terms of Offices and Vacancies**

(1) In accordance with Section 339.175, Florida Statutes, the designation of MetroPlan Orlando and the composition of its Board shall be accomplished by agreement between the Governor and units of ~~general purpose~~general-purpose local government within the Orlando and Kissimmee Urbanized areas, consistent with the specific requirements of federal and state laws and on the basis of an equitable population distribution.

~~(1) The governing body of each governmental entity so designated appoints the appropriate number of members to the MetroPlan Orlando Board from eligible officials. The Chairpersons of the Technical Advisory Committee, Community Advisory Committee, and Transportation Systems Management and Operations Committee, serve as non-voting advisors of MetroPlan Orlando. Other non-voting advisors may also be appointed as deemed necessary by MetroPlan Orlando. In addition, the District Five Secretary of the Florida Department of Transportation and Kissimmee Gateway Airport serve as non-voting advisors to the MetroPlan Orlando Board. All non-voting advisors may attend and participate fully in governing board meetings but shall not have a vote and shall not be members of the governing board.~~

~~(2) The governing body of each governmental entity so designated appoints the appropriate number of voting members to the MetroPlan Orlando Board from its eligible officials.~~

~~(3) The chairpersons of each of MetroPlan Orlando's established advisory committees shall serve as non-voting advisors, except that the chairperson of the Municipal Advisory Committee, shall serve as a voting member. The District Five Secretary of the Florida Department of Transportation shall also serve as a non-voting advisor.~~

~~(4) Other non-voting advisors may also be appointed as deemed necessary by MetroPlan Orlando. All non-voting advisors may attend and fully participate in the deliberations at governing board meetings but shall not be considered for establishment of a quorum and shall not have a vote.~~

~~(5) The MetroPlan Orlando Board voting membership, as designated by the Governor of Florida and by Interlocal Agreement, consists of a total of 21 members who are representatives of:~~

- ~~• Orange County BCC (6)~~
- ~~• Osceola County BCC (1)~~
- ~~• Seminole County BCC (2)~~
- ~~• City of Altamonte Springs (1)~~
- ~~• City of Apopka (1)~~

- City of Kissimmee (1)
  - City of Orlando (2)
  - City of Sanford (1)
  - City of St. Cloud (1) – NEW
  - Central Florida Expressway Authority (CFX) (1)
  - Central Florida Regional Transportation Authority (LYNX) (1)
  - Greater Orlando Aviation Authority (GOAA) (1)
  - Sanford Airport Authority (1)
  - Municipal Advisory Committee (1)
- ~~(2) MetroPlan Orlando, as designated by the Governor of Florida and by Interlocal Agreement, consists of members who are representatives of:~~
- ~~(a) — City of Orlando  
Office of Mayor (1)  
City Commission (1)~~
  - ~~(b) — Orange County (6)~~
  - ~~(c) — Central Florida Expressway Authority (1)~~
  - ~~(d) — City of Altamonte Springs  
Office of Mayor (1)~~
  - ~~(e) — Seminole County (2)~~
  - ~~(f) — Osceola County (1)~~
  - ~~(g) — City of Apopka  
Office of Mayor (1)~~
  - ~~(h) — City of Kissimmee  
Office of Mayor (1)~~
  - ~~(i) — City of Sanford  
Office of Mayor (1)~~
  - ~~(j) — Central Florida Regional Transportation Authority (LYNX) (1)~~
  - ~~(k) — Greater Orlando Aviation Authority (1)~~
  - ~~(l) — Sanford Airport Authority (1)~~
  - ~~(m) — Municipal Advisory Committee (1)~~

(6) Alternate members

~~(3) A MetroPlan Orlando member entity may appoint an alternate or alternates to represent one or more of its appointed board members. Alternate members may be appointed and permitted to vote at meetings which the regular member is unable to attend. An appointed alternate member must be an official representing the same governmental entity or area that the regular member serves. An alternate voting member's term may not exceed the term of the voting member or members they represent as specified in~~

~~Section 339.175(3)(b), Florida Statutes. A MetroPlan Orlando member entity may appoint, by action taken at an official meeting of the entity, an alternate for one or more of its appointed MetroPlan Orlando members.~~

~~(a) — An alternate voting member's term shall be for no longer than the term of the voting member they represent as specified in Section 339.175(3)(b), Florida Statutes.~~

~~(b)(a)~~ A MetroPlan Orlando member entity shall notify MetroPlan Orlando, in writing, that the appointed individual may act as a regular alternate member in accordance with Section 339.175(3)(a), Florida Statutes, if the regular member cannot attend a meeting the alternate member may be designated for one or more specific meetings, at the discretion of the MetroPlan Orlando member entity.

#### IV. Membership Apportionment and Reapportionment **(NEW)**

~~The composition of the MetroPlan Orlando Board membership shall be reviewed at least every ten (10) years and reapportioned as necessary. Reapportionment and the boundary of the urbanized area shall be reviewed in conjunction with the decennial census as prepared by the United States Department of Commerce, Bureau of the Census, and with the agreement of the Governor and the affected general-purpose local government units that constitute the existing M.P.O. Reapportionment of the membership must comply with Section 339.175 (3), Florida Statues.~~

#### IV.V. Board Officers, Board Officer Elections, Election Process, and Board Officer Vacancies~~Officers~~

##### (1) Board Officers and Officer Duties

~~(a) The officers of the MetroPlan Orlando Board are the Chairperson, Vice-Chairperson, and Secretary-Treasurer. Each MetroPlan Orlando Board officer shall be from a different local government and shall serve for one (1) year or until he/she is reelected or until his/her successor is elected.~~

~~(b) The Chairperson shall preside at all MetroPlan Orlando board meetings, appoint all board committee members, and shall sign, on behalf of the MPO, all board meeting minutes, resolutions, agreements, and other documents approved by action of the MetroPlan Orlando Board. The Chairperson shall have the authority to call special meetings of the MetroPlan Orlando Board and Board~~

197 Committees, and/or may cancel any regularly scheduled meeting. The  
198 Chairperson shall also preside over the board officer election process.

199  
200 (c) The Vice-Chairperson shall assume the duties and responsibilities of the  
201 Chairperson in his/her absence, including having –signatory authority where  
202 applicable.

203  
204 (d) The Secretary-Treasurer shall be responsible for ensuring the minutes and  
205 records of MetroPlan Orlando are kept in proper order and shall assume the  
206 duties and responsibilities of the Chairperson in the absence of both, the  
207 Chairperson and Vice-chairperson, including having signatory authority where  
208 applicable.

209  
210 (e) In the absence of all three board officers, the Immediate-Past Chairperson  
211 may preside over the meeting where a quorum is established. A temporary  
212 chairperson may also be elected by majority vote at said meeting to serve as  
213 Chairperson for the purpose of conducting the business of the MetroPlan  
214 Orlando Board.

215  
216 **(2) Board Officer Elections**

217 (1) The last scheduled meeting of each calendar year shall be known as the  
218 Annual Meeting of MetroPlan Orlando and shall be for the purpose of  
219 electing new board officers and conducting such other business as may  
220 come before the members. MetroPlan Orlando shall elect from its voting  
221 membership a Chairperson, Vice-Chairperson and Secretary-Treasurer.

222  
223 (2) Each officer shall be from a different local government or transportation  
224 agency.

225  
226 (3) Each member so elected shall serve for one (1) year or until he/she is  
227 reelected or until his/her successor is elected. The Chairperson, Vice  
228 Chairperson and Secretary-Treasurer's terms of office shall be limited to two  
229 (2) consecutive one (1) year terms and neither shall be eligible again until  
230 two (2) additional years have elapsed, nor shall either be succeeded by a  
231 member from the same local government or agency for his/her respective  
232 office.

233  
234 (4) The Chairperson of the MetroPlan Orlando board shall preside over and  
235 facilitate the election of officers for the ensuing year.

236 (5) The newly elected officers shall be declared installed and shall assume the  
237 duties of office at the first scheduled meeting of the new calendar year upon

adjournment of the meeting where the board officer elections are held, or as designated by the board.

### (5)(3) Election Process

The election of board officers shall take place in the following order:

- The nomination process will begin with the current Chairperson accepting nominations for the office of incoming Chairperson.
- When nominations are complete, the Chairperson will accept a motion to close the nominations.
- Should only one person be nominated, that nominee shall be declared elected to the office by acclamation.
- When more than one person is nominated, a roll call shall be conducted by the Agency Clerk.
- If a candidate receives the majority of voice votes, he or she will be declared elected to the office.
- Upon completion of the election of the incoming Chairperson, the election of Vice-Chairperson, followed by the election of Secretary-Treasurer, will take place in the same manner described above.

### (4) Board Officer Vacancies

If the Chairperson is unable to complete his/her term, the Vice-Chairperson shall serve as Chairperson until the next regular election. Vice-Chairperson or Secretary-Treasurer vacancies shall be filled by majority vote MetroPlan Orlando Board for the term balance remaining for said office. Officers elected to fill a term balance must be from the same jurisdiction as the previous office holder.

## V.VI. **Executive Director**

- (1) The Executive Director is selected and appointed by MetroPlan Orlando board members and serves at their discretion and pleasure.
- (2) The Executive Director, under the general policy direction of the MetroPlan Orlando Board and within its adopted guidelines, has the authority to perform the highest-level leadership, managerial and administrative functions related to MetroPlan Orlando, including, but not limited to the following:



(a) Implementing the vision and mission of MetroPlan Orlando by providing the necessary leadership in planning and promoting a comprehensive intermodal surface transportation system.

(b) Working with MetroPlan Orlando in the development of strategies, goals, objectives and plans for growth management.

(c) Developing positive working relationships with all constituents, coordinating entities and elected officials.

(d) Building consensus among all stakeholders.

(e) Procuring funding.

(f) Developing and creating funding sources.

(g) Evaluating plans and strategies to assure the highest level of results for Central Florida.

#### VI.VII. Organizational Units of MetroPlan Orlando

(1) MetroPlan Orlando has established the following Board committees within the ~~twenty (20)~~ 21 member MetroPlan Orlando governing body:

(a) The Executive Committee consists of the Chairperson, Vice Chairperson, Secretary-Treasurer, the immediate past-Chairperson, and four other members approved by the Board. It meets as deemed necessary by the Board Chairperson. The purpose of this Committee is to discuss issues and develop recommendations before they are presented to the full governing Board and other matters of general interest that are brought before it by the Chairperson and the Executive Director.

(b) The Personnel Committee consists of the Chairperson, Vice Chairperson, Secretary/Treasurer, the immediate past-Chairperson and one other member approved by the Board. The purpose of this Committee is to address personnel-related issues.

(c) The Finance Committee consists of the Chairperson, Vice Chairperson, Secretary-Treasurer and three other members approved by the Board. The purpose of this Committee is to address financial issues associated with the organization and methods for generating additional funding sources to meet regional transportation needs. The Finance Committee shall also function

as the Auditor Selection Committee for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services. The committee should follow the best practices established by the GFOA (Government Finance Officers Association) <https://www.gfoa.org/materials/audit-committees>.

Each of the committees listed above may be expanded to include additional members for special purposes by appointment of the Chairperson and vote of the MetroPlan Orlando Board.

(2) MetroPlan Orlando shall establish the following standing advisory committees:

(a) Technical Advisory Committee (TAC), composed of planning, engineering, and/or management specialists, shall represent the various public governmental bodies, authorities, and agencies of Central Florida and shall be involved in the transportation planning process by the establishment of a technical advisory committee.

(1) The intent of the membership composition of the Technical Advisory Committee is to represent planning and engineering expertise from federal, state, regional or local agencies. Municipalities within Orange, Seminole and Osceola Counties are eligible for representation. Voting representation for each jurisdiction will be determined by population, according to the latest census and/or the University of Florida Bureau of Economic and Business Research (BEBR)~~University of Florida~~ population estimates. The MetroPlan Orlando Board may authorize additional voting representatives to the Technical Advisory Committee, upon written petition through the Technical Advisory Committee.

(2) The allocation of voting representation of the Technical Advisory Committee shall be based on the following criteria:

- (a) Local jurisdictions with a population of 100,000 or more shall be allocated three (3) votes each.
- (b) Local jurisdictions with a population between 50,000 and 99,999 shall be allocated two (2) votes each.
- (c) Local jurisdictions with a population between 5,000 and 49,999 shall be allocated one (1) vote each.

360 (d) Local jurisdictions with population less than 5,000 shall  
361 be allocated one (1) non-voting seat each.  
362 (e) Local transportation agencies/authorities and school  
363 districts shall be allocated one (1) vote each.  
364  
365 (3) The voting representation is three (3) voting representatives from  
366 each of the following:  
367 (a) Orange County  
368 (b) Osceola County  
369 (c) Seminole County  
370 (d) City of Orlando  
371  
372 (4) The voting representation is two (2) voting representatives from  
373 each of the following:  
374 (a) City of Kissimmee  
375 (b) City of Sanford  
376  
377 (5) The voting representation is one (1) voting representative from  
378 each of the following:  
379 (a) City of Altamonte Springs  
380 (b) City of Apopka  
381 (c) City of Belle Isle  
382 (d) City of Casselberry  
383 (e) City of Lake Mary  
384 (f) City of Longwood  
385 (g) City of Maitland  
386 (h) City of Ocoee  
387 (i) City of Oviedo  
388 (j) City of St. Cloud  
389 (k) City of Winter Garden  
390 (l) City of Winter Park  
391 (m) City of Winter Springs  
392  
393 (6) The non-voting representation is one (1) from each of the  
394 following:  
395 (a) Town of Eatonville  
396 (b) City of Edgewood  
397 (c) Town of Oakland  
398 (d) Town of Windermere  
399

400 (7) The voting representation is one (1) voting representative from  
 401 each of the following transportation agencies/authorities and  
 402 school districts:  
 403 (a) Central Florida Regional Transportation Authority/LYNX  
 404 (b) East Central Florida Regional Planning Council  
 405 (c) Greater Orlando Aviation Authority  
 406 (d) Kissimmee Gateway Airport  
 407 (e) Central Florida Expressway Authority  
 408 ~~(f) Reedy Creek Improvement District~~  
 409 ~~(g)(f)~~ Sanford Airport Authority  
 410 ~~(h)(g)~~ Seminole County Public School District  
 411 ~~(i)(h)~~ Orange County Public School District  
 412 ~~(j)(i)~~ Osceola County Public School District  
 413  
 414 (8) Upon written petition to the Technical Advisory Committee,  
 415 additional advisory, non-voting members may be appointed to the  
 416 Technical Advisory Committee with the recommendation of the  
 417 Technical Advisory Committee and the concurrence of the  
 418 MetroPlan Orlando Board.  
 419  
 420 (9) In addition, there shall be non-voting advisors from each of the  
 421 following agencies: the Florida Department of Transportation  
 422 District V and the Florida's Turnpike Enterprise.  
 423  
 424 (b) Community Advisory Committee (CAC) whose 31 member committee  
 425 shall consist of representatives from Orange, Seminole, and Osceola  
 426 counties. Fifteen (15) shall be geographic seats appointed at-large  
 427 from the jurisdictions as indicated below, and sixteen (16) shall  
 428 be appointed by the MetroPlan Orlando Board:  
 429  
 430 (1) Geographic Appointees  
 431 Orange County 3 seats  
 432 Osceola County 3 seats  
 433 Seminole County 3 seats  
 434 Orange County municipalities 2 seats  
 435 Osceola County municipalities 2 seats  
 436 Seminole County municipalities 2 seats  
 437  
 438 Municipal appointments shall be from the two largest  
 439 municipalities in each county as determined by the most

recent ~~University of Florida~~UF BEBR or U.S. Census population figures, whichever is most recent.

All geographic appointees shall reside in and be appointed by their respective county or municipality. In selecting new members for appointment, the appointing jurisdiction should consider the personal qualifications of the individuals as lay people in the community, outside the transportation industry, and should strive to include ethnic, social, and economic diversity. MetroPlan Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives.

(2) MetroPlan Orlando Board Appointees

Multimodal Advocates	10 seats
Underserved	3 seats
Transportation Disadvantaged	2 seats (disabled or elderly)
Business community	1 seat

MetroPlan Orlando Board appointees must apply through a process established by MetroPlan Orlando. The Community Advisory Committee shall make recommendations to the MetroPlan Orlando board for approval.

In addition, a representative from LYNX and Florida Department of Transportation District Five, shall serve as non-voting advisors.

(c) Municipal Advisory Committee (MAC). A special purpose advisory committee known as the Municipal Advisory Committee (MAC) consisting of Mayors, or Mayors' designee, of the smaller municipalities not directly represented on the MetroPlan Orlando Board. The Chairperson of the MAC will be a voting member on the MetroPlan Orlando Board. The voting membership of the MAC shall be the Mayor or Mayor's designee as follows:

- (1) City of Bay Lake
- (2) City of Belle Isle
- (3) City of Casselberry
- (4) Town of Eatonville
- (5) City of Edgewood
- (6) City of Lake Buena Vista

- 481 (7) City of Lake Mary  
482 (8) City of Longwood  
483 (9) City of Maitland  
484 (10) Town of Oakland  
485 (11) City of Ocoee  
486 (12) City of Oviedo  
487 ~~(13) City of St. Cloud~~  
488 ~~(14)~~(13) Town of Windermere  
489 ~~(15)~~(14) City of Winter Garden  
490 ~~(16)~~(15) City of Winter Park  
491 ~~(17)~~(16) City of Winter Springs  
492

493 Every effort should be made for the Mayor or a member of the City  
494 Commission or Council to represent the membership on the  
495 ~~Committee~~MAC. However, where this is not feasible senior staff may  
496 be designated to serve.  
497

498 (d) A Transportation Systems Management and Operations (TSMO)  
499 Committee whose membership composition are planning and  
500 engineering expertise from Federal, State, regional or local agencies.  
501

502 (1) The following jurisdictions are eligible to appoint voting members  
503 as indicated. Appointees should have an interest or active  
504 involvement in TSMO related activities:

- 505 (a) Orange County (2)  
506 (b) Osceola County (2)  
507 (c) Seminole County (2)  
508 (d) City of Orlando (2)  
509 (e) City of Belle Isle (1)  
510 (f) City of Kissimmee (1)  
511 (g) City of Sanford (1)  
512 (h) City of Altamonte Springs (1)  
513 (i) City of Apopka (1)  
514 (j) City of Casselberry (1)  
515 (k) City of Lake Mary (1)  
516 (l) City of Longwood (1)  
517 (m) City of Maitland (1)  
518 (n) City of Ocoee (1)  
519 (o) City of Oviedo (1)  
520 (p) City of St. Cloud (1)  
521 (q) City of Winter Garden (1)

522 (r) City of Winter Park (1)  
523 (s) City of Winter Springs (1)  
524  
525 (2) Municipalities whose population is less than 5,000 may each  
526 appoint one (1) non-voting member. These municipalities would  
527 include:  
528 (a) Town of Eatonville  
529 (b) City of Edgewood  
530 (c) Town of Oakland  
531 (d) Town of Windermere  
532  
533 (3) The following transportation agencies/authorities are also eligible  
534 for voting representation. Each agency may appoint one (1) voting  
535 representative:  
536 (a) Central Florida Regional Transportation Authority/LYNX  
537 (b) Central Florida Expressway Authority  
538 ~~(c) Reedy Creek Improvement District~~  
539 ~~(d)~~(c) Greater Orlando Aviation Authority  
540 ~~(e)~~(d) Kissimmee Gateway Airport  
541 ~~(f)~~(e) Orlando Sanford Airport  
542 ~~(g)~~(f) MetroPlan Orlando appointee  
543  
544 (4) In addition, representatives from the following shall serve as non-  
545 voting advisors or members:  
546 (a) Florida Department of Transportation, District Five, non-voting  
547 advisor  
548 (b) Florida's Turnpike Enterprise, non-voting advisor  
549 (c) University of Central Florida, non-voting member  
550 (d) Orange County Community Traffic Safety Team (Chair or  
551 designee), non-voting member  
552 (e) Seminole County Community Traffic Safety Team (Chair or  
553 designee), non-voting member  
554 (f) Osceola County Community Traffic Safety Team (Chair or  
555 designee), non-voting member  
556  
557 (3) The purpose and functions of these standing advisory committees  
558 ~~Committees~~ shall be as follows:  
559 (a) Technical Advisory Committee:  
560 (1) Be responsible for the review of transportation studies,  
561 reports, plans and/or programs and recommend action pertinent  
562 to the subject documents to MetroPlan Orlando.

(2) Develop priority recommendations to MetroPlan Orlando or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.

(3) Be responsible for assisting MetroPlan Orlando with coordinating public information activities concerning the studies.

(4) Serve as an advisory committee for the completion of all required transportation studies, plans development, and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.

(5) Serve as an advisory committee to any and all duly constituted area-wide transportation authorities or boards, as well as area-wide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

(6) Review, amend, comment and recommend bicycle and pedestrian facilities implementation plans to MetroPlan Orlando to guide in making road construction and improvement decisions.

(7) Study, pursue and encourage public and private funding for future bicycle and pedestrian related projects to further the implementation of the bicycle and pedestrian plans.

(8) Develop programs based on the four "E's" of bicycle and pedestrian planning (Engineering, Education, Enforcement and Encouragement) to encourage and foster the increased use of bicycling and walking as transportation throughout the Orlando and Kissimmee Urbanized Areas.

(9) Carry out bicycle and pedestrian related tasks requested by MetroPlan Orlando

(10) Assist in other functions as deemed desirable by MetroPlan Orlando.

(b) Community Advisory Committee:

(1) Advise MetroPlan Orlando on public opinion in formulating goals and objectives for shaping the urban environment.

(2) Participate in public information programs.

(3) Provide an effective citizens' review of the preliminary findings and recommendations for continuing study.

(4) Assist in other functions as deemed desirable by MetroPlan Orlando.



- (c) Municipal Advisory Committee (MAC) shall be to involve those municipalities that are not voting members of MetroPlan Orlando in the transportation planning process, and to provide a forum for those municipalities to assess reaction to transportation planning proposals and to provide comment to the MetroPlan Orlando Board with respect to the concerns of the various municipalities' transportation needs.
- (1) Advise the MetroPlan Orlando Board as to the opinion of municipalities in formulating goals and objectives for shaping the urban environment.
  - (2) Conduct public information programs through open public meetings.
  - (3) Provide an effective review of the preliminary findings and recommendations of all transportation studies, reports, plans and/or programs and making recommendations to the MetroPlan Orlando Board.
  - (4) Participate in the development and review of the Orlando Urban Area Metropolitan Transportation Plan.
  - (5) Assist in other functions as deemed desirable by the MetroPlan Orlando Board.
- (d) Transportation Systems Management and Operations (TSMO) Committee
- (1) Serve the MPO in an advisory capacity on TSMO matters relating to the update of the MPO's Congestion Management Process (CMP) of the MPO's Metropolitan Transportation Plan (MTP) and the coordination of TSMO with the regional ITS architecture.
  - (2) Be responsible for the development and review of all studies, reports, plans and/or programs germane to TSMO and to recommend action pertinent to the subject documents to MetroPlan Orlando.
  - (3) Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by TSMO studies and project applications.

- (4) Advise staff in the development of an Annual Congestion Management System Report as called for in the Congestion Management Process (CMP) Element of the MPO's long range plan also known as the Metropolitan Transportation Plan, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively.
- (5) Annually review and revise the TSMO Prioritized Project List. This list will be the source of candidate projects to be implemented with the MPO's Congestion Management System (CMS) Box funds for the region and each County; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order.
- (6) Develop and recommend a list of traffic operations and TSMO project priorities to be implemented with CMS Box funds and/or MetroPlan Orlando's share of District Five Allocated STP and State funds. Projects may include improvements including, but not limited to, studies, plans, installing or synchronizing traffic control devices, safety and/or evacuation efficiency improvements, adding or extending turn lanes at intersections, TSMO deployments, system maintenance projects, operations, Road Side Units (RSUs) such as sensors and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand.
- (7) When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the TSMO prioritized project list and consistent with the list of recommended TSMO projects. MetroPlan Orlando staff or any committee member may bring design plans to the committee for review at the discretion of the committee.

(8) Participate in updates to the regional ITS architecture; and coordinate with the MPO's other advisory committees.

(4) Both the Technical Advisory Committee and the Community Advisory Committee shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs, so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area wide needs and properly related to area wide comprehensive plans, goals and objectives.

(5) Reports, studies, plans and programs, and databases shall be approved or endorsed by the MetroPlan Orlando Board after review by the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, and Municipal Advisory Committee, as appropriate. A resolution may be noted as officially adopted by the MetroPlan Orlando Board and placed into effect upon signature by the MetroPlan Orlando Chairperson without waiting for the minutes of the entire meeting to be officially approved at the next MetroPlan Orlando board meeting.

#### ~~VII.~~VIII. Operating Procedures

(1) MetroPlan Orlando shall meet at least four times a year at a time and location designated by MetroPlan Orlando and at such other times as the Chairperson may determine necessary.

(2) Meetings may also be held in a hybrid virtual environment as long as a physical in-person quorum is met as applicable by Florida Sunshine laws. Advance notification of all meetings, whether regular business or special, shall be provided as required by applicable law.

(3) All MetroPlan Orlando Board and advisory committee meetings will be open and accessible to the public whether in-person or virtual.

(4) The public may obtain information or make submissions or requests concerning MetroPlan Orlando matters to the Office of the Executive Director, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida 32801, by calling (407) 481-5672, or emailing [info@metroplanorlando.org](mailto:info@metroplanorlando.org).

(5) A quorum shall consist of a majority of those members entitled to vote. A majority shall consist of one-half the voting members plus one.

~~(6) —~~The agency clerk shall conduct a roll call at the beginning of each MetroPlan Orlando Board meeting to confirm a physical, in-person quorum is present. Once a physical, in-person quorum has been reached, board members who may need to join the meeting remotely may participate in the deliberations and also vote. Any

~~business transacted by the MetroPlan Orlando Board must be approved by not less than a majority of the votes cast. The same shall be applicable to each MetroPlan Orlando advisory committee. MetroPlan Orlando members must be present to cast a vote. Any business transacted by MetroPlan Orlando must be approved by not less than a majority of the votes cast.~~

(7) Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Metropolitan Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a ~~b~~Board ~~m~~Member ~~or advisory committee member~~ specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order.

(8) Code of Ethics. Members, Officers, and Employees are required to comply with Florida Statute 112, Part III, Code of Ethics for Public Officers and Employees. Members are expected to abide by the ethical rules which govern their service on the organization they represent.

(9) All members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any member who becomes aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, and/or file a conflict of interest form into the record.

(10) The procurement of goods and services shall be conducted in accordance with applicable federal and state law and Resolution No. 05-01, Resolution Adopting the Procedures for Purchases, Sales, Services, and Contracts of MetroPlan Orlando, and as amended from time to time. Procedures for the resolution of protests arising from any contract bidding process are also provided in Resolution No. 05-01.

## **IX. Procedures for Public Involvement Process**

(1) Federal transportation legislation requires all Metropolitan Planning Organizations to establish a public involvement process in conjunction with the overall transportation planning process occurring within their respective urban areas. MetroPlan Orlando's public involvement policy objectives and performance measures are outlined in the organization's Public Participation Plan to ensure that the requirements and criteria established under the legislation are met. The legislation states that public involvement processes be proactive and provide information, timely public notice, access to key decisions, and opportunities for early and continuing involvement of the public in developing plans. MetroPlan Orlando's Public Participation Plan also outlines how MetroPlan Orlando will make information available to the public and how the public can provide input to the transportation planning process.

765 (2) In complying with the federal public involvement requirements listed  
766 above, MetroPlan Orlando shall specifically implement the following procedures:

767 (a) All meetings of the MetroPlan Orlando board and advisory  
768 committees shall be open to the public and opportunities for public comments  
769 shall be provided. Public meetings shall be held in physical locations or virtual  
770 environments that are accessible to people with disabilities to the maximum  
771 extent possible.

772 (b) MetroPlan Orlando's public involvement process shall provide for  
773 early and continuing involvement in the transportation planning and  
774 programming process to all segments of the community. As specifically stated  
775 in the federal legislation, these segments are freight shippers, users of public  
776 transit, citizens, providers of transportation, affected public agencies,  
777 representatives of transportation agency employees, other interested parties,  
778 and segments of the community affected by transportation plans, programs,  
779 and projects. The process shall also provide for seeking out and considering  
780 the needs of those traditionally underserved by existing transportation systems,  
781 such as low income and minority households which may face challenges  
782 accessing employment and other amenities.

783 (c) MetroPlan Orlando will follow guidelines from its Public  
784 Participation Plan related to core products such as the Metropolitan  
785 Transportation Plan and the Transportation Improvement Program to ensure  
786 the public has adequate opportunities to review and comment. MetroPlan  
787 Orlando staff shall make presentations to various groups, civic organizations,  
788 Chambers of Commerce, etc. regarding the Central Florida transportation plans  
789 and programs.

790 (d) Information on transportation-related activities and MetroPlan  
791 Orlando's core transportation plans will be updated on a regular basis on the  
792 organization's website  
793 ([www.metroplanorlando.org](http://www.metroplanorlando.org)~~www.metroplanorlando.org~~).

794 (e) From time to time, surveys may be conducted to obtain a sample  
795 of public opinions on the transportation related issues affecting Central Florida,  
796 and to help MetroPlan Orlando determine what goals and objectives to pursue  
797 in planning for the future development of the Central Florida's transportation  
798 system.

799 (f) MetroPlan Orlando will utilize visualization techniques to  
800 describe transportation plans and make public information available, when  
801 possible, in an electronically accessible format and in plain language.

802 (g) MetroPlan Orlando's procedures for complying with federal  
803 requirements associated with Title VI of the Civil Rights Act of 1964 are outlined  
804 in the organization's *Title VI Program: Nondiscrimination and Language Plan*.

805 Additionally, more information on the Title VI Complaint Procedure is contained  
806 in Section XII of these operating procedures.

807  
808 **X. Procedures for Amending the Metropolitan Transportation Plan (MTP) and the**  
809 **Transportation Improvement Program (TIP)**  
810

811 (1) The process for amending the adopted Orlando and Kissimmee  
812 Urbanized Areas Metropolitan Transportation Plan (aka Long Range Transportation  
813 Plan) is established as follows:

814 (a) Amendments to the MTP may be requested for consideration by  
815 MetroPlan Orlando at any time. To the extent feasible, amendments shall  
816 coincide with ~~the adoption of the Transportation Improvement Program (TIP) by~~  
817 ~~the regularly scheduled meetings of the~~ MetroPlan Orlando Board ~~in July of each~~  
818 ~~year~~. MetroPlan Orlando staff will work with applicants who believe they are not  
819 able to comply with the amendment schedule.

820 (b) Amendments shall be requested in writing describing the  
821 purpose and need for the project, as well as its location and consistency with  
822 local government comprehensive plans and shall be addressed to the  
823 MetroPlan Orlando Executive Director ~~or and~~ Director of Transportation  
824 Planning. ~~and by copying the Manager of Transportation Planning.~~

825 (c) Projects subject to the amendment request and review process:

826 • Any transportation project which involves a major  
827 improvement and funded either entirely or in part by Federal or State  
828 funds that are proposed to be added to or deleted from the adopted  
829 Metropolitan Transportation Plan shall be subject to the amendment  
830 request and review process.

831 • Any proposed transportation project that is of a new or  
832 prototype technology, and will impact the adopted Metropolitan  
833 Transportation Plan, shall be subject to the amendment request and  
834 review process.

835 • Any non-Federal or non-State funded proposed regionally  
836 significant (23 CFR 450.104) transportation project (including privately-  
837 funded projects) shall be reported to MetroPlan Orlando for addition into  
838 the Metropolitan Transportation Plan through the amendment request  
839 and review process.

840 (d) Who may submit an amendment request:

841 • Amendment requests may be initiated by a government  
842 agency such as the State, a city, county or a transportation authority.

- 843                   • Amendment requests originating from the private sector  
844 shall be sponsored by one or more local governments where the project  
845 is to be located.
- 846       (e) Action upon submittal of an amendment request.
- 847           (1) ~~Within 30 days,~~ MetroPlan Orlando staff shall screen the  
848 amendment request to determine if there is a major impact  
849 upon the transportation system and ~~if whether~~ a detailed  
850 analysis of the project is needed.
- 851           (2) If the MetroPlan Orlando staff finds that the amendment  
852 request contains insufficient information upon which to rule,  
853 the staff shall identify and request in writing from the  
854 applicant, ~~prior to the expiration of the 30 day examination~~  
855 ~~period,~~ the additional information needed.
- 856           (3) If the MetroPlan Orlando staff finds that the amendment  
857 request contains sufficient information upon which to rule,  
858 the staff shall notify the applicant in writing that the  
859 amendment request has been accepted for review.
- 860           (4) Projects that have a total construction cost of less than \$4  
861 million are to be considered a minor transportation  
862 improvement and a detailed analysis will not be required.
- 863       (f) If ~~required~~deemed necessary, the detailed analysis shall  
864 describe the project impacts to the Metropolitan Transportation Plan Goals and  
865 Objectives, as follows:
- 866           (1) Safety and ~~public~~Public health~~Health~~.
- 867           (2) Reliability and ~~performance~~Performance.
- 868           (3) Access and Connectivity.
- 869           (4) Health and Environment.
- 870           (5) Investment and Economy.
- 871       (g) Financial impact.
- 872           (1) Project capital cost subdivided according to preliminary  
873 engineering and design, right-of-way acquisition, and  
874 construction, at a minimum.
- 875           (2) Annual Operations and Maintenance costs.
- 876           (3) Compatibility with adopted Local Government  
877 Comprehensive Plans and Programs.
- 878       (2) Process of Evaluation
- 879
- 880           (a) If a detailed analysis is deemed necessary, the preliminary  
881 review questions and following checklist of evaluation criteria,  
882 consistent with the currently adopted MTP, developed by

~~MetroPlan Orlando~~ will be utilized to evaluate each amendment request may include the following:

(1) ~~Checklist~~ Preliminary Review Questions:

- (a) Has the applicant assumed various transportation projects which may be of benefit to its project to be funded and constructed in the immediate time period when there may be no commitments for doing so?
- (b) Has the applicant used an acceptable method for measuring impacts to air quality?
- (c) Will the applicant prepare a mitigation plan for environmental impacts?
- (d) Has the applicant identified not only the project costs, but also the sources of funding?
- (e) Has the applicant provided evidence of funding commitments, both from itself and other parties involved?
- (f) For roadway projects, has the applicant used officially adopted Levels of Service (LOS) tables from FDOT in preparing its report on traffic impacts?

(g) If it is a transit project, is it compatible with the LYNX Transit Development Plan and Programs?

~~(g)(h)~~ Other relevant evaluation criteria will be considered on individual amendment requests as needed.

(2) MPO Evaluation Criteria:

- (a) Crash Rate
- (b) Fatal and Serious Injury Crashes
- (c) Number of Pedestrian and Bicycle Crashes
- (d) Evacuation Route Designation
- (e) Travel Time Reliability (emphasis on constrained corridors)

~~(f)~~ ~~Fiber Optic Presence~~

~~(g)~~ ~~Actively Monitor/Managed~~

~~(h)~~(f) Relative Changes in Future Congested Speeds

~~(i)~~(g) Transit System Headways

~~(j)~~(h) Population: ½ Mile of Transit

~~(k)~~(i) Jobs: ½ Mile of Transit

~~(l)~~(j) Food and Healthcare Locations: ½ Mile of Corridor

~~(m)~~(k) Culture and Recreation Locations: ½ Mile of Corridor

~~(n)~~(l) Centrality Analysis Score (Critical Sidewalk Need)



~~(e)~~(m) Bicycle/Pedestrian Level of Traffic Stress  
~~(p)~~(n) Residential Density: ¼ Mile of Multimodal Facility  
~~(q)~~(o) Non-Residential Density: ¼ Mile of Multimodal Facility  
~~(r)~~(p) Public Health Indicator Rates (Healthy Mobility Tool)  
~~(s)~~(g) Intensity and Proximity: Environmental Justice Underserved/Disadvantaged Populations  
~~(t)~~(r) Relative Change: Vehicle Miles Traveled  
~~(u)~~(s) Percentage of Commercial Vehicle Traffic (% Truck)  
~~(v)~~(t) Statewide Truck Bottlenecks  
~~(w)~~(u) Intensity and Proximity: Freight Intensive Land Uses  
~~(x)~~(v) Relative Change: Vehicle Hours Traveled  
~~(y)~~(w) Cost Burdened Households: ¼ Mile of Corridor  
~~(z)~~(x) Percentage of Visitor Traffic  
~~(y)~~ Cost of Congestion  
~~(aa)~~(z) Other relevant evaluation criteria will be considered on individual amendment requests as needed.

- (3) Who shall approve an amendment request:
- (a) The Technical Advisory Committee shall review the requested amendment based upon a technical evaluation of its merit, including impacts to existing or proposed bicycle and pedestrian facilities, and shall make recommendations to MetroPlan Orlando.
  - (b) The Community Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.
  - (c) The Transportation Systems Management and Operations Committee shall review the requested amendments that impact technology, management and operations and shall make recommendations to MetroPlan Orlando.
  - (d) The Municipal Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.
  - (e) The MetroPlan Orlando Board shall consider the recommendations of its subsidiary committees and shall exercise final approval or disapproval of the amendment request.

965 (4) MTP Amendment Process

966 ~~(e)~~

967 ~~(f)~~(a) The MetroPlan Orlando staff will present the amendment  
968 request ~~and the staff analysis findings~~ to the Technical  
969 Advisory Committee, Community Advisory Committee,  
970 Transportation Systems Management and Operations  
971 Committee and Municipal Advisory Committee. The  
972 applicant will be advised ~~in writing~~ by MetroPlan Orlando  
973 staff when the amendment request has been placed on  
974 the MetroPlan Orlando ~~advisory committee Board~~ meeting  
975 agendas.

976 ~~(g)~~(b) The MetroPlan Orlando staff will also present the  
977 amendment request ~~and the staff analysis findings~~ to the  
978 MetroPlan Orlando Board, ~~at least one month prior to the~~  
979 ~~regularly scheduled meeting at which MetroPlan Orlando will~~  
980 ~~take formal action on the amendment request~~. The  
981 applicant will be advised ~~in writing~~ by MetroPlan Orlando  
982 staff when the amendment request has been placed on the  
983 MetroPlan Orlando Board meeting agenda for final action.

984 ~~(h)~~(c) Upon approval of the requested amendment, the  
985 MetroPlan Orlando staff will initiate appropriate ~~network~~  
986 changes to the Metropolitan Transportation Plan.

987  
988 The process for amending the adopted Orlando and Kissimmee Urban Areas  
989 Transportation Improvement Program (TIP) is established as follows:

990 (1) When amendments may be requested:

991 (a) Amendments involving Federal and/or State funded projects may be  
992 accomplished at any time.

993 ~~(2)~~ —

994 ~~(3)~~(b) Projects funded locally are included in the TIP for information purposes  
995 and may be amended at any time by the local government or transportation agency.

996 ~~(4)~~(2) Amendments requesting additions, deletions or rescheduling must be  
997 requested in writing and shall be addressed to the MetroPlan Orlando Executive  
998 Director ~~or and~~ Director of Transportation Planning, copying the Manager of  
999 Transportation Planning.

1000 ~~(5)~~(3) Project Requirements:

1001 (a) If the amendment request involves a major improvement, it must  
1002 also be included as part of MetroPlan Orlando's adopted  
1003 Metropolitan Transportation Plan Cost Feasible Plan and TMA  
1004 funding policies, and an amendment to the Metropolitan  
1005 Transportation Plan must be requested in accordance with this rule.

- (b) Amendment requests must include the project's location, detailed description, purpose and need of the project, the reason for its addition, deletion or rescheduling, source of funds and its impact on other projects.

**Process for approval:**

- (1) Upon receipt of an amendment request, MetroPlan Orlando staff shall review and include the request on the agenda of the next regularly scheduled meeting of the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee, and the MetroPlan Orlando Board if the amendment meets all project requirements.
- ~~(2)~~ The Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, and Municipal Advisory Committee shall review the requested amendment at their next regularly scheduled meeting and shall recommend approval or disapproval for each project amendment to MetroPlan Orlando.
- ~~(2)(3)~~ The MetroPlan Orlando Board shall consider the recommendations of its advisory committees and shall exercise final approval or disapproval of each project amendment.
- ~~(3)(4)~~ Upon MetroPlan Orlando Board approval of requested amendments involving highway transportation projects, the MetroPlan Orlando staff will send copies of the MetroPlan Orlando action to FDOT for submittal to the Florida Department of Economic Opportunity (DEO) and the Federal Highway Administration (FHWA).
- ~~(4)(5)~~ Upon MetroPlan Orlando Board approval of requested amendments involving transit projects, the MetroPlan Orlando staff will send copies of the MetroPlan Orlando action to FDOT for submittal to the Florida Department of Economic Opportunity and the Federal Transit Administration (FTA).
- ~~(5)(6)~~ Upon approval, an updated copy of the TIP, with amendments, will be available on [www.metroplanorlando.org](http://www.metroplanorlando.org)~~www.metroplanorlando.gov~~.

**Process for Approval of ~~Emergency Amendments~~ Time-Sensitive Board Actions**

In cases where board action is required, prior to the next regularly scheduled MetroPlan Orlando Board meeting, an amendment must be approved prior to the next board meeting for the amended project to receive funding, the MetroPlan Orlando Board Chairperson is authorized to approve ~~the amendment~~ and sign the corresponding resolution on behalf of the MetroPlan Orlando Board~~board~~ without having to call an emergency meeting of the board or advisory committees. The

Chairperson's approval ~~of the amendment then~~ must be ratified at the next regularly scheduled board meeting. To maintain the integrity of the public involvement process, ~~whenever feasibly possible,~~ the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee ~~are asked to provide input~~ will preview the item and provide input prior to ratification by the MetroPlan Orlando Board.

~~X.~~ **XI. Minority Business Enterprise Program**

~~(1) — Definitions and Purposes.~~

~~(a) — Definitions. For the purpose of these procedures:~~

~~(1) — “Small Business” means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification, and as further defined in Section 288.703, Florida Statutes.~~

~~(2) — “Minority Business Enterprise” means any small business concern as defined in subsection (a) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51 percent owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an underrepresentation of commercial enterprises under the group’s control, and whose management and daily operations are controlled by such persons, and as further defined in Section 288.703, Florida Statutes.~~

~~(3) — “Minority Person” means a lawful, permanent resident of Florida who is~~

~~(a) — African American~~

~~(b) — Hispanic American~~

~~(c) — Asian American~~

~~(d) — Native American~~

~~(e) — American woman~~

~~all as further defined in Section 288.703, Florida Statutes.~~

~~(4) — For the purpose of these procedures the term “MBE” shall mean Minority Business Enterprises; the term “USDOT” shall mean the United States Department of Transportation; the term~~

~~“FTA” shall mean the Federal Transit Administration; and the term “FHWA” shall mean the Federal Highway Administration.~~

~~(b) — Purposes. It is the policy of MetroPlan Orlando that Minority Business Enterprises shall have the maximum opportunity to participate in all phases of its procurement activities and in contracting opportunities. MetroPlan Orlando will use its best efforts to ensure that disadvantaged business enterprises and women business enterprises are informed of current and future procurement activity through contacts with print and electronic media, including minority focused media, assistance agencies and through direct contact. MetroPlan Orlando will provide assistance, when requested to disadvantaged business enterprises and women business enterprises in providing instructions on the preparation of bid specifications, procurement policies, and general bid requirements. MetroPlan Orlando and its contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.~~

~~(2) — Affirmative Action Techniques to Assure MBE Participation.~~

~~(a) — The MBE Program Liaison Officer will be responsible for carrying out the following affirmative action techniques developed to assure MBE participation in all MetroPlan Orlando procurement activities:~~

~~(1) — Solicitation arrangements, times for the presentation of bids, quantities and specifications and delivery schedules which shall be designed so as to facilitate MBE participation.~~

~~(2) — Upon request, MBE firms may be referred for certification, financing or technical assistance to the appropriate agency.~~

~~(3) — Information and communicate on programs on contracting opportunities and procedures will be carried out in a timely manner. Classified ads, in minority and majority focused media, will be used to keep minority owned and controlled businesses informed.~~

~~(b) — When MetroPlan Orlando requires the regular purchase of goods and services, the MBE Program Liaison Officer will follow those bidding procedures listed in its Purchasing Policy defined in Resolution 05-01, or as subsequently amended.~~

~~(3) — MBE Certification and Directory. MetroPlan Orlando will utilize MBE certifications and Directories (“Directories”) developed by local governments and agencies for aiding its MBE procurement participation. These Directories are generally arranged by service and vendor reference, and include a note as to whether or not the vendor is a certified MBE and by what authority the vendor is certified. It shall be MetroPlan Orlando’s policy to obtain certification from all MBE vendors to grant evaluation criteria credits. MBE bid applicants will be encouraged to apply for~~

certification through the Unified Certification Program (UCP), managed by FDOT as formally approved by the USDOT March 25, 2004.

~~(4) — Percentage Goals for the Dollar Value of Work to be Awarded to MBE When Federal Funds are not Used. MetroPlan Orlando has established an overall goal of twenty percent (20%) of the dollar value of work awarded for participation by minority business enterprises in contracting opportunities for goods and services that are bid in accordance with MetroPlan Orlando procurement policy. For contracting opportunities where evaluation criteria are established, MBE participation shall be a separate criterion and shall carry the weight of no more than 15 points out of 100. Points shall be awarded as follows:~~

~~———— MBE PARTICIPATION PERCENTAGE ————— EVALUATION POINTS EARNED~~

<del>0 %</del>	<del>0</del>
<del>1% — 10%</del>	<del>5</del>
<del>11% — 19%</del>	<del>10</del>
<del>20% OR &gt;</del>	<del>15</del>

~~(5) — Identification of MBE by Competitors for Special Contracts.~~

~~(b) — MetroPlan Orlando will, in its solicitation of special contract bids, indicate separate goals for the use of firms owned and controlled by disadvantaged business enterprises and firms owned and controlled by women. All bidders will be required to submit a written assurance to make good faith efforts to meet the goals in their bids or proposals. The bid solicitation will also state that before a binding contract or agreement is signed with the apparent successful bidder, minority business participation information must be submitted to MetroPlan Orlando and that award of the contract is conditional upon satisfaction of MetroPlan Orlando's requirements. The apparent successful bidder shall provide the following information:~~

~~(1) — The names and addresses of minority owned firms that will participate in the contract.~~

~~(2) — A description of the work each participant firm will perform.~~

~~(3) — The dollar amount of participation by each named minority owned firm.~~

~~(b) — All proposed MBE subcontracts must be submitted to MetroPlan Orlando for approval. Upon approval, the successful contractor shall enter into each approved subcontract and shall neither terminate nor reduce the price to be paid under such contract without in each instance the prior consultation with and written approval of MetroPlan Orlando.~~

~~(c) — MetroPlan Orlando will encourage joint ventures and subcontracts involving minority owned and controlled firms by assisting~~

the prime contractor in identification of interested minority owned and controlled firms and making available the Directories.

(d) — Pre bid conferences for all special contracts will be held, if necessary, at a minimum of two weeks prior to bid opening dates, to discuss bid specifications of the project. The MBE Program Liaison Officer will play an integral role in all pre bid conferences by answering questions on MBE policy and offering individual assistance when necessary.

~~(6) Award Selection Procedures.~~

~~(a) — Contract Award MBE Requirements~~

~~(1) — MetroPlan Orlando's procurement procedure is to formally advertise bids for all expenditures exceeding \$25,000.00 and to award or let to the lowest and best responsive bidder.~~

~~(2) — A responsive bidder is defined as a potential contractor who possesses potential ability to perform successfully under the terms and conditions of a proposed procurement. If it is determined that a responsive bidder or contractor firm has the lowest bid and the best bid, but has not met the MBE Program contract goals, the bidder or contractor firm may still be awarded the contract.~~

~~(b) — To ensure that all obligations under contracts awarded to MBE firms are met, the contractor's MBE Program involvement efforts throughout the performance of the contract shall be reviewed. The contractor shall bring to MetroPlan Orlando's attention any situation in which regularly scheduled progress payments are not made to MBE subcontractors.~~

~~(c) — Contractors must make good faith efforts to replace a defaulting MBE subcontractor with another MBE firm. Any such substitution must be approved by MetroPlan Orlando before such subcontractor is signed. The contractor must first provide MetroPlan Orlando with copies of the new or amended contract and MBE certification forms from the substitute MBE firm.~~

~~(d) — There are no preconditions to subgrants or contracts pertaining to the use of MBE other than those previously stated in these Procedures.~~

The Florida Department of Transportation Disadvantaged Business Enterprise Program Plan and the Florida Department of Transportation Methodology for Determining DBE Goal (49 CFR part 26.45) as adopted and amended from time to time is accepted as the umbrella under which MetroPlan Orlando will function in the award of any and all contracts incurring the expenditure of federal funds.



XII. **Title VI Complaint Procedure**

MetroPlan Orlando welcomes public participation in the transportation planning process regardless of race, color, national origin, age, sex, religion, disability, or family status.

Any person who believes they or a specific class of people have experienced discrimination, as defined by the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, may file a verbal or written complaint with MetroPlan Orlando. The *MetroPlan Orlando Title VI Discrimination Complaint Form* is available in English and Spanish, online and by request. A copy of the form is also available in the *Title VI Program: Nondiscrimination & Language Plan*. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: 1) standard written notification transmitted to the Florida Department of Transportation (FDOT) District Five Title VI Coordinator and 2) documentation filed in the MetroPlan Orlando log of Title VI complaints.

If a complaint is received, MetroPlan Orlando's (MPO's) Title VI Coordinator will follow these steps:

- (1) Verbal and non-written complaints will initially be addressed informally by MetroPlan Orlando's Title VI Coordinator. If the issue has not been satisfactorily resolved through this informal means, or if at any time the person requests to file a formal written complaint, MetroPlan Orlando's Title VI Coordinator shall refer the Complainant to the FDOT's District 5 Title VI Coordinator for processing in accordance with approved state procedures.
- (2) MetroPlan Orlando's Title VI Coordinator will advise FDOT's District 5 Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included:
  - (a) Name, address, and phone number of the Complainant.
  - (b) Name(s) and address(es) of Respondent.
  - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (d) Date of alleged discriminatory act(s).
  - (e) Date of complaint received by the recipient.
  - (f) A statement of the complaint.
  - (g) Other agencies (state, local or federal) where the complaint has been filed.
  - (h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.

- (3) Within ten (10) calendar days, MetroPlan Orlando's Title VI Coordinator will acknowledge receipt of the allegation(s), inform the complainant of action taken or proposed action to process the allegation(s), and advise the complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- (4) Within sixty (60) calendar days, MetroPlan Orlando's Title VI Coordinator will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPO.
- (5) Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Title VI Coordinator will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The MPO Title VI Coordinator will also provide the FDOT's District 5 Title VI Coordinator with a copy of this decision and summary of findings.
- (6) The MPO Title VI Coordinator will maintain a log of all verbal and non-written complaints received by the organization. The log will include the following information:
- (a) Name of Complainant.
  - (b) Name of Respondent.
  - (c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
  - (d) Date verbal or non-written complaint was received by the MPO.
  - (e) Date the MPO notified the FDOT's District 5 Title VI Coordinator of the verbal or non-written complaint.
  - (f) Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

An executed copy of the most recent Title VI/Nondiscrimination Assurance, ~~dated May 13, 2020~~ is attached to these Internal Operating Procedures as 'Attachment A'.

These Internal Operating Procedures were formerly Rules 35I-1.005, 35I-1.006, 35I-1.012, 35I-2.001, 35I-2.002, 35I-2.003, 35I-2.004, 35I-2.005, 35I-2.006, 35I-2.007, 35I-2.008, 35I-2.009, Florida Administrative Code and are hereby readopted as Internal Operating Procedures of MetroPlan Orlando

Approved by MetroPlan Orlando this 18th-13th day of ~~November~~September, 2020~~2020~~2021.



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Honorable ~~Bob Dallari~~ Mayra Uribe  
Chairperson

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1290 ~~Cathy Goldfarb~~ Lisa Smith, Senior Board Services

1291 Coordinator and Recording Secretary

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1293 (Supercedes previous revisions -. 02/2004, 04/2005, 6/2007, 7/2012, 12/2015,

1294 07/2016), 11/2020)

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**Attachment 'A' Assurances**