

## MetroPlan Orlando Board

**DATE & TIME:**

Wednesday, September 13, 2023  
9:00 a.m.

**LOCATION:**

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

**CLICK HERE TO JOIN VIRTUALLY:**

[MetroPlan Orlando Board MetroPlan Orlando](#)

**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.	CHAIR'S ANNOUNCEMENTS	Chairwoman Uribe
III.	EXECUTIVE DIRECTOR'S ANNOUNCEMENTS	Mr. Gary Huttman
IV.	FDOT REPORT	Secretary John Tyler
V.	ROLL CALL & CONFIRMATION OF QUORUM	Ms. Lisa Smith
VI.	AGENDA REVIEW	Mr. Gary Huttman
VII.	<b>COMMITTEE REPORTS:</b> <ul style="list-style-type: none"> <li>Municipal Advisory Committee</li> <li>Community Advisory Committee</li> <li>Technical Advisory Committee</li> <li>Transportation System Management &amp; Operations Advisory Committee</li> </ul>	Mayor John Dowless Mr. Jeffrey Campbell Mr. Bill Wharton Mr. Shad Smith
VIII.	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.

<b>IX.</b>	<b>CONSENT AGENDA</b>	<b>Tab 1</b>
A.	Minutes of the July 12, 2023, Board Meeting – page #5	
B.	Approval of Financial Report for June & July 2023 – page #11	
C.	Approval of Travel Report for June & July 2023 - page #15	
D.	Approval of FY 2024 Budget Amendment #2 – page #17	
E.	Approval of Personnel Committee Recommendation for the Executive Director’s Annual Review - page #21	
F.	Approval of Personnel Committee Recommendation for changes to the Employee Handbook – page #73	
G.	Approval of contribution to Bike Walk Central Florida for Best Foot Forward Program – page #159	
H.	Approval of Board Resolution in support of “Blind Americans Equality Day” – page #160	
I.	Approval of the Transfer of Legal Counsel Agreement from Mateer Harbert to Dinsmore Shohl LLP – page #162	
<b>X.</b>	<b>OTHER ACTION ITEMS</b>	<b>Tabs 2-6</b>
A.	<b>FDOT Amendment to FY 2024 – 2028 TIP (Roll Call Vote) (Tab 2)</b> <ul style="list-style-type: none"> <li>FM #453340-1 – 10<sup>th</sup> St Complete Streets Project Phase 1</li> </ul>	Mr. Jason Sartorio MetroPlan Orlando
B.	<b>FDOT Roll-Forward Amendment to FY 2024–2028 TIP (Roll Call Vote) (Tab 3)</b> <p>*Link to review FDOT Roll Forward Report &amp; SunRail Roll Forward Report <a href="#">Sunrail &amp; FDOT Roll Forward Report FY 2024 - 2028</a></p>	Mr. Jason Sartorio MetroPlan Orlando
C.	<b>Approval of the Executive Committee Recommendation on Board Apportionment (Tab 4)</b>	Mr. Alex Trauger MetroPlan Orlando
D.	<b>Approval of the Executive Committee Recommendation on the Internal Operating Procedures (Tab 5)</b>	Ms. Virginia Whittington MetroPlan Orlando
E.	<b>Approval of the Federal Certification Report (Tab 6)</b>	Mr. Joe Sullivan FHWA
<b>XI.</b>	<b>INFORMATION ITEMS FOR ACKNOWLEDGEMENT (ACTION ITEM)</b>	<b>Tab 7</b>
A.	Executive Directors Report – page #261	



<b>B.</b>	FDOT Monthly Construction Status Report- June & July 2023 – page #263
<b>C.</b>	Bicycle & Pedestrian Report – page #270
<b>D.</b>	Air Quality Report – page #272
<b>E.</b>	Letter from Mr. Huttman to Secretary Tyler re: Approval of TIP Modification – page #274
<b>F.</b>	Letter of Support for the UCF application with the Oak Ridge National Laboratory’s proposal to the U.S. Department of Energy Vehicle Technologies Office Fiscal Year 2023 Research Funding Opportunity for Interoperable and Lightweight Deployment of Human-Like Eco-Driving for Vehicle Fleets in Real-World Urban Driving Environments - page #275
<b>G.</b>	Letter of Support for the FDOT 2023 Infrastructure for Rebuilding America (INFRA) grant request for Central Florida I-4 Truck Parking Facilities – page #276
<b>H.</b>	Letter of Support for Orange County’s application to the U.S. Department of Transportation’s Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program to implement a county-wide Real-Time Flood Forecasting (RTFF) Predictive Model – page #277
<b>I.</b>	Letter of Support for Osceola County’s application to the U.S. Department of Transportation’s Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program – page #278
<b>J.</b>	Letter from MetroPlan Board Chair to Governor DeSantis in support of the Moving Florida Forward Initiative – page #279
<b>K.</b>	Altamonte Springs Launches a New Autonomous Vehicle Pilot – page #280
<b>L.</b>	FDOT District 5 Safety Newsletter – page #282
<b>M.</b>	FDOT Mobility Week October 27-November 4 – page #304
<b>N.</b>	Update on the Regional Vision Zero Action Plan – page #305

<b>XII. OTHER BUSINESS &amp; PRESENTATIONS</b>		
<b>A.</b>	Update on the Active Transportation Plan	Ms. Taylor Laurent MetroPlan Orlando
<b>B.</b>	Update on the TSMO Master Plan	Mr. Eric Hill MetroPlan Orlando

<b>XIII. PUBLIC COMMENTS (GENERAL)</b>		
Public comments of a general nature can be made in two ways:		
<ol style="list-style-type: none"> <li>1. In person at the meeting location listed on page 1 of this agenda.</li> <li>2. Virtually via Zoom. Use the ‘raise hand’ feature during public comment to indicate you want to speak.</li> </ol>		
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.

**XIV. BOARD MEMBER COMMENTS**

Chairwoman Uribe

**XV. NEXT MEETING: November 9, 2023 at 9 a.m.**

**XVI. 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**





**MetroPlan Orlando Board**

**MEETING MINUTES**

**DATE:** Wednesday, July 12, 2023  
**TIME:** 9:00 a.m.  
**LOCATION:** MetroPlan Orlando  
Park Building  
250 S. Orange Ave, Suite 200  
Orlando, FL 32801

---

**Commissioner Mayra Uribe, Board Chair, Presided**

---

**Members in attendance were:**

Hon. Pat Bates, City of Altamonte Springs  
Hon. Emily Bonilla, Orange County  
Hon. Olga Castano, City of Kissimmee  
Mayor Jerry Demings, Orange County  
Mayor Buddy Dyer, City of Orlando  
Mr. Tim Weisheyer for M. Carson Good, GOAA  
Hon. Maribel Gomez Cordero, Orange County  
Mr. Tom Green, Sanford Airport Authority  
Hon. Cheryl Grieb, Osceola County  
Hon. Christine Moore, Orange County  
Hon. Amy Lockhart, Seminole County  
Hon. Bryan Nelson, City of Apopka  
Hon. Tony Ortiz, City of Orlando  
Hon. Mayra Uribe, Orange County  
Hon. Nicole Wilson, Orange County  
Mayor Art Woodruff, City of Sanford

---

MetroPlan Orlando  
Board Minutes July 12, 2023  
Page 1

Hon. Jay Zembower, Seminole County

**Members attending the meeting via the Zoom Platform:**

Hon. Brandon Arrington, Central Florida Expressway Authority  
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission  
Honorable Jordan Smith for Mayor John Dowless, Municipal Advisory Committee

**Advisors in Attendance**

Secretary John Tyler, FDOT District 5  
Mr. Jeffrey Campbell, Community Advisory Committee  
Mr. Shad Smith, Transportation Systems Management & Operations Committee  
Mr. Bill Wharton, Technical Advisory Committee

**Members/Advisors not in Attendance:**

Mr. Shaun Germolus, Kissimmee Gateway Airport

**Others in Attendance:**

**Staff in Attendance :**

Mr. Gary Huttman  
Mr. Jay Small, Mateer & Harbert  
Mr. Jason Loschiavo  
Ms. Virginia Whittington  
Mr. Alex Trauger  
Mr. Eric Hill  
Ms. Cynthia Lambert  
Ms. Taylor Laurent  
Mr. Mighk Wilson  
Mr. Jason Sartorio  
Mr. Slade Downs  
Ms. Mary Ann Horne  
Ms. Lailani Vaiaoga  
Ms. Lisa Smith  
Ms. Rachel Frederick

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Uribe called the meeting to order at 8:00 a.m. and welcomed everyone. Commissioner Jay Zembower, Seminole County, led the Pledge of Allegiance.

**II. CHAIR'S ANNOUNCEMENTS**

Chair Uribe welcomed Mr. Tim Weisheyer, GOAA alternate for Mr. Carson Good. Chair Uribe announced that the Executive Committee will meet on Tuesday, August 15 at 10 a.m. to

discuss Board apportionment options resulting from the 2020 Census. Chair Uribe called attention to this month's safety moment, a PSA from the National Highway Traffic Safety Administration focusing on the impact of speeding.

### **III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS**

Mr. Huttman thanked the Board members for adjusting their schedules to accommodate the early meeting time. He acknowledged alternates: Commissioner Patty Sheehan, City of Orlando, and Commissioner Jordan Smith, MAC Vice-Chair who participated virtually. Commissioners Viviana Janer and Brandon Arrington also joined virtually. Mr. Huttman congratulated the City of St. Cloud on being a RAISE Grant recipient for the 10<sup>th</sup> Street Complete Streets project. Mr. Huttman announced the merger of Mateer Harbert with Dinsmore & Shohl effective August 1<sup>st</sup>. He introduced new MetroPlan Orlando staff member Senior Transportation Engineer, Adriana Rodriguez. Mr. Huttman called attention to information contained in the supplemental folders.

### **IV. FDOT REPORT**

Secretary John Tyler, FDOT District 5, provided updates on the Moving Florida Forward Initiative and I-4. He announced that FDOT staff are currently putting together a financing plan to include cost estimates, traffic projections and toll revenue forecast. Secretary Tyler announced the kick-off of a new safety campaign "Operation Southern Slow Down" which begins on Monday, July 17 at 10 a.m. at the Daytona International Speedway. Secretary Tyler commented that use of the I-4 Express Lanes continues to grow and is monitored daily. They are still monitoring the data to determine when to convert to dynamic tolling.

### **V. ROLL CALL AND CONFIRMATION OF QUORUM**

Ms. Rachel Frederick called the roll and confirmed that a quorum was physically present.

### **VI. AGENDA REVIEW**

Mr. Huttman noted that Ms. Sarah Larsen will provide the report from the July 6<sup>th</sup> MAC meeting in the absence of Mayor John Dowless, MAC Chair.

### **VII. COMMITTEE REPORTS**

Advisory Committee reports from the meetings were presented by the Municipal Advisory Committee, Community Advisory Committee, TSMO, and Technical Advisory Committee chairpersons.

### **VIII. PUBLIC COMMENTS ON ACTION ITEMS**

None

### **IX. CONSENT AGENDA**

- A. Minutes of the June 4, 2023, Board Meeting
- B. Approval of Financial Report & Travel for May 2023

- C. Approval of General Planning Consultant (GPC) Contracts
- D. Approval to Extend the Sole Source Contract with the University of Florida to Update MetroPlan Orlando's Web-based Crash Database

**MOTION:** Commissioner Jay Zembower moved approval of the Consent Agenda Items A through D. Commissioner Christine Moore seconded the motion. Motion carried unanimously.

## **X. OTHER ACTION ITEMS**

- A. Approval of the FY 2023/24-FY 2027/28 Transportation Improvement Plan – (Roll Call Vote)

Mr. Jason Sartorio, MetroPlan Orlando staff, requested approval of the FY 2023/24-FY 2027/28 TIP. The document includes transportation projects in the MetroPlan Orlando region that are programmed for funding over the next five years. The draft TIP can be reviewed at: <https://metroplanorlando.org/wp-content/uploads/Draft-Transportation-Improvement-Program-TIP-FY-2324-FY2728.pdf>

A fact sheet on the TIP and the draft TIP approval resolution were provided. A summary of the comments from public meeting was provided separately. Mr. Sartorio reported on the virtual TIP public hearing held on Wednesday, June 21st. He provided attendance numbers for that meeting and an overview of some of the questions, comments, and poll results from the meeting. He thanked partner panelists for their participation.

**MOTION:** Commissioner Cheryl Grieb moved to approve the FY 2023/24-2027/28 TIP. Commissioner Jay Zembower seconded the motion. A roll call vote was conducted. Motion carried unanimously.

- B. Approval of the FY 2028-2038 Prioritized Project List

Mr. Slade Downs, MetroPlan Orlando staff, requested approval of the FY 2027/28 – FY 2034/35 Prioritized Project List (PPL). Mr. Downs provided background information on the Prioritized Project List and input received from last month's preview including project status, funding updates, and questions about prioritization process, funding distribution and I-4 Beyond the Ultimate. He reviewed funding programs and priority lists for state highway, complete street/context sensitive, TSMO corridors, and bicycle/pedestrian infrastructure projects. The draft PPL document can be reviewed at: <https://metroplanorlando.org/wp-content/uploads/Draft-Prioritized-Project-List-PPL-2028-2038-1.pdf>

**MOTION:** Commissioner Jay Zembower moved to approve the FY 2028/2038 Prioritized Project List. Commissioner Maribel Gomez-Cordero seconded the motion. A roll call vote was conducted. Motion carried unanimously.

**XI. INFORMATION ITEMS FOR ACKNOWLEDGEMENT**

- A. Executive Director's Report
- B. FDOT Monthly Construction Status Report- June 2023
- C. Air Quality Report
- D. Letter of Support for the City of Winter Park Charging and Fueling Infrastructure Discretionary Grant Program
- E. Letter of Support for the Orlando Utilities Commission Charging and Fueling Infrastructure Discretionary Grant Program
- F. Letter of Support for the University of Central Florida application to the Centers for Research and Innovation in Science, the Environment and Society (CRISES) and the National Science Foundation
- G. U.S. Pedestrian Deaths Reach a 40-year high article
- H. A New Jersey City Achieved 0 Traffic Deaths in 4 Years with Quick, High Impact Ideas article

**MOTION:** Commissioner Amy Lockhart moved approval of the information items for acknowledgement (Items A through H). Commissioner Jay Zembower seconded the motion. Motion carried unanimously.

Chair Uribe called attention to information items G and H regarding pedestrian safety and traffic deaths. Discussion ensued concerning local efforts to enhance pedestrian safety to include Bike Walk Central Florida's role and data collection, FDOT efforts, the Safe Streets for All Grant and the development of the Vision Zero Action Plans.

**XII. OTHER BUSINESS/PRESENTATIONS**

None.

**XIII. PUBLIC COMMENTS (GENERAL)**

None.

**XIV. BOARD MEMBER COMMENTS**

**XV. NEXT MEETING:** Wednesday, September 13, 2023

**XVI. ADJOURN BOARD MEETING**

There being no further business, the meeting was adjourned at 8:48 a.m. The meeting was transcribed by Ms. Lisa Smith. Approved this 13<sup>th</sup> day of September 2023.



---

Commissioner Mayra Uribe, Chair

---

Ms. Lisa Smith,  
Board Services Coordinator/Recording Secretary

*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.*

**METROPLAN ORLANDO  
AGENCYWIDE  
BALANCE SHEET  
For Period Ending 06/30/23**

**ASSETS**

Operating Cash in Bank	\$ 697,620.22
Petty Cash	\$ 125.00
SBA Investment Account	\$ 1,944,332.48
FL CLASS Investment Account	\$ 2,000,350.16
Rent Deposit	\$ 20,000.00
Prepaid Expenses	\$ 43,069.89
Accounts Receivable - Grants	\$ 915,291.12
Capital Assets - Net	\$ 1,119,684.46

<b>TOTAL ASSETS:</b>	<b><u>\$ 6,740,473.33</u></b>
----------------------	-------------------------------

**LIABILITIES**

Accounts Payable	\$ 344,884.24
Salaries Payable	\$ 69,561.63
Accrued Personal Leave	\$ 358,080.70
Leases Payable	\$ 948,440.31

<b>TOTAL LIABILITIES:</b>	<b><u>\$ 1,720,966.88</u></b>
---------------------------	-------------------------------

**EQUITY**

<b>FUND BALANCE:</b>	
Nonspendable:	
Prepaid Items	\$ 43,069.89
Deposits	\$ 20,000.00
Unassigned:	\$ 4,956,436.56

<b>TOTAL EQUITY:</b>	<b><u>\$ 5,019,506.45</u></b>
----------------------	-------------------------------

<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b><u>\$ 6,740,473.33</u></b>
--	-------------------------------

Net difference to be reconciled:	\$ -
----------------------------------	------

NOTE: Preliminary June closing -- not audited.

**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUES & EXPENDITURES**  
For Period Ending 06/30/23

REVENUES		Budget	Current	Y-T-D	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$	6,969,784.00	885,533.00	5,624,245.17	1,345,538.83	80.69%
State Revenue	\$	106,279.00	29,758.12	106,279.00	-	100.00%
Local Revenue	\$	1,295,931.00	0.00	1,295,931.00	-	100.00%
Interest Income	\$	80,000.00	17,034.60	139,348.67	(59,348.67)	174.19%
Other	\$	12,500.00	900.00	13,536.45	(1,036.45)	108.29%
Contributions	\$	25,000.00	0.00	25,000.00	-	100.00%
Cash Carryforward	\$	140,434.00	0.00	0.00	140,434.00	0.00%
<b>TOTAL REVENUES:</b>	\$	<b>8,629,928.00</b>	<b>\$ 933,225.72</b>	<b>\$ 7,204,340.29</b>	<b>\$ 1,425,587.71</b>	<b>83.48%</b>

**EXPENDITURES**

Salaries	\$	2,103,395.00	177,166.04	1,670,195.66	433,199.34	79.40%
Fringe Benefits	\$	688,142.00	61,175.43	576,718.55	111,423.45	83.81%
Audit Fees	\$	23,000.00	0.00	23,000.00	-	100.00%
Computer Operations	\$	100,638.00	8,944.12	88,082.40	12,555.60	87.52%
Dues & Memberships	\$	23,177.00	345.00	8,963.76	14,213.24	38.68%
Equipment & Furniture	\$	24,500.00	2,177.01	23,121.80	1,378.20	94.37%
Graphic Printing/Binding	\$	17,858.00	2,726.25	9,099.29	8,758.71	50.95%
Insurance	\$	29,530.00	0.00	26,520.01	3,009.99	89.81%
Legal Fees	\$	50,000.00	3,282.50	10,164.00	39,836.00	20.33%
Office Supplies	\$	48,500.00	6,866.81	17,022.78	31,477.22	35.10%
Postage	\$	4,702.00	306.11	4,552.72	149.28	96.83%
Books, Subscrips/Pubs	\$	7,739.00	276.32	7,067.14	671.86	91.32%
Exec. Dir 457 Def. Comp.	\$	22,000.00	1,846.16	23,616.43	(1,616.43)	107.35%
Rent	\$	296,295.00	(41,524.44)	283,590.33	12,704.67	95.71%
Equipment Rent/Maint.	\$	29,722.00	(896.67)	15,998.84	13,723.16	53.83%
Seminar & Conf. Regist.	\$	40,300.00	535.00	9,966.31	30,333.69	24.73%
Telephone	\$	12,464.00	1,894.57	11,257.69	1,206.31	90.32%
Travel	\$	64,875.00	12,136.19	37,526.50	27,348.50	57.84%
Small Tools/Office Mach.	\$	2,000.00	124.97	1,204.30	795.70	60.22%
HSA/FSA Annual Contrib.	\$	12,500.00	0.00	11,000.00	1,500.00	88.00%
Computer Software	\$	2,500.00	0.00	0.00	2,500.00	0.00%
Contingency	\$	79,879.00	0.00	0.00	79,879.00	0.00%
Contractual/Temp Svcs.	\$	3,530.00	240.29	2,875.19	654.81	81.45%
Pass-Thru Expenses	\$	533,364.00	68,786.05	479,396.77	53,967.23	89.88%
Consultants	\$	4,190,013.00	659,353.07	3,277,979.54	912,033.46	78.23%
Interest Expense	\$	43,229.00	43,206.11	43,206.11	22.89	99.95%
Amortization Expense	\$	0.00	266,569.33	266,569.33	(266,569.33)	--
Repair & Maintenance	\$	2,000.00	0.00	1,431.54	568.46	71.58%
Advertising/Public Notice	\$	21,416.00	1,650.80	12,390.91	9,025.09	57.86%
Other Misc. Expense	\$	15,190.00	47,848.74	59,212.84	(44,022.84)	389.81%
Contributions	\$	125,950.00	0.00	125,209.78	740.22	99.41%
Educational Reimb.	\$	1,020.00	0.00	0.00	1,020.00	0.00%
Comm. Rels. Sponsors	\$	10,500.00	0.00	6,200.00	4,300.00	59.05%
<b>TOTAL EXPENDITURES:</b>	\$	<b>8,629,928.00</b>	<b>\$ 1,325,035.76</b>	<b>\$ 7,133,140.52</b>	<b>\$ 1,496,787.48</b>	<b>82.66%</b>

**AGENCY BALANCE:** \$ (391,810.04) \$ 71,199.77

NOTE: Preliminary June closing – not audited.

**METROPLAN ORLANDO  
AGENCYWIDE  
BALANCE SHEET  
For Period Ending 07/31/23**

**ASSETS**

Operating Cash in Bank	\$	161,898.65
Petty Cash	\$	125.00
SBA Investment Account	\$	1,953,238.73
FL CLASS Investment Account	\$	2,009,360.62
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	1,056.39
Accounts Receivable - Grants	\$	978,323.40
Capital Assets - Net	\$	1,119,684.46

<b>TOTAL ASSETS:</b>	<b>\$</b>	<b>6,243,687.25</b>
----------------------	-----------	---------------------

**LIABILITIES**

Accounts Payable	\$	2,747.17
Accrued Personal Leave	\$	350,586.84
Leases Payable	\$	948,440.31

<b>TOTAL LIABILITIES:</b>	<b>\$</b>	<b>1,301,774.32</b>
---------------------------	-----------	---------------------

**EQUITY**

FUND BALANCE:		
Nonspendable:		
Prepaid Items	\$	1,056.39
Deposits	\$	20,000.00
Unassigned:	\$	4,920,856.54

<b>TOTAL EQUITY:</b>	<b>\$</b>	<b>4,941,912.93</b>
----------------------	-----------	---------------------

<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$</b>	<b>6,243,687.25</b>
--	-----------	---------------------

Net difference to be reconciled:	\$	-
----------------------------------	----	---

**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUES & EXPENDITURES**  
For Period Ending 07/31/23

REVENUES	Budget	Current	Y-T-D	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 10,539,465.00	92,790.40	92,790.40	10,446,674.60	0.88%
State Revenue	\$ 112,894.00	0.00	0.00	112,894.00	0.00%
Local Revenue	\$ 1,320,162.00	0.00	0.00	1,320,162.00	0.00%
Interest Income	\$ 185,000.00	17,916.71	17,916.71	167,083.29	9.68%
Other	\$ 12,500.00	0.00	0.00	12,500.00	0.00%
Contributions	\$ 25,000.00	0.00	0.00	25,000.00	0.00%
Cash Carryforward	\$ 1,018,166.00	0.00	0.00	1,018,166.00	0.00%
Local Funds Transfer	\$ 949,394.00	0.00	0.00	949,394.00	0.00%
<b>TOTAL REVENUES:</b>	<b>\$ 14,162,581.00</b>	<b>\$ 110,707.11</b>	<b>\$ 110,707.11</b>	<b>\$ 14,051,873.89</b>	<b>0.78%</b>
<b>EXPENDITURES</b>					
Salaries	\$ 2,166,699.00	68,151.62	68,151.62	2,098,547.38	3.15%
Fringe Benefits	\$ 747,987.00	24,807.20	24,807.20	723,179.80	3.32%
Local Match-Transfer Out	\$ 949,394.00	0.00	0.00	949,394.00	0.00%
Audit Fees	\$ 24,000.00	0.00	0.00	24,000.00	0.00%
Computer Operations	\$ 120,138.00	6,820.00	6,820.00	113,318.00	5.68%
Dues & Memberships	\$ 22,686.00	0.00	0.00	22,686.00	0.00%
Equipment & Furniture	\$ 22,000.00	0.00	0.00	22,000.00	0.00%
Graphic Printing/Binding	\$ 15,200.00	0.00	0.00	15,200.00	0.00%
Insurance	\$ 29,530.00	11,452.85	11,452.85	18,077.15	38.78%
Legal Fees	\$ 50,000.00	0.00	0.00	50,000.00	0.00%
Office Supplies	\$ 22,500.00	382.87	382.87	22,117.13	1.70%
Postage	\$ 4,742.00	245.28	245.28	4,496.72	5.17%
Books, Subscrips/Pubs	\$ 7,739.00	0.00	0.00	7,739.00	0.00%
Exec. Dir 457 Def. Comp.	\$ 26,000.00	1,846.16	1,846.16	24,153.84	7.10%
Rent	\$ 364,148.00	59,466.66	59,466.66	304,681.34	16.33%
Equipment Rent/Maint.	\$ 29,433.00	785.00	785.00	28,648.00	2.67%
Seminar & Conf. Regist.	\$ 29,095.00	0.00	0.00	29,095.00	0.00%
Telephone	\$ 12,100.00	0.00	0.00	12,100.00	0.00%
Travel	\$ 66,375.00	114.32	114.32	66,260.68	0.17%
Small Tools/Office Mach.	\$ 2,000.00	0.00	0.00	2,000.00	0.00%
HSA/FSA Annual Contrib.	\$ 12,250.00	0.00	0.00	12,250.00	0.00%
Computer Software	\$ 2,500.00	0.00	0.00	2,500.00	0.00%
Contingency	\$ 75,000.00	0.00	0.00	75,000.00	0.00%
Contractual/Temp Svcs.	\$ 6,730.00	570.29	570.29	6,159.71	8.47%
Pass-Thru Expenses	\$ 430,000.00	0.00	0.00	430,000.00	0.00%
Consultants	\$ 8,773,259.00	0.00	0.00	8,773,259.00	0.00%
Repair & Maintenance	\$ 2,000.00	12.65	12.65	1,987.35	0.63%
Advertising/Public Notice	\$ 21,416.00	0.00	0.00	21,416.00	0.00%
Other Misc. Expense	\$ 15,190.00	225.31	225.31	14,964.69	1.48%
Contributions	\$ 100,950.00	0.00	0.00	100,950.00	0.00%
Educational Reimb.	\$ 1,020.00	0.00	0.00	1,020.00	0.00%
Comm. Rels. Sponsors	\$ 10,500.00	0.00	0.00	10,500.00	0.00%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 14,162,581.00</b>	<b>\$ 174,880.21</b>	<b>\$ 174,880.21</b>	<b>\$ 13,987,700.79</b>	<b>1.23%</b>
<b>AGENCY BALANCE:</b>	<b>\$ (64,173.10) \$ (64,173.10)</b>				



## Travel Summary - June 2023

---

Traveler:	Huttmann, Gary
Dates:	June 4 - 7, 2023
Destination:	Detroit, MI
Purpose of trip:	NARC Annual Meeting
Cost:	\$1973.64
Paid By:	MetroPlan Orlando Funds

---

Traveler:	Wilson, Mighk
Dates:	June 27 - 30, 2023
Destination:	Tacoma, WA
Purpose of trip:	NCUTCD Bicycle Technical Committee Meeting
Cost:	\$1689.40
Paid By:	MetroPlan Orlando Funds

---

## Travel Summary - July 2023

---

Traveler: Huttmann, Gary

Dates: July 19, 2023

Destination: St. Pete Beach, FL

Purpose of Trip: MPOAC Policy Committee

Cost: \$ 161.48

Paid By: MetroPlan Orlando Funds

---



## **Board Action Fact Sheet**

**Meeting Date:** Sept. 13, 2023

**Agenda Item:** IX.D. (Tab 1)

**Roll Call Vote:** No

**Action Requested:** Approval of FY'24 Budget Amendment #2

**Reason:** This budget amendment will roll forward the FTA X016 grant from prior year and roll the FY'23 PL and SU grants into the FY'24 PL and SU grants. In addition, the amendment will adjust local funds to reconcile the changes.

**Summary/Key Information:** This amendment moves FY'23 balances of PL and SU into the FY'24 balances to match FDOT's record keeping.

**MetroPlan Budget Impact:** Overall impact to the MetroPlan budget is an increase of \$1,328,874.

**Local Funding Impact:** None

**Committee Action:**

CAC:	N/A
TSMO:	N/A
TAC:	N/A
MAC:	N/A

**Staff Recommendation:** Recommends approval

**Supporting Information:** The budget amendment document and updated agencywide budget are available under tab 1.



## FINANCE USE ONLY:

Approved Bd Mtg: 9/13/2023  
 Agenda Item #: IX.D.

Entered:

B E No. : **FY 2024**  
 FDOT No. : **2**  
**A6**

## REQUEST FOR UPWP BUDGET AMENDMENT

DATE: **8/22/2023**

(WHOLE DOLLARS ONLY)

AMOUNT

PROJECT	ELEMENT	UPWP TASK	CODE	DESCRIPTION	REVENUES	EXPENDITURES
38024	--	--	40000	Federal Revenue	677,481	
38024	824110	110	63000	Consultants		23,484
38024	824120	120	63000	Consultants		25,000
38024	824130	130	63000	Consultants		50,000
38024	824140	140	63000	Consultants		15,000
38024	824150	150	63000	Consultants		48,093
38024	824160	160	63000	Consultants		388,387
38024	824170	170	63000	Consultants		120,924
38024	824180	180	63000	Consultants		6,593
39024	--	--	40000	Federal Revenue	598,488	
39024	924110	110	63000	Consultants		25,000
39024	924130	130	63000	Consultants		205,000
39024	924150	150	63000	Consultants		50,000
39024	924170	170	63000	Consultants		318,488
36022	--	--	40000	Federal Revenue	52,905	
36022	622100	100	50000	Salaries		603
36022	622100	100	50500	Fringe Benefit Pool		212
36022	622100	100	59700	Indirect Cost Pool		150
36022	622200	200	62900	Pass Thru Expenses (LYNX)		51,940
37024	724100	100	50000	Salaries		(603)
37024	724100	100	50500	Fringe Benefit Pool		(212)
37024	724100	100	59700	Indirect Cost Pool		(150)
37024	724100	100	63100	Repair & Maintenance		965
Total					0	1,328,874

## REASON(S):

To roll forward FY'23 grants including FY'21 FTA X016, PL (CPG), and SU; and adjust local funds to reconcile.

Finance Director's Signature:

Jason S. Loschiavo

Date:

Executive Director's Signature:

Gary D. Huttman

Date:

REMARKS:

**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET**  
**FY 2024**

**REVENUES**

Account Name	BE1	BE2	Change
PL Planning Funds - FY'24 (FHWA)	\$ 4,295,627	\$ 4,973,108	\$ 677,481
SU FY'24	\$ 2,429,596	\$ 3,028,084	\$ 598,488
FTA X016 (Carryforward FY'22)	\$ -	\$ 52,905	\$ 52,905
VECTOR Grant - USF - CUTR	\$ 16,664	\$ 16,664	\$ -
SS4A	\$ 3,797,578	\$ 3,797,578	\$ -
Transportation Disadvantaged (TD)	\$ 112,894	\$ 112,894	\$ -
Orange County Assessment	\$ 551,014	\$ 551,014	\$ -
Osceola County Assessment	\$ 171,389	\$ 171,389	\$ -
Seminole County Assessment	\$ 186,735	\$ 186,735	\$ -
Altamonte Springs Assessment	\$ 23,707	\$ 23,707	\$ -
Kissimmee Assessment	\$ 41,084	\$ 41,084	\$ -
Orlando Assessment	\$ 160,952	\$ 160,952	\$ -
Sanford Assessment	\$ 31,586	\$ 31,586	\$ -
Apopka Assessment	\$ 28,695	\$ 28,695	\$ -
Central Florida Expressway Authority	\$ 25,000	\$ 25,000	\$ -
Sanford Airport Authority	\$ 25,000	\$ 25,000	\$ -
Greater Orlando Aviation Authority	\$ 25,000	\$ 25,000	\$ -
LYNX	\$ 25,000	\$ 25,000	\$ -
Belle Isle	\$ 471	\$ 471	\$ -
Eatonville	\$ 158	\$ 158	\$ -
Edgewood	\$ 177	\$ 177	\$ -
Maitland	\$ 1,333	\$ 1,333	\$ -
Oakland	\$ 361	\$ 361	\$ -
Ocoee	\$ 3,289	\$ 3,289	\$ -
Windermere	\$ 203	\$ 203	\$ -
Winter Garden	\$ 3,362	\$ 3,362	\$ -
Winter Park	\$ 2,036	\$ 2,036	\$ -
St. Cloud	\$ 4,097	\$ 4,097	\$ -
Casselberry	\$ 2,006	\$ 2,006	\$ -
Lake Mary	\$ 1,158	\$ 1,158	\$ -
Longwood	\$ 1,062	\$ 1,062	\$ -
Oviedo	\$ 2,678	\$ 2,678	\$ -
Winter Springs	\$ 2,609	\$ 2,609	\$ -
Interest Income	\$ 185,000	\$ 185,000	\$ -
Reimbursement of Claims & Expenses	\$ 12,500	\$ 12,500	\$ -
Other Grant/Contribution Income (MPO Alliance)	\$ 25,000	\$ 25,000	\$ -
Cash Carryforward	\$ 1,018,166	\$ 1,018,166	\$ -
Local Match Transfer In	\$ 949,394	\$ 949,394	\$ -
	<b>\$ 14,162,581</b>	<b>\$ 15,491,455</b>	<b>\$ 1,328,874</b>

**METROPLAN ORLANDO**

**AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET  
FY 2024**

**Expenditures**

<b>Account Name</b>	<b>BE1</b>	<b>BE2</b>	<b>Change</b>
Salaries (Plus Leave)	2,166,699	2,166,699	0
Fringe FICA Employer - 7.65%	151,854	151,854	0
Fringe Unemployment Insurance	10,000	10,000	0
Fringe Health Insurance	355,205	355,205	0
Fringe Dental Insurance	6,317	6,317	0
Fringe Life Insurance	1,468	1,468	0
Fringe Long-Term Disability Insurance	2,664	2,664	0
Fringe Workers Comp Insurance	4,200	4,200	0
Fringe Pension Fund ICMA 401	215,170	215,170	0
Fringe Vision Insurance	1,109	1,109	0
Fringe Short-Term Disability Insurance	0	0	0
Fringe - Grant Carry Forward	0	0	0
Local Match Transfer Out	949,394	949,394	0
Audit Fees	24,000	24,000	0
Computer Operations	120,138	120,138	0
Dues and Memberships	22,686	22,686	0
Equipment & Furniture (Capital)	22,000	22,000	0
Graphic Printing & Binding	15,200	15,200	0
Insurance	29,530	29,530	0
Legal Fees	50,000	50,000	0
Office Supplies	22,500	22,500	0
Postage	4,742	4,742	0
Books, Subscriptions & Publications	7,739	7,739	0
Deferred Compensation 457 Executive Director	26,000	26,000	0
Rent	330,915	330,915	0
Equipment Rent/Lease & Maintenance Agreements	29,433	29,433	0
Seminars & Conference Registrations	29,095	29,095	0
Telephone	12,100	12,100	0
Travel	66,375	66,375	0
Small Tools/Office Machinery	2,000	2,000	0
HSA Employer Contribution	12,250	12,250	0
Computer Software	2,500	2,500	0
Contingency	75,000	75,000	0
Contractual Services	6,730	6,730	0
Interest Expense	33,233	33,233	0
Pass Thru Expenses (LYNX)	430,000	481,940	51,940
Consultants	8,773,259	10,049,228	1,275,969
Repair & Maintenance	2,000	2,965	965
Advertising/Public Notice	21,416	21,416	0
Other Miscellaneous Expense	5,190	5,190	0
Awards & Promotional	10,000	10,000	0
Contributions	100,950	100,950	0
Educational Reimbursement	1,020	1,020	0
Community Relations Sponsorships	10,500	10,500	0
	<b>\$ 14,162,581</b>	<b>\$ 15,491,455</b>	<b>\$ 1,328,874</b>



## **Board Action Fact Sheet**

**Meeting Date:** Sept. 13, 2023

**Agenda Item:** IX.E. (Tab 1)

**Roll Call Vote:** No

<b>Action Requested:</b>	Approval of the Board Personnel Committee's report and recommendations from the Executive Director's annual performance review.
<b>Reason:</b>	The Board's Personnel Committee is responsible for conducting the Executive Director's annual review and making recommendations to the Board for approval.
<b>Summary/Key Information:</b>	The Board's Personnel Committee met on August 15, 2023 to conduct the Executive Director's review. All Board members had been offered an opportunity to provide input to be considered in conducting this review. The Personnel Committee's report and recommendations accompany this Fact Sheet.
<b>MetroPlan Budget Impact:</b>	The Personnel Committee's recommendations can be handled in the Board-approved budget for FY 2023/2024.
<b>Local Funding Impact:</b>	None
<b>Committee Action:</b>	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
<b>Staff Recommendation:</b>	None
<b>Supporting Information:</b>	Memorandum from the Board's Personnel Committee dated September 13, 2023 (attached). Executive Director's Report to Personnel Committee (attached)



September 13, 2023

To: Board Members

From: Board Personnel Committee Members:  
Commissioner Myra Uribe, Board Chair  
Commissioner Cheryl Grieb, Board Vice Chair  
Commissioner Jay Zembower, Board Secretary Treasurer  
Commissioner Viviana Janer, Immediate Past Chairwoman  
Commissioner Nicole Wilson, Orange County

Subject: Executive Director's Annual Review

The Board's Personnel Committee met on August 15, 2023 to conduct the Executive Director's annual review. The Personnel Committee members attending included Board Chair Commissioner Uribe, Board Vice Chair Commissioner Grieb, Board Secretary Treasurer Zembower, Immediate Past Chair Commissioner Janer. Commissioner Wilson had another commitment and could not attend.

All Board members were invited to provide comments in advance of this meeting for consideration in conducting this review. No comments were received.

Mr. Huttman provided a detailed report that contained the ten goals established and approved for him, organizational accomplishments, relevant provisions from the employment agreement, and salary information from comparable agencies as required by the Employment Agreement. This information was very helpful and was utilized during the Committee's deliberations and in the recommendation.

The Personnel Committee submits this report and recommendations for approval as part of the Consent Agenda for the September 13, 2023 Board meeting.

#### Summary of Executive Director's Performance

Mr. Huttman highlighted significant accomplishments over the past year, all of which are included in the attached report. He gave credit to his staff for their great work and professionalism and that he believes that not only does he have a great team to work with but that the team members are in the right positions. This enables MetroPlan to be a leading organization throughout the state as well as nationally.

It was the unanimous opinion of the Committee that Mr. Huttman and his staff continue to do an outstanding job. The organization enjoys an excellent reputation in the region, throughout the state, and with national & peer organizations.

Each of the Committee Members took the time to compliment Mr. Huttman as the organizations Executive Director and stated they are very pleased with his performance. Committee members expressed appreciation for assistance with cost increases on significant and critical projects, his focus on providing technical assistance to many of the MetroPlan partners, including those with limited resources, and his leadership.

Consistent with the Employment Agreement, the Committee reviewed the base compensation of the following Florida MPOs, comparable community positions, and comparable agencies outside of Florida.

<b><u>MPO</u></b>	<b><u>POPULATION</u></b>	<b><u>SALARY</u></b>
Miami-Dade (single county)	2.80M	\$316,834
Broward (single county)	1.80M	\$256,005
North Florida (four Counties)	1.40M	\$245,000
MetroPlan Orlando (three counties)	2.34M	\$228,400

MetroPlan Orlando is the largest independent MPO in the state and the second largest MPO overall. Miami Dade is the largest and is hosted by Dade County. MetroPlan differs from other MPOs in that we cover three counties, have two separate urban areas within our region, each of which on its own is considered a large MPO. What truly sets MetroPlan apart from many other MPOs is the value to our local partners in the way of professional services.

#### **COMPARABLE COMMUNITY POSITIONS**

Lynx (starting salary for the new CEO)	\$218,360
--	-----------

#### **OUTSIDE FLORIDA**

Staff gathered information from a number of the organizations with whom Mr. Huttman interacts regularly. He serves with the Executive Directors of each of these organizations on the Executive Directors Council of the National Association of Regional Councils.

<b><u>MPO</u></b>	<b><u>POPULATION</u></b>	<b><u>SALARY</u></b>
<b><u>MORPC</u></b> Columbus Ohio	2.4M	\$243,194
<b><u>DRCOG</u></b> Denver Colorado	3.1M	\$229,666
<b><u>MARC</u></b> Kansas City Missouri	2.0M	\$240,044
<b><u>Puget Sound Regional Council</u></b> Seattle Washington	2.2M	\$263,256
<b><u>Houston/Galveston Regional Council</u></b> Houston, Texas	6.8M	\$240,900*

**\*2023 salary adjustment TBD**

The Employment Agreement states that the merit increase will normally not exceed 10% of the base salary.

Mr. Huttman's current base salary is \$228,400.

### Recommendations

The Committee discussed Mr. Huttman's salary, noting that not only is it the lowest of the large Florida MPOs, but it is also lower than all of the comparable agencies outside of Florida. The Committee felt that Mr. Huttman's salary should be adjusted to make it more competitive with comparable MPOs. Our Employment Agreement with Mr. Huttman stipulates that the base compensation annual merit increase will normally not exceed 10%.

The Personnel Committee discussed that with this year's adjustment Mr. Huttman's base salary is made competitive with other similarly sized MPOs in the state as well as those outside of Florida.

Based on a review of the Executive Director's performance and conditions stated in the Employment Agreement, the Personnel Committee recommends the following:

1. That Mr. Huttman be granted a salary adjustment of 10%, consistent with the limits set in his Employment Agreement. This will increase the base annual salary from \$228,400 to \$251,240.
2. That the contribution to Mr. Huttman's 457 plan (retirement/deferred compensation) be increased from \$24,000 per year to \$25,000 per year.
3. That Mr. Huttman be granted an Executive Incentive Payment (a performance-based payment) of 5% of his current base salary. This is a discretionary provision in Mr. Huttman's employment agreement and it also offsets the tax liability of the contribution being made to his retirement plan (item #2 above).

If you have any questions regarding the Personnel Committee's report, please contact Mr. Jay Small, our General Counsel, at 407.425.9044.



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

July 14, 2023

To: Board Personnel Committee Members:  
Commissioner Mayra Uribe, Board Chair  
Commissioner Cheryl Grieb, Board Vice Chair  
Commissioner Jay Zembower, Board Secretary/Treasurer  
Commissioner Viviana Janer, Immediate Past Chair  
Commissioner Nicole Wilson

From: Gary Huttman, Executive Director

Subject: Executive Director's Annual Review

The Board's Personnel Committee will meet on Tuesday, August 15, 2023 at 9:00 AM.

The purpose of this meeting is to conduct my annual review and develop a recommendation for the Board's consideration at their meeting on September 13, 2023. Attached is a proposed agenda for the meeting along with supporting material.

MetroPlan Board Chair Uribe has invited all Board members to submit comments on my performance to Mr. Jay Small, our General Counsel. Mr. Small will report on any comments received at the Committee meeting.

I look forward to seeing you on Tuesday, August 15. If you have any questions before then, please call me at 407 481-5672 x319.

Attachments

C: Mr. Jay Small  
Mr. Jason Loschiavo





DATE: Tuesday, August 15, 2023  
TIME: 9:00 a.m.  
LOCATION: MetroPlan Orlando  
250 S. Orange Ave, Suite 200  
Orlando, Florida 32801

**Wireless access available**  
Network = MpoBoardRoom  
Password = mpoaccess

Parking Garage: 25 W. South Street

Commissioner Myra Uribe, Board Chair, Presiding

---

- I. Call to Order
  - II. Introduction of Personnel Committee Members
  - III. Public Comments
  - IV. Executive Director's Annual Review
    - Remarks by Executive Director
    - Discussion by Committee Members
    - Report on input received from other Board Members
    - Committee discussion of Relevant Contract Provisions
    - Development of Committee Recommendation
  - V. Personnel Handbook Update
    - Committee Discussion & Recommendation
  - VI. Additional Public Comments
  - VII. 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.*

### Tabs

1. Employment Agreement Renewal Notice
2. Request for Comments
3. Goals and Accomplishments
4. Executive Director's Monthly Reports
5. Executive Director's Job Description
6. Relevant Employment Agreement Provisions
7. Draft Personnel Committee Report Format

**TAB 1**

---



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

February 24, 2023

To: Board Personnel Committee Members:

Commissioner Mayra Uribe, Board Chair  
Commissioner Cheryl Grieb, Board Vice Chair  
Commissioner Jay Zembower, Board Secretary Treasurer  
Commissioner Viviana Janer  
Commissioner Nicole Wilson

From: Gary Huttman, Executive Director

Subject: Executive Director's Annual Review

It is time to initiate the renewal of my employment agreement with the MetroPlan Orlando Board. My current employment agreement is for a period of two years, starting September 1, 2022, the effective date of my last review. The agreement states that prior to each term year expiring the agreement can be renewed by written notice of my intention to do so. This is to occur by March 1 of each calendar year. The effect of this renewal is that we continue to have an ongoing two-year contract.

Please consider this my intention to renew. This will also necessitate my review by the Personnel Committee before September 1, 2023. Historically the Personnel Committee has conducted this review on the second Wednesday of August, to coincide with what would have been the August MetroPlan Board meeting. I will work with the Personnel Committee to set that up at the appropriate time.

C: Jason Loschiavo, MetroPlan Orlando  
Jay Small, Mateer & Harbert

**TAB 2**



July 14, 2023

To: Board Members

From: Commissioner Mayra Uribe, Board Chair

Subject: Executive Director's Annual Review

The Board's Personnel Committee will meet on Tuesday August 15, 2023 at 9:00 A.M. to conduct the Executive Director's annual review. The Board's Personnel Committee includes the Board Officers, including myself, Commissioner Cheryl Grieb, Commissioner Jay Zembower, and two additional Board members, Osceola County Commissioner Viviana Janer and Orange County Commissioner Nicole Wilson.

In conducting this review, we provide an opportunity for all Board members to have input. If you would like to take part in this review process, please provide your comments to Mr. Jay Small, our General Counsel, by the close of business on Friday, August 11, 2023. This can be done by calling Mr. Small at (407) 425-9044, emailing him at [jsmall@mateerharbert.com](mailto:jsmall@mateerharbert.com), or sending written comments to:

Mr. Jay Small  
Mateer & Harbert, P.A.  
225 East Robinson Street, Suite 600  
Orlando, Florida 32801

Thank You

C: Mr. Jason Loschiavo, Director of Finance & Administration  
Mr. Jay Small, Mateer & Harbert

**TAB 3**

---





# metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Gary Huttman, AICP  
Executive Director

## Annual Performance Review

### Summary of Organizational Accomplishments: September 2022 – August 2023

To carry out the 19 Essential/Other Functions of the Executive Director Job Description, the following specific goals are identified.

#### 1. Maintain federal and state certifications

- Maintained our federal and state certifications to ensure the continued flow of federal and state transportation funds to the region.
- Successfully completed the 2023 State Joint Certification Review. The necessary documents were submitted according to the established schedule. Our interview was conducted on February 8. This was a very successful Certification Review wherein MetroPlan received 100% on the required Risk Assessment.
- FDOT presented the findings of the State's Annual Certification to the MetroPlan Board on March 8.
- We had our required Federal Certification on March 15, 2023. This is done every four years and is required of all large MPOs (>200,000 population)
- We anticipate the findings of the Federal Certification to be presented to the MetroPlan Orlando Board in September

#### 2. Maintain positive financial reporting demonstrated through Annual Audit and State Risk Assessment

- Successfully completed the 2023 State Joint Certification Review. This was a very successful Certification Review wherein MetroPlan received 100% on the required Risk Assessment.
- Maintained the organization's solid financial standing; managed the budget and provided carry-over funds for multi-year commitments.
- Presented annual financial report for the year ending June 30, 2021 to the Board in November 2022. We received another "clean" audit with complimentary remarks by the outside audit team.

#### 3. Implement Year 2045 Long Range Transportation Plan

- Have successfully maintained and adopted amendments as necessary to the 2045 Metropolitan Transportation Plan that supports the multimodal & safety emphasis of MetroPlan Orlando.
- Staff continues to be the technical lead for travel demand modeling and other analytical tools for MetroPlan.
- Successfully manage TMA project funding to the benefit of our local government partners. We consistently receive additional TMA funds from spending down our original allocation. These funds are programmed to advance the Board's approved goals.
- Developed the region's Transportation Improvement Program (TIP) for FY2023/2024-2027/2028 and obtained Board approval of the 312 Federal, State and Turnpike projects totaling approximately \$4.1 billion program showing where all funds will be spent,
- The existing TIP was amended and updated during the year at the request of FDOT/D5 and Florida's Turnpike Enterprise.
- Developed the Prioritized Project List for FY2028/2029 through FY2037/2038 in cooperation with our advisory committees to determine how funds will be invested to implement the Year 2045 Metropolitan Transportation Plan; obtained Board approval at the July 12, 2023 board meeting
- Prepared report on FY2021/2022 federally-funded transportation projects throughout Central Florida, as required by federal law, and submitted the report to federal agencies. This is done every year after October and approved by the MetroPlan Orlando Board in December.
- Continued the traffic light synchronization program to improve the flow of traffic; conducted cost-benefit studies; staff typically presents the results to the MetroPlan Orlando Board showing an impressive return on investment.
- Continued managing contractors that perform the traffic signal retiming. This work is coordinated with members of our Transportation System Management & Operations Committee.
- Continued leading the effort among 8 other MPOs along the I-4 Corridor, 3 FDOT Districts, the FTE as well as FDOT Central Office and the Center for Urban Transportation Research at USF on the idea of an I-4 Corridor Coalition that would include a regional approach to Transportation Systems Management & Operations (TSMO). This idea has gained statewide and national attention and MetroPlan Orlando has been recognized by FHWA and the FDOT in this effort as a noteworthy practice.
- This year the Regional TSMO Program has been presented to the Association of MPOs (AMPO) Emerging Technologies Working group and was selected and will be presented at the Annual Meeting of AMPO in September.
- Staff is working on a Strategic Plan for the Regional Transportation Systems Management & Operations effort. This will be important as we hope to sustain this work.
- Successfully advancing the MetroPlan Orlando Board's Emphasis Areas, increasing spending on associated projects.

- Continued the practice of reporting on the status of PD&E studies to the MetroPlan Orlando Board twice a year typically in July and February, calling attention to projects of regional significance.
- Continue to look at the more significant projects in the region that are in the PD&E Phase and occasionally bring those back before the Board for information and discussion.
- Continue to implement our Public Involvement Plan that was approved by the Board in September 2019.

#### **4. Promote Interregional planning efforts through the Central Florida MPO Alliance**

- Provided principal staff support for the Central Florida MPO Alliance – the regional partnership involving MetroPlan Orlando, the River-to-Sea TPO for Volusia and Flagler Counties, the Space Coast TPO, the Lake-Sumter MPO, the Polk TPO and the Ocala/Marion County TPO.
- Worked with our partners in the Central Florida MPO Alliance on the development of a Regional Prioritized List of Projects (highway, transit and trails); obtained Board approval; this has generated interest in Tallahassee and elsewhere in the state as a model of regional cooperation.
- Continued work to complete the Coast-to-Coast Connector in cooperation with the Florida Greenways & Trails Foundation, FDOT, FDEP and four MPOs along the route; monitored developments with the SUN Trails program as it relates to priorities of MetroPlan Orlando and the Central Florida MPO Alliance.
- Oversaw update of the CFMPOA Regional Indicators Report (last updated in 2018/19) and development of the new 2045 Plan Synopsis web map application.

#### **5. Continue to represent MetroPlan Orlando Nationally through continued involvement in AMPO and NARC**

- Remain active with the National Association of Regional Councils (NARC), currently serving on the Executive Director's Council representing the southeastern United States.
- Represented MetroPlan Orlando at the NARC Annual Conference in Detroit, in June. The event was from June 4-7.
- Remain active with the Association of Metropolitan Planning Organizations (AMPO) currently serving on their Policy Committee.
- I will be moderating a panel discussion that includes a presentation on our Regional TSMO Program at the AMPO National Conference scheduled in September. This conference will be in Cleveland.

#### **6. Continue to strengthen ties with government and business partners**

- Continue to serve on the University of Central Florida's Planning Advisory Board for their Master's program in Urban & Regional Planning.
- Invited to serve on the UCF College of Community Innovation & Education Urban Innovation Lab
- Positive relationship with Florida Department of Transportation and continue to maintain good relationships with local government partners including LYNX, CFX and GOAA.
- Continued our membership with major regional Chambers of Commerce to strengthen ties with the business community; participate in Chamber functions as available.
- Worked with our local partners and provided Letters of Support for projects as requested.
- Presented to the Central Florida Chapter of the Institute of Real Estate Management in September 2022
- Presented to the Kissimmee Bay Rotary Club in October 2022
- Moderated Central Florida Transportation Summit on Resiliency for the American Society of Highway Engineers (ASHE) in February 2023
- Presented to the American Society of Civil Engineers (ASCE) at the Central Florida Expressway Authority in March 2023
- Initiated discussions with the U.S. Department of Energy and the possibility of hosting the Central Florida Clean Cities Coalition.
- Asked to serve on the Transition Advisory Committee for the Central Florida Clean Cities Coalition
- Presented on MetroPlan Orlando to an Italian Based "Cluster" of companies on June 27 that are interested in marketing services of 55 companies in the United States
- Will be hosting this same "Cluster" representatives while the group is in Orlando for the APTA Expo in October

#### 7. Demonstrate positive return on investment for MetroPlan Partners

- The staff of MetroPlan Orlando add significant value to the organization and enable us to provide an impressive return on investment for our partners. A list of projects follows and is provided to illustrate just how much work we do for our local partners and how this has increased over the past few years with a significant increase since my appointment to Executive Director in 2018.
- 2013 - Aloma Trail Spur
- 2016 – Regional Trail Crossings Traffic Assessment (Orange Co. & Seminole Co.)
- 2016 – Maitland Ave @ Maitland Blvd Modeling Exercise (Maitland)
- 2017 – Travel Data Program – Airsage Tool (Local Government Partners)
- 2017 - Orange Ave Complete Street Corridor Study (Edgewood)
- 2018 - Corrine Drive Complete Streets & Concept Development (Orange Co. & Orlando)
- 2018 – Town of Oakland Mobility Plan (Oakland)

- 2018 – Silver Star Complete Streets & Concept Development (Ocoee)
- 2018 – Edgewater Drive Concept Development (Orlando)
- 2019 – Belle Isle Mobility Study (Belle Isle)
- 2019 – First Purchase of Full Subscription of Streetlight Data (Local Government Partners)
- Orange Ave pass through traffic analysis (Winter Park)
- 2019 – Safety Corridor Studies for Highway Safety Funds (FDOT)
  
- *2020 – Start of Covid and we were in the heavy lift of the MTP, also we didn't get our funds until January of 2021 vs July 2020.*
  
- 2021 – Second Purchase of Full Subscription of Streetlight Data (Local Government Partners)
  - Osceola Co. ITS Master Plan update (Osceola Co.)
  - I-Drive Home Base Work Travel (LYNX & Orange Co.)
  - Oviedo & Seminole County Trip Tables for Mobility Fee (Seminole Co. & Oviedo)
  - I-4 BTU south on / off analysis (FDOT)
- 2021 – 10<sup>th</sup> Street Complete Streets Study & Concept Development (Osceola Co. & St. Cloud)
- 2021 – Welch Road & Rock Springs Road Corridor Safety Study (Orange Co. & Apopka)
- 2021 – West Orange Trail (Orange Co.)
- 2021 – City of Oviedo Mobility Plan (Oviedo)
- 2022 – City of Kissimmee Safety Study
- 2022 – TSMO Modal Master Plan
- 2022 – Bike/Ped/Trails Modal Master Plan
- 2022 – Constrained Roads/Complete Streets Modal Master Plan
- 2022 – Public Transportation Modal Master Plan
- 2022 – Speed Management & Roadway Safety Study
- 2022 – City of Apopka Transportation Element Update
- 2022 – Electric Vehicle Charging Study
- 2023 – SunRail Crossing at SR 434 & Ronald Reagan
- 2023 – Safe Streets & Roads for All -Vision Zero Safety Action Plans for our three counties and 19 municipal partners
- 2023 – SunRail Parking Feasibility Study (Orange Co. & Osceola Co.)

#### 8. Pursue funding opportunities through appropriate channels

- Brought together our partner agencies to pursue a regional grant application for the Safe Streets and Roads for All (SS4A) program.
- We were successful in our SS4A application. We were awarded \$3.79M.
- MetroPlan Orlando committed to providing the 20% local match for our SS4A. This is a great example of the return on investment for our partners.
- Working cooperatively with the Orlando Economic Partnership and with their Federal Lobbyist on the Bipartisan Infrastructure Law to evaluate reasonable and appropriate funding opportunities.

- Worked with our Osceola County partners to secure an additional \$5.4M for cost increases on the Fortune/Simpson Intersection Improvement
- Worked with our Osceola County partners to secure an additional \$5.3M for right of way and construction for the Neptune Road Project
- Provided letters of support for 4 RAISE grant applications in 2022-23, Seminole County (1), City of Orlando (2), and Osceola County (1)
- Awarded the State Transportation Innovation Council Incentive Program Grant for \$100,000
- Awarded \$294,500 grant for Crash Prediction for Expedited Detection Program
- Provided letters of support for 3 RAISE Grant requests (Orange County 2, Seminole County 1), 5 Community Funding Grant Requests (Seminole County 1, Osceola County 1, Lynx 3) and 1 FTA Low of No Emission Grant Program Request (Lynx) in 2022

9. Provide and encourage professional development opportunities for staff

- Sponsored staff members at professional development workshops and through other forms of training (e.g., professional programs, conferences, webinars, seminars, tuition assistance).
- Eric Hill, MetroPlan Orlando's Director of Transportation Systems Management & Operations (TSMO) attended and presented at the Florida Automated Vehicle Summit in November 2022
- Taylor Laurent, MetroPlan Orlando Project Manager, attended the TRB Annual Meeting in Washington D.C. in January 2023
- Taylor Laurent, MetroPlan Orlando Senior Planner/Engineer, was selected to serve on the NARC/AMPO joint committee on the Promoting Resilient Operations for Transformative, Efficient, and Cost Savings Transportation Committee
- Taylor Laurent, MetroPlan Orlando's Manager of Transportation Planning was a presenter at the Annual Meeting of the National Association of Metropolitan Planning Organizations in October 2022. The topic of her presentation was *Big Data for Complete Streets Planning*.
- Eric Hill, MetroPlan Orlando's Director of Transportation Systems Management & Operations was a presenter at the Annual Meeting of the National Association of Metropolitan Planning Organization in October 2022. The topic of his presentation was Connected and Autonomous Vehicle Readiness.
- Eliminated one manager position (through retirement) with those responsibilities split between two new staff members thus providing professional growth opportunities for them and a savings to the organization.
- Hired a new Board Services Coordinator to replace a long time staff member who retired earlier this year
- Rehired an Engineer/Planner position who left last year and decided they would like to come back to MetroPlan Orlando
- Hired an additional engineer to take on some of the workload

- We now have three young professional engineers on staff. This is a first and something that I am very proud of that they choose to work for us in lieu of more financial reward elsewhere.

#### 10. Implement Board approved Strategic Plan

- Remain active with the National Association of Regional Councils (NARC), currently serving on the Executive Director's Council representing the southeastern United States. (SP Goal 1, Obj, 1.2)
- Remain active with the Association of Metropolitan Planning Organizations (AMPO) currently serving on their Policy Committee. (SP Goal 1, Obj, 1.2)
- Maintained reporting process to the MetroPlan Board. The Executive Director Report is included in each agenda packet and highlights activities of the ED between meetings. The Executive Director's Report is included in Information Items for Acknowledgement by the board.
- We continue to receive positive feedback on MetroPlan Orlando's website ([www.metroplanorlando.org](http://www.metroplanorlando.org)) for its attractive appearance and ease of use and functionality. The website is being updated (refreshed) again in 2022. (SP Goal 1, Obj, 1.1)
- The Florida Public Relations Association honored MetroPlan Orlando with two Image Awards (best in category) for the *Decade of Transformation* Annual Report and for the 2045 Plan Digital Public Participation Program (SP Goal 1, Obj, 1.1)
- The Communications Team also received the Grand All Image Award (top award in competition) for the 2045 Plan Digital Public Participation Program (SP Goal 1, Obj, 1.1)
- Continued to provide information in different formats for people with disabilities; for example, the new website has features that are specifically designed to assist people with certain disabilities and information is provided about Board and Committee meetings using a special voicemail feature. (SP Goal 1, Obj, 1.1)
- Continue to place additional emphasis on integrating public health into the region's transportation planning process; continue to develop relationships with public health departments serving our three counties. (SP Goal 1, Obj, 1.3) Since plan adoption the Health Strategic Plan has been selected for presentation at the Environmental Design Research Association in Greenville, SC (June 2022). It was featured in the summer issue of Florida Planning Magazine. It was presented at the 6th Healthy City Design 2022 International Congress in London in October 2022. It will be presented at the AMPO Annual Meeting in September 2023 in Cleveland, Ohio. (SP Goal 1, Obj.1,3)
- Sarah Larsen, MetroPlan staff was recognized at the WTS Awards Banquet in September 2022 for her work on the Strategic Health Plan by receiving the Innovative Transportation Solution Award (SP Goal 1, Obj.1,3)
- Updated and maintained our socio-economic database and state-of-the-art geographic information system in cooperation with the region's local

governments to assist with short-range and long-range planning needs. (SP Goal 1, Obj. 1.2 & Goal 2, Obj. 2.4)

- Continue to support the Orlando Economic Partnership's Alliance for Regional Transportation (SP Goal 1, Obj. 1.3)
- Continue to implement our Public Involvement Plan that was approved by the Board in September 2019. (SP Goal 1, Obj. 1.4)
- Continued leading the effort among 8 other MPOs along the I-4 Corridor, 3 FDOT Districts, the FTE as well as FDOT Central Office and the Center for Urban Transportation Research at USF on the idea of an I-4 Corridor Coalition that would include a regional approach to Transportation Systems Management & Operations (TSMO). This idea has gained statewide and national attention and MetroPlan Orlando has been recognized by FHWA and the FDOT in this effort as a noteworthy practice. I will be moderating a panel discussion at the Annual Meeting of AMPO in Cleveland in September 2023 that includes a presentation of our efforts. (SP Goal 2, Obj. 2.3 & Goal 3, Obj. 3.2)
- Initiated regular coordination of Planning and Communications Staff, formalized as "Meeting in the Middle". (SP Goal 5, Obj. 5.1)
- Hired mid-level engineer / planner, increasing the in-house capabilities of the MetroPlan Orlando Planning Team. (SP Goal 5, Obj. 5.3)
- Managed a productive staff over a pandemic, who continue to deliver high quality planning products and work well as a team. (SP Goal 5, Obj. 5.1, 5.2, & 5.3)
- Provided leadership to the organization and staff in working through the COVID-19 pandemic (SP Goal 5, Obj. 5.1, 5.2, & 5.3)
- Successfully worked with all committee chairs and staff to conduct public meetings in virtual and hybrid environments (SP Goal 5, Obj. 5.1, 5.2, & 5.3)
- Expanded the focus of our staff debrief following each board meeting along with full staff meeting and encouraged open/honest discussion (SP Goal 5, Obj. 5.1)
- Place greater emphasis on succession planning within the organization to include identifying staff members who may be ready for advancement when the time presents itself. Developed and presented (as appropriate) a Leadership Continuity Plan (SP Goal 5, Obj. 5.2)
- Made an internal promotion to the Director of Transportation Planning position (SP Goal 5, Obj. 5.2 & 5.3)
- Made an internal promotion to the Manager of Transportation Planning position (SP Goal 5, Obj. 5.2 & 5.3)
- Increased Training & Travel budgets by 42% and 86% respectively since assuming Executive Director Position. This enhances the attractiveness of MetroPlan Orlando and assists with employee retention. (SP Goal 5, Obj. 5.1, 5.2, & 5.3)



**TAB 4**



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

September 14, 2022

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I participated in several U.S DOT listening sessions on the Bipartisan Infrastructure Law
- I attend the Brightline Phase III Tampa Extension calls as available to do so
- I attended the MPOAC meeting in Gainesville on July 28
- We initiated discussion of an MPO Day during the 2023 Legislative Session on August 2
- I participated in an AMPO General Membership meeting on August 2
- I participated in a discussion on August 2 of MetroPlan Orlando's involvement with Junior Achievement during the 2022-2023 academic year
- I attended the CFCRC Meeting on August 4
- I participated in a discussion of new 2020 Census Urban Boundaries on August 5
- I met with FDOT District 5 Leadership on August 8
- I met with the MetroPlan Orlando Personnel Committee on August 10
- I met with FDOT staff on August 15 to discuss the new work program funding plan
- Staff attended the FDOT Safety Peer Exchange on August 17 & 18
- I participated in the Florida Metropolitan Planning Partnership on August 18 & 19
- I participated in the AMPO Leadership Forum on August 23
- I attended the City of Orlando Police Department Change of Command Ceremony on August 24
- I attended the CAC meeting on August 24
- I attended the TSMO meeting on August 26
- I attended the TAC meeting on August 26
- I participated in the AMPO Policy Committee meeting on August 29
- I participated in an FDOT D5 SIS Status Update on August 30
- I attended the CTD Annual Training Workshop & Expo on August 31
- I attended the SR 417 Design Build Open House meeting on September 1
- I attended the September 7<sup>th</sup> Celebration for the opening of the new South Terminal
- I met with MetroPlan Board Chair Commissioner Uribe for our MetroPlan agenda review on September 8
- I attended the MAC meeting on September 8

- I met with Commissioner Dallari for our MetroPlan agenda review on September 8
- I met with Board Member Tom Green for our MetroPlan agenda review on September 9
- I met with Mayor Demings for our MetroPlan agenda review on September 9
- I met with FDOT District 5 Leadership on September 12

#### FDOT

- I continue regular monthly meetings with FDOT leadership team
- Commissioner Uribe and I met with the FDOT District Secretary and key staff members on August 29 to discuss future project priorities

#### Staff Recognitions

- Introduced two new staff members, Jason Sartorio and Slade Downs, to the MetroPlan Orlando Board

#### OIA South Terminal

- MetroPlan Board Chair Uribe toured the new South Terminal on August 4.
- I attended the September 7<sup>th</sup> Celebration for the opening of the new South Terminal

#### Emerald Coast Transportation Symposium

- I will be attending the Emerald Coast Transportation Symposium in Panama City Beach on October 6-7

#### National Association of Regional Councils

- The NARC Executive Director's Council and Board Retreat will be held in Kansas City from October 16-19. I will be attending that event.

#### Association of Metropolitan Planning Organizations

- Two staff members will be attending and presenting and/or serving on a panel discussion at the AMPO Conference in Minneapolis October 25-28



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

November 9, 2022

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I participated in several U.S DOT listening sessions on the Bipartisan Infrastructure Law
- I presented at the Institute of Real Estate Management Luncheon on September 14
- I participated in the MetroPlan Director's Meeting on September 15
- I met with UCF on September 21 to work on the Fall Distinguished Lecture Series
- I attended the CFCRC Meeting on September 22
- I participated in the FDOT Grants Workshop at FTE on September 23
- I attended the Emerald Coast Transportation Symposium on October 6-7
- I met with FDOT on October 10 to discuss cut-through traffic issues and coordination with Waze
- I met with FDOT Leadership on October 10
- I met with FDOT Leadership on October 11 to discuss specific funding issues re: SU & DDR
- I presented at the Kissimmee Bay Rotary Luncheon on October 12
- I attended the NARC Executive Director's Meeting & Board Retreat on October 16-19 in Kansas City
- Staff participated in the Florida Metropolitan Planning Partnership on October 18
- I attended the UCF Distinguished Lecture Series on October 20
- I participated in the MPO Executive Director's Meeting on October 20
- I participated in a RoundTable Discussion with U.S DOT Secretary Buttigieg on October 21
- I participated in a joint meeting of the AMPO Technical & Policy Committee's on October 24
- I participated in an AMPO Policy Committee meeting on October 24
- I and other MetroPlan Orlando Staff participated in FDOT Mobility Week Events during the week of October 24
- I participated in meeting #1 of the Junior Achievement Program with Oakridge High School on October 24
- I attended the WTS Award Banquet on October 25
- I attended the CAC meeting on October 26
- I attended the MPOAC meetings on October 27
- I participated in the Blind American's Equality Day Event on October 27

- I met with representatives from Drone Up and Continental Strategy on October 27
- I attended the TSMO meeting on October 28
- I attended the TAC meeting on October 28
- I met with Commissioner Dallari for our MetroPlan agenda review on November 1
- I participated in an OEP sponsored event to discuss the discretionary grant programs on November 1
- I attended the Wekiva River Basin Commission meeting on November 1
- I met with Commissioner Cordero for our MetroPlan agenda review on November 2
- I attended the CFCRC Meeting on November 3
- I met with MetroPlan Board Chair Commissioner Uribe for our MetroPlan agenda review on November 3
- I attended the MAC meeting on November 3
- I presented at Leadership Orlando Class 103 on November 3
- I met with Mayor Demings for our MetroPlan agenda review on November 3
- I met with Commissioner Grieb for MetroPlan agenda review on November 3
- I met with Board Member Tom Green for our MetroPlan agenda review on November 4
- I met with Commissioner Castano for our MetroPlan agenda review on November 7

#### FDOT

- I continue regular monthly meetings with FDOT leadership team

#### Emerald Coast Transportation Symposium

- I attended the Emerald Coast Transportation Symposium in Panama City Beach on October 6-7

#### Central Florida MPO Alliance

- MetroPlan Orlando hosted the Central Florida MPO Alliance on October 7. I was out of town so Ms. Virginia Whittington provided staff leadership for that meeting.

#### National Association of Regional Councils

- I attended the NARC Executive Director's Council and Board Retreat in Kansas City from October 16-19.

#### Association of Metropolitan Planning Organizations

- Two staff members attended the AMPO Conference in Minneapolis October 25-28
- Taylor Laurent was a presenter at the conference
- Eric Hill participated in a panel discussion at the conference



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

December 14, 2022

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report –November & December

- I participated in several U.S DOT listening sessions on the Bipartisan Infrastructure Law
- I presented at the Institute of Real Estate Management Luncheon on September 14
- I participated in the MetroPlan Director's Meeting on September 15
- I met with UCF on September 21 to work on the Fall Distinguished Lecture Series
- I attended the CFCRC Meeting on September 22
- I participated in the FDOT Grants Workshop at FTE on September 23
- I attended the Emerald Coast Transportation Symposium on October 6-7
- I met with FDOT on October 10 to discuss cut-through traffic issues and coordination with Waze
- I met with FDOT Leadership on October 10
- I met with FDOT Leadership on October 11 to discuss specific funding issues re: SU & DDR
- I presented at the Kissimmee Bay Rotary Luncheon on October 12
- I attended the NARC Executive Director's Meeting & Board Retreat on October 16-19 in Kansas City
- Staff participated in the Florida Metropolitan Planning Partnership on October 18
- I attended the UCF Distinguished Lecture Series on October 20
- I participated in the MPO Executive Director's Meeting on October 20
- I participated in a RoundTable Discussion with U.S DOT Secretary Buttigieg on October 21
- I participated in a joint meeting of the AMPO Technical & Policy Committee's on October 24
- I participated in an AMPO Policy Committee meeting on October 24
- I and other MetroPlan Orlando Staff participated in FDOT Mobility Week Events during the week of October 24
- I participated in meeting #1 of the Junior Achievement Program with Oakridge High School on October 24
- I attended the WTS Award Banquet on October 25
- I attended the CAC meeting on October 26
- I attended the MPOAC meetings on October 27
- I participated in the Blind American's Equality Day Event on October 27

- I met with representatives from Drone Up and Continental Strategy on October 27
- I attended the TSMO meeting on October 28
- I attended the TAC meeting on October 28
- I met with Commissioner Dallari for our MetroPlan agenda review on November 1
- I participated in an OEP sponsored event to discuss the discretionary grant programs on November 1
- I met with Commissioner Cordero for our MetroPlan agenda review on November 2
- I attended the MAC meeting on November 3
- I was a panelist at the November 3 meeting of Leadership Orlando 103
- I met with Mayor Demings for our MetroPlan agenda review on November 3
- I met with Commissioner Grieb for MetroPlan agenda review on November 3
- I met with Board Member Tom Green for our MetroPlan agenda review on November 4
- I met with Commissioner Castano for our MetroPlan agenda review on November 7
- I met with MetroPlan Board Chair Commissioner Uribe for our MetroPlan agenda review on November 8
- I attended an APTA briefing on November 10 on the FutureView of Public Transit following the midterm elections
- I participated in the UCF Planning Advisory Board Meeting on November 16, 2022
- I participated in the FDOT District 5 MPO Executive Director's call on November 17
- I attended the Wekiva River Basin Commission Meeting on November 21
- I met with Seminole County Commission Chair and new MetroPlan Board member Amy Lockhart on November 28
- I met with Commissioner Bonilla on November 28 to discuss the Corrine Drive project
- I met with Seminole County Commissioner Zembower on November 29, 2022
- I participated in the River to Sea Alliance planning meeting on November 29 for a January Workshop entitled Active Transportation for All
- I attended the TDLCB Annual Meeting on November 30
- I attended the TDLCB Annual Meeting on November 30 (make up from November 10)
- I met with FDOT Leadership on December 1
- I attended the TSMO Committee Meeting on December 2
- I attended the TAC meeting on December 2
- I met with Commissioner Dallari on December 6
- I attended the FDOT Work Program Public Hearing on December 6
- I attended the CAC meeting on December 7
- I met with Commissioner Cordero for our MetroPlan agenda review on December 7
- I attended the MAC meeting on December 8
- I met with Commissioner Uribe for our MetroPlan agenda review on December 8
- I met with Board Member Tom Green for our MetroPlan agenda review on December 9
- I met with Mayor Demings for our MetroPlan agenda review on December 9
- I met with Commissioner Castano for our MetroPlan agenda review on December 12
- I met with FDOT Leadership on December 12
- I met with Commissioner Grieb for our MetroPlan agenda review on December 13
- I met with Commissioner Lockhart for our agenda review on December 13

#### FDOT

- I continue regular monthly meetings with FDOT leadership team

#### Emerald Coast Transportation Symposium

- I attended the Emerald Coast Transportation Symposium in Panama City Beach on October 6-7

#### Central Florida MPO Alliance

- MetroPlan Orlando hosted the Central Florida MPO Alliance on October 7. I was out of town so Ms. Virginia Whittington provided staff leadership for that meeting.

#### National Association of Regional Councils

- I attended the NARC Executive Director's Council and Board Retreat in Kansas City from October 16-19.

#### Association of Metropolitan Planning Organizations

- Two staff members attended the AMPO Conference in Minneapolis October 25-28
- Taylor Laurent was a presenter at the conference
- Eric Hill participated in a panel discussion at the conference

#### National Operation Center of Excellence

- Eric Hill participated in the NOCoE Regional Collaboration of Excellence Peer Exchange on November 15-16 in Washington D.C to present the Regional TSMO Efforts





metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

February 8, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I participated in a tour of Neo City on December 12 arranged by Commissioner Castano
- I met with OEP & their Federal Lobbyist on December 20
- I met with representatives of Drone Up on December 21
- I met with Osceola County staff on December 22 to discuss transportation projects
- I met with Orange County Commissioner Scott on January 4
- I attended Cycling Savvy #1 on January 5
- I met with FDOT Leadership on January 9
- I attended Cycling Savvy #2 on January 10
- I attended the Retirement Event for Cindy Barth of the Orlando Business Journal on January 10
- I met with AMPO Leadership on January 11
- I met with Seminole County, the City of Oviedo, and FDOT on January 11 to discuss a project on SR434 in the City of Oviedo
- I met with Congressman Maxwell Frost on January 17
- I attended Cycling Savvy #3 on January 17
- I attended the Quality Assurance Task Force Working Group on January 18
- I attended the ECFRPC Diamond Awards on January 18 where the MetroPlan Orlando Strategic Health Plan was recognized
- I attended the TEAMFL Meeting on January 19
- I attended the UCF Lecture Series on January 19
- I attended the Osceola County Transportation Work Shop on January 23
- I attended the CAC meeting on January 25
- I attended the SR 417 Planning Advisory Group Meeting on January 25
- I attended the CFCRC Meeting on January 26
- I served as a judge at the CFX Chili Cook-off on January 26
- I attended the River to Sea Alliance Workshop on January 27
- Staff conducted and attended the TSMO Meeting on January 27
- Staff conducted and attended the TAC Meeting on January 27

- I participated in the WorldOrlando/Disability Rights Advocates Visit on January 31
- I attended the MPOAC Staff Directors meeting on January 31
- I attended the MPOAC Governing Board Meeting on January 31
- I attended the Florida Metropolitan Planning Partnership on February 1
- I attended the MAC Meeting on February 2
- I met with Commissioner Dallari on February 2
- I met with Commissioner Zembower for our MetroPlan agenda review on February 2
- I met with Commissioner Uribe for our MetroPlan agenda review on February 2
- I met with Commissioner Grieb for our MetroPlan agenda review on February 2
- I met with Board Member Tom Green for our MetroPlan agenda review on February 3
- I met with Mayor Demings for our MetroPlan agenda review on February 3
- I met with Commissioner Lockhart for our MetroPlan agenda review on February 6
- I met with Commissioner Cordero for our MetroPlan agenda review on February 6
- I met with Commissioner Castano for our MetroPlan agenda review on February 6

#### FDOT

- I continue regular monthly meetings with FDOT leadership team

#### National Association of Regional Councils

- The National Conference of Regions was held in Washington D.C from January 22-25
- I serve on the Executive Director's Council representing the Southeast U.S and participated (virtually) in the Executive Director's Council meeting on January 23



# metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

March 8, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I attended the TDLCB meeting on February 9
- I attended the FDOT/MetroPlan Orlando Joint Certification meeting on February 10
- I attended the Central Florida MPO Alliance meeting on January 10
- I met with FDOT Leadership on February 13
- I attended the WTS Event - Transportation Resiliency into the Future on February 14
- I met with Gray Robinson staff re: 2023 Legislative Session on February 14
- I attended an evening dinner with the ASHE Event Planning Team on February 15
- I moderated the ASHE Central Florida Transportation Summit on February 16
- I attended the CAC meeting on February 22
- I participated in the AMPO Policy Committee meeting on February 23
- I attended the TSMO Meeting on February 24
- I attended the TAC Meeting on February 24
- I attended the Space Coast TPO Ride the Wave Event on March 1
- I attended the MAC Meeting on March 2
- I met with Commissioner Dallari on March 2
- I met with Commissioner Zembower for our MetroPlan agenda review on March 2
- I met with MetroPlan Chair Commissioner Uribe for our MetroPlan agenda review on March 2
- I met with Commissioner Grieb for our MetroPlan agenda review on March 2
- I met with Board Member Tom Green for our MetroPlan agenda review on March 3
- I met with Mayor Demings for our MetroPlan agenda review on March 3
- I met with Commissioner Lockhart for our MetroPlan agenda review on March 6
- I met with Commissioner Cordero for our MetroPlan agenda review on March 6
- I met with Commissioner Castano for our MetroPlan agenda review on March 6

## FDOT

- I continue regular monthly meetings with FDOT leadership team

#### Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- AMPO's Annual Meeting is scheduled for September 26-29 in Cleveland, Ohio

#### National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- NARC's Annual Meeting is scheduled for June 4-7 in Detroit, Michigan
- NARC's Executive Director's Council & Board Retreat is scheduled for October 29-November 1 in Boise, Idaho



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

May 10, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I attended the MPOAC Policy & Technical Committee meeting on March 9
- I participated in a meeting with FDOT to discuss criteria for Flashing Yellow LT Arrow
- I participated in the Federal Certification meeting on March 15
- I attended a meeting with FDOT on redesignation of the Functional Classification System on March 16
- I participated in the Junior Achievement 3DE presentation at Oak Ridge High School on March 20
- I conducted a MetroPlan Orlando Director's Annual Review on March 21
- I met with FDOT Leadership on March 22
- I participated in the Best Foot Forward Summit on March 23
- I attended the Lynx Board Meeting on March 23
- I attended the Central Florida Commuter Rail Commission Meeting on March 23
- I met with the North Florida TPO staff to discuss the North Florida Clean Cities Coalition on March 24
- I attended a meeting with the East Central Florida Regional Planning Council on their EPA Climate Pollution Reduction Planning Grant application on March 27
- I attended the AMPO Policy Committee Meeting on March 27
- I conducted a MetroPlan Orlando Director's Annual Review on March 28
- I met with FDOT Work Program staff on March 28
- I met with FHWA on our Safe Streets & Road For All grant on March 29
- I attended the COMTO Central Florida Women on the Move Webinar on March 29
- I met with the U.S Department of Energy Clean Cities Program Manager for the Southeastern U.S on March 29
- I spoke at the March 30<sup>th</sup> lunch meeting of the American Society of Civil Engineers
- I met with Chair Uribe on March 30<sup>th</sup> to discuss the 2020 Census
- I attended the CFMPOA Director's meeting on March 31, 2023
- I attended the U.S, DOT Intergovernmental Affairs call on March 31
- I attended the Seminole State of the County on April 3

- I participated in the MPOAC Policy & Technical Committee meeting on April 3
- I attended the Seminole Chamber Breakfast Event with Congressman Mills on April 6
- I met with the Lake Sumter MPO Executive Director on April 6 to discuss the 2020 Census
- I met with FDOT Leadership on April 10
- I met with the OIA Executive Director on April 11 to discuss their new Strategic Plan
- I met with the River to Sea TPO Executive Director on April 11 to discuss the 2020 Census
- I attended the Lt. Governor's Press Conference on the Moving Florida Forward Initiative on April 13 at the RTMC in Sanford.
- I attended the Central Florida MPO Alliance meeting on April 14
- I participated in the UCF Planning Advisory Board meeting on April 19
- I attended the Lake Mary State of the City on April 20
- I attended the Brightline Station Unveiling on April 20
- I participated in the OEP Washington Fly-In on April 25-27
- Staff attended the CAC meeting on April 26
- Staff attended the MPOAC Director's Meeting on April 27
- Staff attended the MPOAC Governing Board meeting on April 27
- I attended the TSMO Meeting on April 28
- I attended the TAC Meeting on April 28
- I attended the MPOAC Policy & Technical Committee Meeting on May 1
- I attended the Public Service Recognition at UCF on May 2
- I met with Mayor Demings for our MetroPlan agenda review on May 3
- I attended the MAC Meeting on May 4
- I met with Commissioner Dallari on May 4
- I met with Commissioner Zembower for our MetroPlan agenda review on May 4
- I participated in catch up call with Commissioner Janer on May 4
- I met with MetroPlan Chair Commissioner Uribe for our MetroPlan agenda review on May 4
- I met with Commissioner Grieb for our MetroPlan agenda review on May 4
- I met with Board Member Tom Green for our MetroPlan agenda review on May 5
- I met with Commissioner Lockhart for our MetroPlan agenda review on May 8
- I met with Commissioner Cordero for our MetroPlan agenda review on May 8
- I met with Commissioner Castano for our MetroPlan agenda review on May 8
- I participated in the Osceola County Transportation Summit on May 9

#### FDOT

- I continue regular monthly meetings with FDOT leadership

#### TEAMFL

- The next TEAMFL meeting is in Tampa on May 11 & 12.

#### Floridians for Better Transportation

- The 2023 summer meeting of the FBT is in St. Pete Beach July 19-21

#### Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- AMPO's Annual Meeting is scheduled for September 26-29 in Cleveland, Ohio

#### National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- NARC's Annual Meeting is scheduled for June 4-7 in Detroit, Michigan
- NARC's Executive Director's Council & Board Retreat is scheduled for October 29-November 1 in Boise, Idaho



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

June 14, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I attended the TDLCB meeting on March 11
- I met with FDOT and the States' 27 MPOs on May 17 to discuss Opt Out provisions of the 2.5% set-aside of Federal PL funds for Complete Streets projects
- I met with the Lake Sumter MPO Executive Director on May 17 to discuss MPO Board Apportionment
- I met with FDOT District 5 Safety Administrator for a safety discussion as follow up from the May 10 MetroPlan Orlando Board meeting
- Staff attended the SR 417 Orlando Sanford Airport Connector PAG meeting on May 17, 2023
- I met with City of Orlando staff on May 18 for the presentation of the Orlando Bicycle Friendly Business Award
- I attended the TSMO Meeting on May 19
- I attended the TAC meeting on May 19
- I attended the Regional Planning Councils meeting on May 19 to preview the EPA Grant workplan and timeline
- I met with the River to Sea TPO Executive Director on May 19 to discuss MPO Board Apportionment
- I attended a meeting on May 19 with the U.S. DOT to discuss Food Deserts
- I met with the Bike Walk Central Florida Executive Director on May 19 to discuss their work program and budget
- I attended the FDOT SunRail Event on May 22 for the DeLand Station
- I attended the 2050 Statewide Revenue Forecast for MPOs on May 22
- I attended the CAC meeting on May 24
- I attended the City of Orlando State of the City on May 24
- I attended the Central Florida Commuter Rail Commission meeting on May 25
- I attended the FDOT Distracted Driving Press Conference on May 31
- I attended the Wekiva River Basin Commissioner meeting on May 31
- I attended the NARC Annual Meeting from June 4-7
- I attended the MAC Meeting on June 8



- I met with Commissioner Dallari on May June 8
- I met with Commissioner Zembower for our MetroPlan agenda review on June 8
- I met with MetroPlan Chair Commissioner Uribe for our MetroPlan agenda review on June 8
- I met with Commissioner Grieb for our MetroPlan agenda review on 8
- I attended the Orange County State of the County on June 9
- I met with Board Member Tom Green for our MetroPlan agenda review on June 9
- I met with Mayor Demings for our MetroPlan agenda review on June 9
- I met with Commissioner Lockhart for our MetroPlan agenda review on June 12
- I met with Commissioner Cordero for our MetroPlan agenda review on June 12
- I met with Commissioner Castano for our MetroPlan agenda review on June 12

#### FDOT

- I continue regular monthly meetings with FDOT leadership

#### Floridians for Better Transportation

- The 2023 summer meeting of the FBT is in St. Pete Beach July 19-21

#### Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- AMPO's Annual Meeting is scheduled for September 26-29 in Cleveland, Ohio

#### National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- I attended the NARC Annual Conference June 4-7 in Detroit
- NARC's Executive Director's Council & Board Retreat is scheduled for October 29-November 1 in Boise, Idaho



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

July 12, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I met with Commissioner Dallari on June 15 to discuss Roadway Functional Classification
- I met with the Bike Walk Central Florida Executive Director on June 12 to discuss their work program and budget
- I participated in the NARC Transportation Committee Meeting on June 20
- I participated in the TIP Public Meeting on June 21
- I met with the City of Apopka to discuss the Rock Springs Road/Welch Road Intersection project on June 21
- I met with Commissioner Moore on June 22 to discuss the Rock Springs Road/Welch Road Intersection Improvement project
- I attended the FHWA Webinar Discussion on the Safe Streets & Roads 4 All Grant
- I participated in a panel discussion with the Italian Railway Cluster on June 27
- I attended the CAC meeting on June 28
- I attended a UCF University Advisory Board meeting on June 28
- I attended an AMPO Policy Committee meeting on June 29
- I met with UCF's College of Community Innovation & Education on June 29
- I attended the TSMO Meeting on June 30
- I attended the TAC meeting on June 30
- I attended a meeting in Poinciana on July 3 to discuss transportation with some concerned citizens
- I met with Commissioner Zembower for our MetroPlan agenda review on July 6
- I attended the MAC Meeting on July 6
- I met with MetroPlan Chair Commissioner Uribe for our MetroPlan agenda review on July 6
- I met with Commissioner Grieb for our MetroPlan agenda review on July 6
- I met with Board Member Tom Green for our MetroPlan agenda review on July 7
- I met with Mayor Demings for our MetroPlan agenda review on July 7
- I met with Commissioner Lockhart for our MetroPlan agenda review on July 10
- I met with Commissioner Cordero for our MetroPlan agenda review on July 10
- I met with Commissioner Castano for our MetroPlan agenda review on July 10

- I participated as part of a Focus Group for City of Orlando Wetlands and Open Space Study

#### FDOT

- I continue regular monthly meetings with FDOT leadership

#### Floridians for Better Transportation

- The 2023 summer meeting of the FBT is in St. Pete Beach July 19-21
- This will include a meeting of the MPOAC Policy Committee on July 19 that I will attend

#### Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- AMPO's Annual Meeting is scheduled for September 26-29 in Cleveland, Ohio
- I will be moderating a session on Corridor Planning on Tuesday, September 26. Our Regional TSMO program will be one of the items presented and discussed

#### National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- NARC's Executive Director's Council & Board Retreat is scheduled for October 29-November 1 in Boise, Idaho

**TAB 5**

---



**metroplan orlando**  
A REGIONAL TRANSPORTATION PARTNERSHIP

## Job Description

---

Position Title:	Executive Director
Department:	Executive
Reports To:	MetroPlan Orlando Board
Category:	Exempt

---

### Position Summary

The Executive Director of MetroPlan Orlando, which serves as the federally-designated metropolitan planning organization (MPO) for the Orlando Urban Area, is responsible for executing the policies and direction established by the Board in support of transportation needs of the Orlando urban area. The Executive Director oversees the operation of the organization and its staff and reports pertinent information to the Board.

---

### Essential Functions

- Provide leadership and work with the Board to assure comprehensive, cooperative and continuing policies, plans and processes are developed that reflect the current and future transportation and growth management needs of Central Florida's defined "Study Area." (15% of time)
- Assure that the responsibilities of the organization as defined by Federal regulations, Florida Statutes and rules adopted by the Board are conducted appropriately and successfully. (15% of time)
- Facilitate the successful achievement of all the goals and objectives that are explicit or implied in the organization's understanding of the area's "comprehensive transportation system." (10% of time)
- Provide leadership beyond the geographical borders of the organization to promote the development of an effective regional transportation system with neighboring metropolitan planning organizations serving the larger Central Florida market. (5% of time)
- Oversee and assure the highest quality of all products. (5% of time)
- Ensure that communications and coordination between all stakeholders take place in a timely and cooperative manner, providing a framework for building understanding and consensus. (15% of time)
- Continually educate and inform the Board of current issues and directions in transportation planning and funding, including relevant and timely reports. (10% of time)
- Act as a primary advocate within the community, including the media, on the organization's priorities. (10% of time).
- Set parameters, guidelines, scope, accountability and performance standards for all consultants, firms and agencies engaged by the organization. (5% of time)

- Provide a safe, secure, discrimination and harassment free working environment for all staff members. (5% of time).
  - Assure that the MPO in all its dealings with other agencies, consultants and suppliers maintains the highest standards of fiscal control and integrity, consistent with all applicable federal and state requirements. (5% of time).
- 

## Other Functions

- Manage the Director of Transportation Planning, Director of Transportation Systems Management & Operations, Director of Finance and Administration, and the Director of Regional Partnerships. Also, indirectly supervise all other staff members.
- Responsible for the overall direction, coordination and evaluation of all departments.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include: interviewing, hiring, and training staff members; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; succession planning; addressing complaints and resolving problems.
- Develop and manage relationships with other transportation agencies and strategic business partners
- Perform additional duties as assigned by the Board.
- Attend relevant meetings involving member organizations and business partners.
- Continually reflect a professional image for the organization.

*Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

---

## Job Qualifications

### Education, Experience, & Training

- Master's Degree in urban planning, transportation planning, civil engineering or a closely related field
- Ten years' experience directing an organization or business units with previous transportation planning experience
- Familiarity with federal and state laws pertaining to the creation and operation of metropolitan planning organizations
- Experience in both the public and private sectors is preferred
- AICP or other applicable professional certification
- An equivalent combination of education and experience may be considered

### Knowledge, Skills, & Abilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.*

- Ability to read, analyze, and interpret common business and technical journals, financial reports and legal documents

- Ability to respond to inquiries or complaints from Board members, the public, regulatory agencies or members of the business community
- Ability to effectively present information to the Board and other groups
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Valid driver's license
- Knowledge of federal and state laws and regulations pertaining to the operating of a metropolitan planning organization
- Knowledge of modern principles, methods and techniques of administration and program planning
- Research skills
- Analytical skills
- Exceptional written and oral communication skills
- Public speaking and presentation skills
- Ability to establish and maintain effective working relationships with federal, state, regional and local agencies, community leaders and the general public
- Leadership and management skills
- Interpersonal skills
- Consensus building
- Organizational skills
- Project management skills
- Active in civic or community oriented associations
- Willingness to travel to community meetings, Board members' offices, consultant's locations, project sites, conference/meeting/event locations. Local Travel constitutes 20% of time; other travel constitutes 10% of time

*It is the individual responsibility of every employee to maintain a current awareness and understanding of appropriate laws, regulations, internal policies and procedures, and to comply fully with those laws, regulations, policies and procedures. Additionally, managers and supervisors are responsible for creating an environment in which they hold their employees accountable for the above.*

#### Physical Requirements

The work environment for this position is an office setting. Light travel is required within the three-county region and beyond.

---

MetroPlan Orlando is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, MetroPlan Orlando will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

All job descriptions are subject to revision and amendment. Job descriptions shall be reviewed and updated, if necessary, at least annually during the normal employee review period. I have received a copy of this job description and am fully aware of the expectations of the job.

---

Executive Director

---

Date

MetroPlan Orlando - Job Description: Executive Director

## TAB 6



## Executive Director's Annual Performance Review – August 2023

### Relevant Employment Agreement Provisions

The Board's Personnel Committee has generally considered three relevant provisions of the Employment Agreement during the Executive Director's Annual Review:

1. Paragraph 6 – Base Compensation and Merit Increases
2. Paragraph 7 – Executive Incentive Compensation
3. Paragraph 8 – Deferred Income

Excerpts from the Employment Agreement and background information on each of these provisions are provided on the following pages.

## Paragraph 6 Base Compensation and Merit Increases

### From the Employment Agreement:

*The Chairperson or his/her designee will conduct an annual performance review and determine if a merit increase is to be granted based upon performance and considering national MPO Executive Director compensation data as well as pay for comparable community positions. The merit increase normally will not exceed 10% of the current base compensation. The Chairperson will present the proposed merit increase, if any, to MetroPlan Orlando for its approval or disapproval in its absolute discretion. The written performance appraisal supporting the increase shall be placed in the Executive Director's personnel file. The merit increase will be added to the base compensation.*

### Background Information

The language in the Employment Agreement states that in addition to performance, consideration is given to national MPO Executive Director's compensation and comparable community positions.

MetroPlan Orlando is the largest independent MPO and is the second largest overall MPO in the state. We are likely the most complex MPO due to our size and the fact we are working throughout three urban counties with two separately designated urbanized areas. Based on federal guidelines, each of our two urbanized areas would be considered a large MPO on its own.

<u>MPO</u>	<u>POPULATION</u>	<u>2022 SALARY</u>	<u>% Change</u>	<u>2023 SALARY</u>
<b><u>FLORIDA MPOs</u></b>				
Miami-Dade (single county)	2.70M	\$254,300	25%	\$316,834
MetroPlan Orlando (3 counties)	2.34M	\$228,400		
Broward (single county)	1.90M	\$232,732	10%	\$256,005
North Florida TPO (4 counties)	1.40M	\$222,800	10%	\$245,000

### **COMPARABLE COMMUNITY POSITIONS**

The only comparable local position that has historically been reported is that of the Lynx CEO. That position was filled earlier this year with a starting salary of \$218,360

### **OUTSIDE FLORIDA**

We gathered information from a number of the organizations with whom I interact regularly. I serve with the Executive Directors of each of these organizations on the Executive Directors Council of the National Association of Regional Councils

<u>MPO</u>	<u>POPULATION</u>	<u>2022 SALARY</u>	<u>% CHANGE</u>	<u>2023 SALARY</u>
<b><u>MORPC</u></b> Columbus Ohio	2.4M	\$218,600	11.2%	\$243,194
<b><u>DRCOG</u></b> Denver Colorado	3.1M	\$220,800	4%	\$229,666
<b><u>MARC</u></b> Kansas City Missouri	2.0M	\$225,700	5%	\$240,044

<u>MPO</u>	<u>POPULATION</u>	<u>2022 SALARY</u>	<u>% CHANGE</u>	<u>2023 SALARY</u>
<u>Puget Sound Regional Council</u> Seattle Washington	2.2M	\$250,700	5%	\$263,256
<u>Houston/Galveston Regional Council</u> Houston, Texas	6.8M	\$240,900	No change yet	TBD

The Employment Agreement states that the merit increase will normally not exceed 10% of the base salary.

Mr. Huttman's current base salary is \$228,400.

## Paragraph 7 – Executive Incentive Compensation

### From the Employment Agreement

*The Executive Director is eligible for an annual incentive compensation award. The amount of the incentive award, if any, shall be based on MetroPlan Orlando's assessment of the Executive Director's overall performance. The assessment shall include, but not be limited to, MetroPlan Orlando's annual achievements, meeting MetroPlan Orlando's priorities/expectations and immediate and long term impact on Central Florida. The incentive compensation award, if any, shall be determined by MetroPlan Orlando in its absolute discretion no later than the second meeting of the term year that follows the term year on which the award is based and paid within 30 days after award. Any incentive award granted is not added to the base compensation.*

### Background Information

The Executive Incentive Compensation award is at the Board's discretion based on the recommendation from the Personnel Committee.

The 2022 incentive award for Mr. Huttman was 5%.

## Paragraph 8 – Deferred Compensation

### From the Original Employment Agreement

*In addition to his base salary, the Executive Director shall earn Ten Thousand Dollars per year (\$10,000.00) in deferred income for each year he is employed under this contract. MetroPlan Orlando will make prorated payments during each pay period to a Deferred Income Account chosen jointly by the Executive Director and MetroPlan Orlando. All contributions to and interest earned to this account are governed by and subject to federal and state statutes. Executive Director's right to such account shall not be affected by the termination of his employment with MetroPlan Orlando for any reason whatsoever.*

### Background Information

DEFERRED INCOME: In addition to his base salary, the Executive Director shall earn deferred income for each year he is employed under this contract in an amount not to exceed the maximum permissible under federal and state statutes. MetroPlan Orlando will make prorated payments during each pay period to a Deferred Income Account chosen jointly by the Executive Director and MetroPlan Orlando. All contributions to and interest earned to this account are governed by and subject to federal and state statutes. Executive Director's right to such account shall not be affected by the termination of his employment with MetroPlan Orlando for any reason whatsoever.

This language deletes reference to a specific allowable amount which may be placed into a deferred compensation plan for individuals over 50 years of age. It provides the Board with the discretion to place into a deferred compensation plan the maximum allowable amount under federal and state statutes.

Mr. Huttman's deferred compensation for his fifth year as Executive Director was increased from \$22,000 to \$24,000.

Current federal legislation allows up to \$30,000 per year to be placed into a deferred compensation plan for individuals over 50.

**TAB 7**

---



metroplan orlando  
A REGIONAL TRANSPORTATION PARTNERSHIP

September 14, 2022

To: Board Members

From: Board Personnel Committee Members:  
Commissioner Myra Uribe, Board Chair  
Commissioner Bob Dallari, Board Vice Chair  
Commissioner Cheryl Grieb, Board Secretary/Treasurer  
Commissioner Viviana Janer, Immediate Past Chairwoman  
Commissioner Maribel Gomez Cordero

Subject: Executive Director's Annual Review

Summary of Executive Director's Performance

Recommendations

If you have any questions regarding the Personnel Committee's report, please contact Mr. Jay Small, our General Counsel, at (407) 425-9044.



## **Board Action Fact Sheet**

**Meeting Date:** Sept. 13, 2023

**Agenda Item:** IX.F. (Tab 1)

**Roll Call Vote:** No

<b>Action Requested:</b>	Approval of Personnel Committee Recommendation of changes to the MetroPlan Employee Handbook
<b>Reason:</b>	Staff is charged with updating the employee handbook every two years. During this update, staff looks at current laws, industry trends, and other needed updates to the handbook.
<b>Summary/Key Information:</b>	The Board's Personnel Committee met on August 15, 2023 and reviewed proposed changes to the organization's Employee Handbook. Two main items were discussed and approved by the Committee. A summary of changes is provided in Tab 1 along with a strike-through/underline version of the Employee Handbook. The Board's Personnel Committee recommended approval of the changes listed.
<b>MetroPlan Budget Impact:</b>	N/A
<b>Local Funding Impact:</b>	None
<b>Committee Action:</b>	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
<b>Staff Recommendation:</b>	Recommends approval
<b>Supporting Information:</b>	The summary of changes and a strike-through/underline version of the Employee Handbook are located under Tab 1.



## Employee Handbook Revisions for 2023

### Section 6.1 Personnel Actions

#### (K) Merit Increases

Added (d) – To allow for a one-time payment in lieu of a salary increase for employees who aren't eligible for a salary increase because they have reached the maximum salary for the position. The one-time payout will be the percentage of the salary they would have received if eligible.

Example: Employee A earns \$60,000 which is the maximum for the position. Employee A earned a 3% increase based on their performance review. Employee A will receive an additional \$1,800 on their next payroll check in lieu of a salary increase. Their salary will remain at \$60,000.

### Section 8.2 Holidays

Added two holidays (Juneteenth and Veterans Day) to the holiday schedule.

Based on a review of other local governments in Central Florida, many have 12 total holidays (including floating holidays). MetroPlan Orlando currently has 8 holidays and 2 floating holidays.

In addition to the changes above, minor text edits were made, the table of contents was reformatted, and the entire document was reformatted to current MetroPlan Orlando graphics standards.



# **MetroPlan Orlando**

## **Employee Handbook**

Last Revised September 13, 2023

## **WELCOME TO METROPLAN ORLANDO**

We are very happy to welcome you to MetroPlan Orlando. Thank you for joining us! We want you to feel your association with MetroPlan Orlando will be a mutually beneficial and rewarding one.

You have joined an organization that has established an outstanding reputation for quality products/services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Handbook provides answers to most of the questions you may have about MetroPlan Orlando's benefit programs, as well as the company policies and procedures we abide by – our responsibilities to you and your responsibilities to MetroPlan Orlando. If anything is unclear, please discuss the matter with your immediate supervisor. You are responsible for reading and understanding this Employee Handbook, and your performance evaluations will reflect your adherence to MetroPlan Orlando policies. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of MetroPlan Orlando's interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change. When changes are necessary, we will keep all staff informed through suitable lines of communication, including notices sent directly to you.

Compensation and personal satisfaction gained from doing a job well are a couple of the reasons people work. Most likely, you include other factors among your reasons for working – pleasant, friendly relationships and working conditions, career development and promotion opportunities, and competitive health benefits are just a few. MetroPlan Orlando is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success at MetroPlan Orlando.

Sincerely,

Gary Huttman, AICP  
Executive Director

## **YOU'RE PART OF OUR TEAM...**

As a member of MetroPlan Orlando's team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's products and services. In return, you will be given opportunities to grow and advance in your career.

At MetroPlan Orlando, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program. We also have a substance abuse policy because you have a right to know you can depend on your co-workers.

For employment, compensation, advancement, and benefits, we require performance and a good team attitude; however, all employment at MetroPlan Orlando is "at will."

No employee will be denied opportunities or benefits on the basis of race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

## **PURPOSE OF THIS HANDBOOK**

This Handbook has been prepared to inform you about MetroPlan Orlando's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Handbook will help you feel comfortable with us. We depend on you – your success is our success. Please do not hesitate to ask questions. Your director or manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find MetroPlan Orlando a good place to work.

We ask that you read this Handbook carefully and refer to it whenever questions arise. MetroPlan Orlando's policies, benefits, and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

## **CHANGE IN POLICIES**

The policies in this Handbook are to be considered as guidelines. MetroPlan Orlando, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the MetroPlan Orlando Board may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

## **YOUR VARIOUS BENEFITS WITH METROPLAN ORLANDO**

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits MetroPlan Orlando provides for eligible employees each year:

- Bereavement Leave
- Commuter Assistance
- Deferred Compensation Plan
- Dental Insurance
- Disability Insurance
- Educational Assistance
- Flextime
- Group Term Life Insurance
- Gym Membership Subsidy
- Health Care / Hospitalization Insurance
- Military Leave of Absence
- Paid Holidays
- Paid Personal Leave Time
- Retirement Plan
- Social Security
- Teleworking
- Unemployment Compensation Insurance
- Workers Compensation Insurance

That's a lot to think about!

## **VISION STATEMENT**

A regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

## **MISSION STATEMENT**

To provide leadership in transportation planning by engaging the public and fostering effective partnerships



## **RECEIPT AND ACKNOWLEDGEMENT OF METROPLAN ORLANDO EMPLOYEE HANDBOOK**

This Employee Handbook is an important document intended to help you become acquainted with MetroPlan Orlando. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of MetroPlan Orlando and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of the MetroPlan Orlando Board. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on MetroPlan Orlando.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the MetroPlan Orlando Employee Handbook.

- I have received and read a copy of the MetroPlan Orlando Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of MetroPlan Orlando at any time.
- I further understand that my employment is terminable at will, either by myself or MetroPlan Orlando, my employment is for no specific term, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that nothing in the employee handbook should be construed as a contract or guarantee of continued employment.
- I agree that any and all employment disputes will be subject to mandatory arbitration and the results of any such arbitration shall be binding on both parties.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Executive Director of MetroPlan Orlando.
- I understand that should the content of this handbook be changed in any way, MetroPlan Orlando may require me to sign the revised statements. I understand that I am subject to any revisions, regardless of whether I have signed a revised acknowledgement. I hereby confirm that I have read and accept the above statements and have received a copy of the MetroPlan Orlando Employee Handbook and will abide by all regulations therein.

\_\_\_\_\_  
**Employee's Printed Name**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**

# MetroPlan Orlando Employee Handbook

## Table of Contents

<b>SECTION 1.0 SCOPE OF AUTHORITY AND RESPONSIBILITY .....</b>	<b>1</b>
1.1 GENERAL AUTHORITY .....	1
1.2 GENERAL AUTHORITY (Continued) .....	1
1.3 PERSONNEL RECORDS .....	2
1.4 APPLICABILITY .....	3
<b>SECTION 2.0 POSITION VACANCIES .....</b>	<b>4</b>
2.1 EQUAL EMPLOYMENT OPPORTUNITY .....	4
2.2 VACANCIES IN THE CLASSIFIED SERVICE .....	4
2.3 VACANCIES IN THE UNCLASSIFIED SERVICE .....	4
2.4 APPLICANTS .....	5
<b>SECTION 3.0 RECRUITMENT, APPLICATIONS, CERTIFICATION, AND SELECTION .....</b>	<b>6</b>
<b>SECTION 4.0 SPECIAL EMPLOYMENT SITUATIONS .....</b>	<b>9</b>
<b>SECTION 5.0 INTRODUCTORY PERIOD .....</b>	<b>10</b>
<b>SECTION 6.0 PERSONNEL ACTIONS .....</b>	<b>11</b>
<b>SECTION 7.0 CODE OF CONDUCT OF EMPLOYEES .....</b>	<b>18</b>
<b>SECTION 8.0 EMPLOYEE BENEFITS .....</b>	<b>28</b>
<b>SECTION 9.0 ATTENDANCES AND ABSENCES .....</b>	<b>37</b>
9.1 GENERAL .....	37
9.2 JURY DUTY .....	38
9.3 COURT APPEARANCES .....	38
9.4 MEETINGS AND CONFERENCES .....	38
9.5 BEREAVEMENT .....	38
9.6 PERSONAL ABSENCES .....	38
9.7 MILITARY LEAVE .....	39
9.8 PARENTAL LEAVE .....	40
9.9 BREAKS IN SERVICE .....	40

# MetroPlan Orlando Employee Handbook

## Table of Contents

9.10	PAY DAY .....	41
9.11	ADMINISTRATIVE CORRECTIONS .....	41
9.12	PAY ADVANCES.....	41
9.13	HOURS WORKED.....	41
9.14	EFFECT OF IMPROPER DEDUCTIONS FROM SALARY .....	42
9.15	OVERTIME.....	44
9.16	FLEXTIME.....	44
9.17	TRANSIT FLEXTIME.....	44
9.18	TELEWORK/TELECOMMUTE.....	45
9.19	EMPLOYEE TIMESHEETS .....	46
9.20	EMERGENCY CLOSINGS .....	46
<b>SECTION 10.0 WORKERS' COMPENSATION &amp; PERSONNEL SAFETY.....</b>		<b>47</b>
10.1	WORKERS' COMPENSATION .....	47
10.2	PERSONNEL SAFETY - FIELDWORK .....	47
<b>SECTION 11.0 ABOLISHMENT OF POSITIONS AND REDUCTIONS IN FORCE ....</b>		<b>49</b>
11.1	GENERAL .....	49
<b>SECTION 12.0 FORMS OF DISCIPLINARY ACTION .....</b>		<b>50</b>
12.1	GENERAL .....	50
12.2	JUST CAUSE .....	50
12.3	DISCIPLINARY HEARINGS .....	52
12.4	CAUSES FOR IMMEDIATE SUSPENSION OR DISMISSAL .....	53
12.5	CAUSES FOR SUSPENSIONS/DISMISSAL DUE TO VIOLATION OF STATE LAW .....	54
<b>SECTION 13.0 LETTERS OF RECOMMENDATION.....</b>		<b>55</b>
13.1	GENERAL .....	55
14.1	GENERAL .....	56
<b>SECTION 15.0 ALCOHOL/DRUG TESTING.....</b>		<b>57</b>
15.1	PURPOSE .....	57
15.2	CAUSES FOR TESTING .....	57
15.3	PROCEDURES FOR TESTING .....	58

# MetroPlan Orlando Employee Handbook

## Table of Contents

15.4	CHALLENGING TEST RESULTS .....	59
15.5	CONSEQUENCES OF CONFIRMED POSITIVE TEST RESULTS.....	59
15.6	VOLUNTARY REQUEST FOR TREATMENT .....	60
<b>SECTION 16.0 AIDS POLICY.....</b>		<b>62</b>
16.1	GENERAL .....	62
<b>SECTION 17.0 HARASSMENT/BULLYING.....</b>		<b>63</b>
17.1	GENERAL .....	63
<b>SECTION 18.0 SOLICITATION.....</b>		<b>66</b>
18.1	GENERAL .....	66
<b>SECTION 19.0 FAMILY/MEDICAL LEAVE (FML).....</b>		<b>67</b>
19.1	PURPOSE .....	67
19.1	(A) MILITARY FAMILY LEAVE .....	67
19.2	DEFINITIONS.....	67
19.3	DURATION OF LEAVE.....	68
19.4	EXHAUSTION OF ACCRUED LEAVE .....	68
19.5	REQUIRED NOTICE .....	69
19.6	SUFFICIENT CERTIFICATION .....	69
19.7	HEALTH INSURANCE BENEFITS.....	70
19.8	OTHER BENEFITS .....	71
19.9	RESTORATION TO POSITION .....	71
19.10	PAYROLL REPORTING .....	71
19.11	SHORT-TERM DISABILITY (STD) AND FAMILY MEDICAL LEAVE FOR AN EMPLOYEE'S SERIOUS HEALTH CONDITION .....	72
<b>SECTION 20.0 OVERVIEW OF TRAVEL POLICIES AND PROCEDURES.....</b>		<b>73</b>
20.1	TRAVEL AND TRAINING REGULATIONS .....	73

# METROPLAN ORLANDO EMPLOYEE HANDBOOK

## SECTION 1.0 SCOPE OF AUTHORITY AND RESPONSIBILITY

### 1.1 GENERAL AUTHORITY

In accordance with Florida Statutes Chapter 339.175(6)(g); Florida Statutes Chapter 163.01(5)(g); and Year 2000 Interlocal Agreements Section 5.02(a), there shall be a Personnel System which shall provide for an equitable and effective system of operating procedures designed to ensure uniform, fair, and effective personnel administration.

### 1.2 GENERAL AUTHORITY (Continued)

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~~highest-level leadership, managerial and administrative functions related to MetroPlan Orlando. The Director of Finance and Administration is responsible to the Executive Director for the general administration of the MetroPlan Orlando Personnel System.

The Director of Finance and Administration shall prepare rules, regulations, and general operating procedures which are consistent with and in compliance with State, Federal, and Local Laws and which generally provide for those elements associated with sound personnel administration.

Such rules, regulations, and procedures shall provide for but not be limited to:

- (A) A Classification and Pay Plan, as amended from time to time based on market conditions, which encompasses and addresses all positions included in the authorized positions list.
- (B) Methods for determining the fitness and merit of candidates for appointment, promotion, and retention.
- (C) The policies and procedures regulating reduction in force and disciplinary actions.
- (D) The rules, regulations, and provisions regarding annual personal leave and other types of absences.
- (E) The policies and procedures relating to provisional, temporary, and contractual employees.
- (F) Coordination of in-service training programs.

- (G) The policies and procedures regarding employee grievances and disciplinary hearings.
- (H) Other procedures, practices, and interpretations of policy necessary to the administration of MetroPlan Orlando's Personnel System.
- (I) Coordination of MetroPlan Orlando's Equal Employment Opportunity/Affirmative Action (EEO/AA), Workers' Compensation, and Safety programs.
- (J) Establishment and maintenance of a centralized personnel records system for all MetroPlan Orlando employees.

### 1.3 **PERSONNEL RECORDS**

- (A) It is the responsibility of each employee to notify his/her supervisor whenever any changes are to be made to his/her personnel record. Those changes include, but are not limited to, change of name, address, phone number, beneficiary, ~~training~~training, or coursework completed, and for providing copies of all related diplomas, certificates, etc.

- (B) Departments are responsible for ensuring that all such information as described above is forwarded to the Director of Finance and Administration for personnel file inclusion. This is routinely accomplished via a "Change of Status" form. However, in some cases (i.e., change of beneficiary) it may be necessary for the employee to contact the Department of Finance and Administration directly to accomplish changes.

- (C) Pursuant to the provision of the Florida Public Records Act, the personnel records are considered to be open for a personal inspection by any person provided that such inspection is conducted in the physical presence of the custodian or designee during regular operating hours.

The Custodian for MetroPlan Orlando's personnel records is the Director of Finance and Administration. In addition, the Department of Finance and Administration's Accounting & Administration Specialist has been designated as the alternate custodian.

- (D) Under no circumstances will any personnel records be removed from the storage area without the express authorization of the custodian or alternate custodian.

Under no circumstances will any personnel file documents be removed from the record, nor will any document be altered in any manner.

- (E) Certain aspects of the personnel files are exempt from public inspection as identified in Florida Statutes Chapter 119.
- (F) Certain other personnel-related records and documents of a medical nature, such as employment-related medical records, workers' compensation medical information, and employee medical insurance records, may not be open for inspection pursuant to the Florida Public Records Act.

(G) Medical and personal information generally considered to be of a confidential nature will be handled by management and administrative staff on a "need to know" basis within the Organization.

(G)

#### 1.4 **APPLICABILITY**

The personnel rules and regulations in this Employee Handbook are applicable to all employees of MetroPlan Orlando. If any areas are in direct conflict with the contract for the staff position of Executive Director, the contract shall prevail for the Executive Director position. It shall not apply to non-employees such as board members, advisory committee members or individuals retained or employed by MetroPlan Orlando in a contractual or vendor arrangement.

The term "Organization" shall be used interchangeably with MetroPlan Orlando in this document and in the Travel Policies and Procedures.

Formatted: No bullets or numbering

## SECTION 2.0

### POSITION VACANCIES

#### 2.1 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MetroPlan Orlando will be based on merit, qualifications, and abilities. MetroPlan Orlando does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law.

MetroPlan Orlando will comply with the Americans with Disabilities Act of 1990 and all amendments. Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Finance and Administration. Employees may raise concerns and make reports without the fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### 2.2 VACANCIES IN THE CLASSIFIED SERVICE

Position vacancies in the classified service are those position vacancies which are embraced under MetroPlan Orlando's Personnel System and are positions considered to be regular established positions as specified in the "Authorized Positions" of MetroPlan Orlando's "Classification and Pay Plan."

They do not include temporary positions, non-regular part-time positions, interns, commissioners, board members, committee members, the MetroPlan Orlando Attorney retained or employed by MetroPlan Orlando, or the Executive Director. They do not include positions associated with contractual agreements or vendor agreements.

Vacancies shall be filled in accordance with existing Federal, State, or Local laws as applicable.

#### 2.3 VACANCIES IN THE UNCLASSIFIED SERVICE

Position vacancies in the unclassified service are generally those vacancies associated with temporary positions, non-regular part-time positions, interns, positions associated with elected officials, commissioners, board members, committee members, the MetroPlan Orlando Attorney retained or employed by MetroPlan Orlando and the Executive Director. They also include positions associated with contractual agreements and vendor agreements.



Vacancies shall be filled in accordance with existing Federal, State, or Local laws as applicable.

## **2.4 APPLICANTS**

Unsolicited resumes received when there are no advertised job vacancies in the classified or unclassified service will not be treated as “applicants,” and the resumes will not be retained or considered. Job “Applications” are defined as resumes and/or actual MetroPlan Orlando job application forms completed for a specific vacancy during the recruitment, application, certification, and selection process as defined in Section 3.0.

---

The remainder of this page left intentionally blank.

## SECTION 3.0

### RECRUITMENT, APPLICATIONS, CERTIFICATION, AND SELECTION

#### 3.1 RECRUITMENT

- (A) The initial step of the recruitment process is the submission of a "Personnel Requisition" form.

Once the "Personnel Requisition" form is completed by the hiring department, it is to be forwarded to the Director of Finance and Administration so that a job posting/advertisement can be generated accordingly.

- (B) All advertising will be coordinated by the Department of Finance and Administration. The content of all such advertising will be based upon the essential minimum qualifications of the position involved in addition to specific departmental "preferences" indicated on the "Personnel Requisition" form. All departmental preference statements are subject to consistency with all applicable laws and with sound personnel administration practice.

The source, duration, and extent of all advertising are contingent upon fund availability and budgetary constraints.

- (C) Upon completion of the recruitment process, the hiring department will be contacted by the Department of Finance and Administration to arrange for the selection of qualified applicants to be interviewed.

#### 3.2 APPLICATIONS

- (A) In order to be considered as a valid applicant for interview for a vacant position, each applicant shall submit a resume and cover letter and/or a written application. The resume and/or application must be submitted within the time limit noted on the "Employment/Promotional Vacancy Announcement." A written/typed application on the standard MetroPlan Orlando employment application form will be required of any applicant selected for an interview or hired by MetroPlan Orlando. Under no circumstances will resumes be used totally in lieu of the standard MetroPlan Orlando employment application form.

- (B) Persons with disabilities shall be reasonably accommodated provided that notification for said accommodation is made in a timely fashion.

- (C) It is the responsibility of the individual applying for a position vacancy to ensure that all information requested is submitted and correct. It is also the responsibility of said individual to ensure that all documentation needed to establish the attainment of essential minimum qualifications is provided along with the standard MetroPlan Orlando employment application form.

- (D) All information requested on the standard MetroPlan Orlando employment application must be completed.

- (E) Applications will only be accepted in response to specifically announced position vacancies. Applicants interested in applying for more than one vacancy must complete a separate MetroPlan Orlando employment application for each position available. Applications are valid for one position vacancy and may not be reactivated for other position vacancies at a later date.

### **3.3 CERTIFICATION**

- (A) All appointments to position vacancies will be made solely on the basis of assessment of the applicant's work experience, training, education, etc., as reflected on his/her employment application.

All documented information will be considered in relation to the "essential minimum qualifications" associated with the position vacancy. All applicants found to meet the "essential minimum qualifications" will be certified as eligible for consideration for that position vacancy.

- (B) MetroPlan Orlando relies upon the accuracy of information in the employment application and resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any known misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment with MetroPlan Orlando or, if the person has been hired, immediate termination of employment.

- (C) In rare instances, due to the nature of special job requirements, it may be necessary to consider applicants who meet most but not all of the minimum qualifications associated with a specific vacancy. Cases such as this are normally applicable to degree requirements, special certifications, and/or specialized experience. If it is felt that consideration of this applicant is in the best interests of MetroPlan Orlando, and if no other qualified applicants are available, a provisional eligibility certification may be obtained. This provisional eligibility certification must be approved by the Executive Director and the Director of Finance and Administration prior to becoming effective.

Provisional eligibility certification is not to be considered as a waiver of requirement. The Executive Director shall determine a reasonable time limit in which the applicant must attain the lacking element required for routine certification. Failure to do so will result in dismissal or other action deemed necessary.

- (D) Eligibility certifications shall not be deemed final until all certification criteria such as the drug screening, driver's license check, background check, etc., have been completed.
- (E) For positions that require special, technical, or professional requirements, evidence of a satisfactory nature must be submitted in addition to the application. Examples of such evidence include degrees, certificates, licenses and other documents to support claims of education, training, and/or experience.
- (F) In compliance with the Immigration Reform and Control Act of 1986 and Executive Order of the Governor No. 11-116, each new employee, as a condition of

employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. All new employees must also have employment eligibility verified through E-Verify.

### **3.4 TESTING**

- (A) Departments that wish to utilize testing for any purpose are to coordinate all requests through the Director of Finance and Administration, and no testing shall be conducted unless reviewed and approved by the Department of Finance and Administration.

Upon completion of testing, all associated documents and testing materials, including but not limited to completed and/or incomplete exams, answer keys, narrative attachments, etc., shall be submitted to the Department of Finance and Administration for retention.

- (B) It is the Department Director's responsibility to ensure that all individuals being considered for hire or promotion are fully apprised of all factors that are to be considered during the selection process.

### **3.5 SELECTION**

- (A) Each Department Director is responsible for appointments made within his/her respective department. However, all appointments must be made from eligibility lists furnished by the Department of Finance and Administration.
- (B) Once the Department Director makes an appointment decision, the Department of Finance and Administration is to be notified to proceed with pre-employment processing.
- (C) No offers of employment to applicants shall be made until all pre-employment processing has been completed by the Department of Finance and Administration. To ensure that no misinterpretations or misunderstandings occur regarding formal offers of employment, departments are strongly advised not to engage in this activity.
- (D) New appointments (initial hires) shall normally be made at the minimum of the appropriate position classification range. However, in cases where an individual's skills, knowledge, and ability exceed those normally associated with entry level, it is possible to make the initial appointment above the minimum for the position classification range.

Department Directors should consider budgetary constraints and must obtain approval from the Executive Director, in consultation with the Director of Finance & Administration, prior to committing to a new appointment above the minimum level of a pay code.

- (E) Employees shall be evaluated at the end of their introductory period for retention purposes and to generate a reclassification from introductory to regular full-time status.

## SECTION 4.0

### SPECIAL EMPLOYMENT SITUATIONS

#### 4.1 SPECIAL PREFERENCE

In certain situations, special preference will be afforded to individuals seeking employment with MetroPlan Orlando. Examples include preference related to voluntary or mandatory EEO/AA goals.

#### 4.2 EMPLOYMENT OF RELATIVES

- (A) State Law (Florida Statutes Chapter 112.3135) provides for certain restrictions pertaining to employment of relatives of “public officials.”
  - (1) A “public official” includes an employee of MetroPlan Orlando in whom is vested with or delegated the authority to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with MetroPlan Orlando employment.
  - (2) A “relative” means an individual who is related to the public official as father, mother, son, daughter, brother, sister, aunt, uncle, first cousin, grandson, granddaughter, niece, nephew, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.
- (B) A public official may not appoint, employ, promote, advance, or advocate for employment promotion or advancement in or to a position in MetroPlan Orlando in which said public official exercises jurisdiction or control of any individual who is a relative of said public official.
- (C) An individual may not be appointed, employed, promoted, or advanced in or to a position in MetroPlan Orlando if such appointment, employment promotion, or advancement has been advocated by a public official serving in or exercising jurisdiction or control who is a relative of the individual.
- (D) MetroPlan Orlando may prescribe regulations authorizing temporary employment, in the event of an emergency as defined in Florida Statutes Chapter 252.34(2), of individuals whose employment would be otherwise prohibited by this policy.

---

The remainder of this page left intentionally blank.

## SECTION 5.0

### INTRODUCTORY PERIOD

#### 5.1 INTRODUCTORY PERIOD

- (A) When a certified employee is accepted for an established full-time position with MetroPlan Orlando, it is with the understanding that the first six (6) months of employment will be an introductory period during which time they will not be classified as a regular full-time employee.
- (B) Any employee terminated prior to the end of their introductory period shall not be entitled to appeal.

#### 5.2 UNEMPLOYMENT PROBATIONARY PERIOD

- (A) When a certified employee is accepted for an established full-time position with MetroPlan Orlando, it is with the understanding that the first ninety (90) days of employment from the date of hire will be a probationary period for the purpose of Florida "Unemployment Compensation Law" (Florida Statutes Chapter 443.131 (3)(a)(2)).
- (B) If MetroPlan Orlando discharges an employee for unsatisfactory work performance during the ninety (90) day "Unemployment Probationary Period," MetroPlan Orlando's unemployment account will not be charged for any unemployment benefits he/she might be determined eligible for in the future.

Employee shall acknowledge same in writing within seven (7) days of his/her employment.

---

The remainder of this page is intentionally left blank.

## SECTION 6.0

### PERSONNEL ACTIONS

#### 6.1 GENERAL

During the normal course of employment, a number of personnel-related actions are likely to occur. All actions shall be reported via the completion of a "Change in Status" form. No change in an employee's status shall be considered officially "approved" without the final approval of the Executive Director or appropriate designee.

##### (A) PROMOTIONS

A promotion occurs when an employee applies for and is selected to fill a position vacancy which is in a different position classification code and at a higher pay rate than the employee's current position classification code and pay rate.

- (1) The effective date of an employee's promotion becomes the employee's new "Date of Classification." The employee is then eligible for merit consideration at one (1) year intervals from that date.

##### (B) RECLASSIFICATION

- (1) A reclassification action generally occurs when there has been a significant change in a position's functions, duties, and responsibilities, without a corresponding change in position code as above. These changes must be of a permanent nature and not merely a result of temporary need. (Example: reclassification from a receptionist to a staff assistant).
- (2) A reclassification action does not necessarily trigger a corresponding change in position pay code since position pay code changes are a product of job "comparable worth" and "prevailing wage" analysis.
- (3) A reclassification action does not trigger a change in the incumbent's "Date of Classification."
- (4) If a reclassification occurs to a position which is vacant and if that position is filled by promotion of an employee from a lower pay classification code, then the action is deemed to be a promotion. The effective date of the promotion shall become the employee's new "Date of Classification." (See Section 6.1(A)).
- (5) Reclassification requests are normally considered during the budgetary process. However, requests of this nature may be initiated by departments at other times, as appropriate. Requests of this nature are to be submitted in writing by the Department Director via the Director of Finance and Administration to the Executive Director.

(C) **REGRADE**

- (1) A regrade action generally occurs whenever it is determined that a particular position's "comparable worth" based upon prevailing wage standards is in need of adjustment. (Example: The pay classification code for all staff assistants is raised due to a shortage in the market).
- (2) A regrade is normally indicative of significant changes of an "increased" nature that occur in a position's duties, functions, and responsibilities. It is also possible that a "decrease" in duties, functions, and responsibilities will warrant regrade consideration.
- (3) Regrade actions are reflective of the position's worth, not the incumbent's worth.
- (4) A regrade action does not trigger a change in the incumbent's "Date of Classification."
- (5) If a regrade action occurs to a position which is vacant, and if that position is filled by promotion of an employee from a lower pay grade, then the action is deemed to be a promotion. The effective date of the promotion shall become the employee's new "Date of Classification." (See Section 6.1(A)).
- (6) Regrade requests are normally considered during the budgetary process. However, requests of this nature may be initiated by departments at other times, as appropriate. Requests of this nature are to be submitted in writing by the Department Director via the Director of Finance and Administration to the Executive Director.

(D) **DEMOTION**

A demotion is an action involving the movement of an employee from a position in one pay classification code to a position in another pay classification code at a lower pay rate.

- (1) Voluntary – A demotion will be considered to be voluntary only when such consideration is initiated by the employee at his/her own request and such request is submitted in writing.

Requests for voluntary demotion shall be considered only in situations whereby an actual position vacancy exists in the lower pay classification rate. The employee requesting voluntary demotion must meet all minimum qualifications associated with the position in question.

Approval for such requests rests with the receiving appointing authority and is based upon the competitive selection process normally associated with position vacancies.

Once a voluntary demotion becomes effective, there shall be no appeal since the action was voluntary and not as a result of disciplinary action.



Every effort shall be made to ensure that upon appointment of an employee as a result of a voluntary demotion, said employee is placed in the lower pay classification code so that such placement is as close as possible to the employee's current rate of pay.

In some cases (i.e., budgetary constraints) the aforementioned placement may not be possible. In such cases, the employee requesting the voluntary demotion must be apprised of exactly where in the pay range placement is possible and acknowledge, in writing, agreement with such placement.

- (2) Involuntary – A demotion of an involuntary nature is generally associated with a disciplinary action or as a result of consistent poor performance in the execution of regular job duties.

Other involuntary demotions may be as a result of medical reasons based upon a physician's written findings. Such medical determination shall be kept in the strictest confidence in accordance with existing law.

Involuntary demotions will normally result in a reduction in pay of the employee involved. However, the action shall be determined by such variables as position availability and budgetary considerations.

Demoted employees shall be subject to a new "Date of Classification" which shall be based upon the effective date of the demotion action.

(E) **RESIGNATION**

A resignation is a voluntary action initiated by an employee intended to terminate the employer-employee relationship between said employee and MetroPlan Orlando.

Resignations shall be submitted in writing providing for an effective date. The original notification shall be forwarded to the Director of Finance and Administration along with the appropriate "Change in Status" form prior to the effective date of the resignation.

It is the responsibility of the Department of Finance & Administration to ensure that all MetroPlan Orlando property is returned.

Employees who decide to resign should take care to provide proper notice. Proper notice is considered to be ten (10) working days prior to the final work day. Notices of less than ten (10) working days may adversely affect monies due for accrued annual personal leave. (See "Benefits" Section).

(F) **JOB ABANDONMENT**

Absence from work for the equivalent of three (3) days without proper notice or approval by the employee's immediate supervisor shall be considered as job abandonment, and the employee may be subject to immediate dismissal. See Section 9.1 (H).

Actions of this nature shall be reported via the “Change in Status” form under the categories “Other: Job Abandonment” and “Dismissal.”

(G) **RETIREMENT**

The 401 Governmental Money Purchase Plan and Trust Document and the Money Purchase Plan Adoption Agreement, hereafter called the “Plan Document,” and any changes made thereto from time to time as adopted by the MetroPlan Orlando board, rules in case of conflict with this summary.

All regular full-time or part-time employees regularly scheduled to work 30 or more hours per week are eligible for the MetroPlan Orlando Money Purchase Pension and Trust Plan. Employees will be eligible to participate from the first day of employment. This plan provides separate accounts for each participant, and investments will be self-directed by the employee. MetroPlan Orlando will contribute the equivalent of 10% of W-2 earnings plus any contributions made pursuant to a salary reduction agreement which are not includible in the gross income of the Employee. Contributions vest 100% upon the employee’s completion of one full year of employment with the Organization. Additional information will be distributed to employees when they are registered to participate in the plan.

An employee will be considered as retirement eligible (100% vested) upon meeting the criteria of the MetroPlan Orlando Money Purchase Pension and Trust Plan Document as summarized below:

- (1) Employee retires on or after **normal retirement** age defined as 55 years of age.
- (2) Employee dies while still working for the employer.
- (3) While still working for the employer, employee becomes totally and permanently disabled as described in the Plan Document as determined by an Administrative Committee. The permanence and degree of such impairment shall be supported by medical evidence. If the Employer maintains a long-term disability plan, the definition of Disability shall be the same as the definition of disability in the long-term disability plan.

The employee may work beyond Normal Retirement Age, in which case employer contributions shall continue to be allocated to the Employer Account of the Employee.

- (4) If a Participant’s employment is terminated except for death, Total and Permanent Disability, or on or after Normal Retirement Age, the following percentages of the Accrued Benefit in the Employer Account of the Participant shall vest in the Participant and shall be distributed to or set aside for him/her in accordance with the provisions of the MetroPlan Orlando Money Purchase Pension Plan and Trust Document:

Years of Service for Vesting	Vested percentage of Employer Account
<1	0%
1	100%

The Accrued Benefit of a Participant which is not vested as above provided shall be retained by the Trustee and applied to reduce the Employer contributions under the Plan.

(H) **DISMISSAL**

Generally, a dismissal is an action initiated by the employer intended to terminate the employer-employee relationship between MetroPlan Orlando and a specific employee.

Any employment offer is not intended to represent an employment contract, either expressed or implied. We retain our “employment-at-will” rights and either side can terminate the employment relationship at any time for any legal reason without prior notice.

- (1) A dismissal action initiated by the employee’s Department Director within the first six (6) months of employment may be accomplished with or without cause and without prior notice. This action may not be appealed (See section 5.1(B)).

(I) **LEAVES OF ABSENCE**

From time to time, situations may arise that warrant consideration of placing an employee on a “Leave of Absence.” Generally, actions of this nature are rare and must involve unusual or extenuating circumstances. Leaves of Absence may be accomplished with or without pay depending on the situation.

- (1) Without Pay – Consideration for Leaves of Absence without pay is contingent upon reason, exhaustion of all other accrued leave as appropriate, and ultimate approval of the Executive Director via the approval process as specified on the “Change in Status” form.

Under no circumstances will a Leave of Absence without pay be granted which exceeds ninety (90) calendar days and without extreme circumstances being involved or unless the situation meets the criteria for extended Leave of Absence without pay as prescribed by Federal, State, or Local law applicable to MetroPlan Orlando. Refer to sections 9.1 (I), 9.6 (B) and Section 19 for additional information.

(J) **SUSPENSIONS**

Generally, a suspension is an action resulting from a disciplinary action initiated by the Department against a specific employee for a specific cause.

Suspensions are considered to be a severe form of disciplinary action and may be accomplished with or without pay depending on the situation.

(K) **MERIT INCREASE**

- (1) General – MetroPlan Orlando’s pay plan consists of a salary minimum/maximum range per position with a ~~performance based~~performance-based system for pay progression.
  - (a) Performance reviews are generally conducted annually.
  - (b) Progression within the range is based upon performance and such movement is not to be considered automatic.
  - (c) Direct supervisors are responsible for conducting performance appraisals on their subordinates in an impartial, objective manner that shall be substantiated by cited examples of performance. The purpose of conducting performance appraisals is to assess an employee’s overall performance for the entire rating period to provide a basis to determine merit pay progression.
  - ~~(e)~~(d) When an employee has reached the maximum salary for the position, and the employee would have earned a salary increase based on the performance review, the employee is entitled to a one-time cash payout equivalent to the percentage increase they would have earned if the employee was not at the maximum salary for the position. The employee’s salary will remain at the maximum level until the next salary survey increases the maximum salary for the position. At that time, the employee is eligible for an increase to salary at the next performance review.
- (2) Special – Special performance evaluations may be conducted at any time during the year to support and document significant aspects or changes in an employee’s performance of job duties. Reviews of this nature will normally be reflective of either meritorious performance or adverse performance. Special performance evaluations require prior approval of the Executive Director and budget approval of the Director of Finance and Administration. As is the case with routine performance reviews, special performance evaluations must be discussed with the employee, documented on the appropriate form, and forwarded to the Director of Finance and Administration.

An overall “Meets or Exceeds Expectations” rating is necessary whenever an employee is given a special performance review with the intent of triggering a base salary rate increase other than at the time of the established performance review date. The effective date of the action then becomes the employee’s new “Date of Classification.” The employee is then eligible for salary increases at one (1) year intervals from that date.
- (3) Performance Reviews – In general, performance reviews shall be accomplished for all regular full-time and regular part-time employees shortly before, and no later than the employee’s date of classification to become effective on their date of classification.

Formatted: List Paragraph, No bullets or numbering

Requests to extend an employee's performance review date shall be permitted only:

- (a) Upon written mutual agreement between the employee being rated and the respective Department Director outlining the specific reason(s) for the extension and the date of the agreed upon subsequent performance review. (Normally this extension should not exceed six (6) months).

This mutual agreement must be submitted to the Director of Finance and Administration no later than the date of classification.

- (b) If mutual agreement cannot be attained as specified above, then the performance review must be accomplished as scheduled previously.

For additional information on Performance Evaluation Reviews and Merit Increases, please see the Performance Evaluation Management Manual.

Formatted: Indent: Left: 0.5"

---

The remainder of this page is intentionally left blank.

## SECTION 7.0

### CODE OF CONDUCT OF EMPLOYEES

#### 7.1 PURPOSE AND INTENT

This code of conduct establishes policies regarding conflicts of interest which may result from soliciting or accepting gifts, gratuities, or unauthorized compensation; the appropriateness of outside employment; the use of one's position; personal contractual relationships; using or giving information for gain; or procuring and delivering contractual services for work; and related or associated matters. MetroPlan Orlando's Code of Conduct of Employees Policy applies to all employees. In addition to the policies in the Employee Handbook below, all employees shall also follow all applicable rules of Section VII Part 8 of MetroPlan Orlando's Internal Operating Procedures (Code of Ethics). All employees should seek to avoid even the appearance of impropriety to maintain public confidence in MetroPlan Orlando.

We expect all employees to conduct themselves in an honorable fashion. Honesty is an important company attribute. Therefore, any misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like will not be tolerated. The same honesty standard applies to any company investigation. Any violations will result in corrective action, up to and including termination.

- (A) All MetroPlan Orlando employees shall pledge to subscribe to the following staff values to advance the interests of our customers and the citizens we serve, to foster good working relationships with colleagues, and to contribute to professional development. Employees shall perform the duties of their positions to the best of their abilities and the standards set forth in their job descriptions or otherwise established, and when needed, request additional instruction.

To ensure that we provide a quality service and environment for our customers, the public, and ourselves, we pledge to subscribe to the following values:

- To be reliable, consistent, and dependable professionals.
- To recognize the importance of our work to the community.
- To be committed and loyal to both our work and our families.
- Imparting a friendly attitude impels us to listen and treat others with respect, consideration, and courtesy.
- To be accountable for our collective actions and consequences by being results-oriented.
- Being open-minded and team-oriented improves our flexibility and effectiveness.
- We acknowledge the importance of remaining current in our knowledge and use of tools.
- Honesty is an integral component of our work ethic.
- Professional integrity gains us respect from all.
- We are empowered to provide superior service to our community.

- (B) All employees are expected to honor and adhere to the ethical obligations inherent in public service.
- (C) Article II, Section 8 of the Florida Constitution states, “a public office (or position) is a public trust.” As stewards of the public trust, all MetroPlan Orlando employees must use the powers and resources of MetroPlan Orlando entrusted to them by the public to further the public interest and not for any personal gain or financial benefit. Therefore, MetroPlan Orlando employees:
  - (1) Shall not accept benefits of any sort under any circumstances which could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of such employee.
  - (2) Shall not engage in outside employment or financial transactions of any kind with any person, entity, firm, or corporation doing business with MetroPlan Orlando when such transactions constitute a conflict of interest.
  - (3) Should seek guidance for their own protection by submitting the details of questionable situations, in writing, to the Executive Director before engaging in such questionable activity.
- (D) Many issues pertaining to conflicts of interest may require legal opinion in that such issues are broadly addressed by provisions of the State Constitution, State Statutes, and/or Rules of the Commission on Ethics. The Executive Director shall be responsible for rendering final determination regarding all issues pertaining to conflicts of interest. In the event that the conflict of interest involves the Executive Director, the Board’s Personnel Committee shall be responsible for rendering final determination regarding the conflict of interest.
- (E) Ethical violations such as described above and herein shall be considered as cause for disciplinary action up to and including dismissal from employment with MetroPlan Orlando.

## **7.2 CONFLICTS OF EMPLOYMENT/CONTRACTUAL RELATIONSHIP**

- (A) Secondary employment or contractual relationships are permitted to the extent that such employment or contractual relationships do not constitute a conflict of interest and do not interfere with the employee’s job performance with MetroPlan Orlando.
- (B) MetroPlan Orlando employees who participate in deciding, approving, recommending or preparing purchase or procurement requests or who influence the content of any specification or procurement standard or render advice in the procurement or purchase of contractual service may not work for a person or entity attempting to engage in or engaging in contractual services with MetroPlan Orlando.
- (C) MetroPlan Orlando employees acting in their official capacities shall not directly or indirectly procure or substantially participate in the procurement of contractual services for MetroPlan Orlando from any business entity when a relative is an officer, partner, director, or owner or when such employee, spouse, domestic partner, or child has a material interest.

(Note: The term “relative” for the purpose of this section, other than domestic partner, is defined in Florida Statutes Chapter 112.3135(d). The term domestic partner is defined as a person who shares a residence with a sexual partner, with or without a legally recognized union.)

### **7.3 CONFLICT OF INTEREST REGARDING CONTRACTED METROPLAN ORLANDO WORK AND/OR PURCHASE OF PROPERTY, MATERIALS, OR SUPPLIES**

- (A) MetroPlan Orlando employees shall not bid on or have a material interest in any entity, firm, company, or corporation bidding on:
  - (1) The furnishing of any materials, supplies, or services to be used in the work of MetroPlan Orlando.
  - (2) A contract for the construction of any MetroPlan Orlando facility.
  - (3) The sale of any property to MetroPlan Orlando or the purchase of any property from MetroPlan Orlando unless said property is offered to the general public at auction or by competitive bid.
  - (4) Prohibited Interests: Neither MetroPlan Orlando nor any of its contractors or their subcontractors shall enter into any contract or arrangement in connection with a project, or any property included or planned to be included in a project, in which any employee of MetroPlan Orlando during his or her tenure or for two (2) years thereafter has any interest, direct or indirect.
- (B) The term “material interest” for the purpose of this section is defined in Florida Statutes Chapter 112.312(15).

### **7.4 DISCLOSURE OF INFORMATION**

MetroPlan Orlando employees shall not use for personal advantage to themselves or others or furnish information which was obtained as a result of MetroPlan Orlando employment to anyone which is not available to the general public.

This does not limit, hinder, or prevent disclosure of such information in performing official duties by those employees specifically charged with such responsibilities or so designated.

### **7.5 SOLICITATION/ACCEPTANCE OF GIFTS, GRATUITIES, BENEFITS, OR THINGS OF VALUE**

- (A) Employees shall not solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the votes, official action, or judgment of the employee would be influenced thereby, either directly or indirectly, from any person or entity doing business with MetroPlan Orlando that could be construed or presumed to constitute unauthorized compensation.



No employee or his/her spouse, registered domestic partner, or minor child shall, at any time, accept any compensation, payment, or thing of value when such employee knows or with the exercise of reasonable care should know, that it was given to influence a vote or other action in which the employee was expected to participate in his/her official capacity.

A non-monetary gift, including meals or entertainment, when offered gratuitously and carrying a total value of less than twenty-five dollars (\$25.00) may be accepted if the employee can ensure that it was not offered to influence his/her judgment, action or vote. It is the employee's responsibility to avoid the appearance of conflict of interest, and discretion should be used in accepting gifts valued under the amount stated above. If there is any doubt about the intent of the person giving the gift or its value is \$25.00 or greater, then the employee must decline to accept it.

Florida Statutes Chapter 112.3148 prohibits government employees and public officers from knowingly accepting gifts, directly or indirectly, from a lobbyist if he or she knows or reasonably believes that the gift has a value in excess of \$100.

Should management be unable to determine whether an improper solicitation or gift has been accepted by an employee, they may contact the Florida Commission on Ethics for a ruling.

It is the responsibility of employees who are uncertain about accepting gifts to seek guidance as specified in Section 7.1 of these policies.

- (B) MetroPlan Orlando employees wishing to qualify for, run for, and/or hold elective office should submit notification and details of same, in writing, to the Executive Director prior to opening an account for campaign purposes. Employees in this situation are strongly encouraged to seek private legal counsel to ensure that such activity is consistent with the provisions of Florida Statutes.

MetroPlan Orlando respects and encourages employee participation in political activities, but such activities shall not be carried out by employees on behalf of, or as a representative of the Organization, or during working hours or on Organization premises or using Organization equipment or materials.

It is the intent of MetroPlan Orlando to promote efficient public service by relieving its employees of political pressure and to protect against a direct threat to the integrity or morale of employees, by regulating the political activities of its employees, as indicated:

1. No MetroPlan Orlando employee shall use his or her official position, authority or influence arising from his or her relationship with MetroPlan Orlando for the purpose of interfering with an election or a nomination to office, or coercing another person's activities or vote in connection therewith.
2. No MetroPlan Orlando employee shall request, solicit, or communicate in any manner with any Board Member, employee, Consultant, Vendor or Independent Contractor for the purpose of inducing that person to pay, lend, or contribute any part of his or her salary, any money or anything else of value, to any party, committee, organization, agency or person for political purposes.

3. Employees may express opinions on candidates or issues and participate in political campaigns only during off duty hours. No employee shall take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from MetroPlan Orlando. The use of any MetroPlan Orlando employee work time or equipment, supplies or funds to assist political parties or candidates for public office is strictly prohibited.
4. Any employee who makes a contribution of his or her own volition to the campaign of a sitting Board Member shall file a disclosure of said contribution within fourteen (14) days with the MetroPlan Orlando Executive Director, who shall publish said filing as an informational item at the next regularly scheduled Board meeting.

## **7.6 PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image MetroPlan Orlando presents to the public.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or Department Director if you have questions as to what constitutes appropriate attire.

## **7.7 USE OF METROPLAN ORLANDO EQUIPMENT/PROPERTY**

~~The personal~~Personal use of MetroPlan Orlando owned equipment, materials, tools, supplies, and other property is prohibited. Organization assets are to be maintained for business-related purposes. Any use of resources for charity or community purposes must be approved in advance by your supervisor and the Department of Finance & Administration. Any use of resources for political activity or personal financial gain shall be prohibited. Employees shall not perform any non-work activities during working hours or use MetroPlan Orlando equipment, personnel or facilities for private gain, either monetary or other.

Many types of inadvertent activities may result in inappropriate use of the Organization's resources such as excessive personal use of copiers, phones, computers, access to the Internet, and excessive involvement in personal activities during work time or using colleagues' time for personal benefit. While not significant individually, these actions represent a significant cost cumulatively, waste work time, and hurt morale.

Anyone found to have used resources inappropriately will be subject to appropriate disciplinary action, up to and including termination.

## **7.8 PERSONAL MAIL/DELIVERIES/CALLS/VISITORS**

- (A) MetroPlan Orlando is not in the position to handle and/or distribute the personal mail or deliveries of its employees. All employees should advise correspondents, businesses, etc., that personal mail is to be delivered to their home address and not to their place of work.

- (B) Under no circumstances shall employees use MetroPlan Orlando stationery or postage for personal business.
- (C) The receiving and making of personal phone calls and the receiving of personal visitors on MetroPlan Orlando time is strongly discouraged. The extent to which these are permitted is at the discretion of the Department Director but should not disrupt the work environment or take away from work time. Employees may be required to reimburse MetroPlan Orlando for any charges resulting from their personal use of the telephone.
- (D) To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.
- (E) All attempts should be made to calm a belligerent caller or visitor. Belligerent callers or visitors should be transferred to a Department Director.

## **7.9 COOPERATION WITH JOB-RELATED INVESTIGATIONS**

It is a condition of MetroPlan Orlando employment that employees are required to cooperate with respect to any job-related hearing, inquiry, or investigation.

## **7.10 INDICTMENTS**

- (A) Employees shall be responsible for immediately notifying their supervisor whenever information has been filed by a prosecuting official against them for any offense or violation of law (including traffic violations while on Organization business), or if they have been indicted by a Grand Jury.
- (B) Employees under indictment for any offense or violation of law shall have such situation reviewed by the Executive Director and Director of Finance and Administration to determine if it is in the best interests of MetroPlan Orlando and the work program of the department to:
  - (1) Retain the affected employee in his/her regular position.
  - (2) Assign the affected employee to other duties until such time as the charge(s) are disposed of by trial, acquittal, dismissal, conviction, or other judicial action.
  - (3) Suspend or terminate the affected employee.

## **7.11 INCARCERATION**

- (A) It is the sole responsibility of the affected employee to notify his/her supervisor, no later than the first scheduled work day following the incident of the fact that he/she has been incarcerated.
- (B) Employees who have been incarcerated may be permitted to request available leave as appropriate and/or be subject to action such as described above.

## 7.12 EQUIPMENT USAGE

Computers, computer files, the e-mail system, Internet access, cell phones, software furnished to employees, as well as any other equipment or software purchased or leased by MetroPlan Orlando, hereafter referred to as “MetroPlan Orlando Equipment,” are MetroPlan Orlando property intended for business use. Employees should back up their computer files on a regular basis by only saving documents on designated network drives or local computer folders that sync to network drives or by other methods approved by the Director of Finance & Administration. The use of MetroPlan Orlando Equipment for any non-business purpose is strongly discouraged. To ensure compliance with the policy, MetroPlan Orlando Equipment usage may be monitored.

MetroPlan Orlando may monitor your network, e-mail and Internet usage for appropriateness. Any computer files, e-mail messages, instant messages, and other transmissions of information maintained, stored, received or transmitted from MetroPlan Orlando Equipment will be considered the property of MetroPlan Orlando. You should not expect e-mail messages, Internet use, computer files, or any other created document or transmission to be private or confidential. Therefore, do not use MetroPlan Orlando Equipment to read, receive or transmit personal messages that you would not want read by management.

All persons should use MetroPlan Orlando Equipment in a lawful and ethical manner for business-related purposes only, in compliance with Federal and State law and the policies and procedures of MetroPlan Orlando. All users are expected to conduct themselves in a manner that reflects respect for the rights of others and protects the integrity of data, equipment, software licenses and other contractual agreements governing technological resources.

Transmission of copyrighted software or other copyrighted materials and the transmission, receipt or storage of abusive, harassing, obscene, libelous or slanderous materials is prohibited. MetroPlan Orlando strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, MetroPlan Orlando prohibits the use of MetroPlan Orlando Equipment in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, or jokes. MetroPlan Orlando Equipment may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

MetroPlan Orlando Equipment is the property of MetroPlan Orlando as are all e-mail messages and other transmissions communicated through the system. Access to the e-mail system is a privilege, not a right. Users should respect the communications of others by not accessing (“eavesdropping”) or altering them without authorization. However, messages sent by e-mail or other means should **not** be considered private. They should all be considered public property. Management will, in the normal course of maintenance and operations review of the system, monitor, intercept, read and disclose any and all e-mail messages. Management reserves the right to delete or remove any and all materials non-business-related to preserve the integrity of and space on all electronic equipment. Management reserves the right to review the use of MetroPlan Orlando Equipment for breaches of security, violations of Organization policy, or violations of employees’ duties and responsibilities. Use of passwords, encryption, or other means of authentication and security does not ensure confidentiality and may be overridden by MetroPlan Orlando management.

Any e-mail sent or received, or any other recorded communication, by employees is considered a public record and is open for public inspection, much in the same manner as all documents, papers, letters and other materials used officially by State agencies. If an e-mail message or other recorded communication falls within the definition of a public record, it is subject to the policy on Public Records and Records Management and may not be deleted except as provided for in the State record retention schedule.

Use of any MetroPlan Orlando Equipment for commercial purposes or personal profit is prohibited. Distribution of unwanted communications or unauthorized use of any scheme (broadcast messages, chain letters, junk mail, "spamming") that may cause excessive network traffic or computing loads is prohibited. MetroPlan Orlando Equipment shall not be used to endorse, promote, lobby, or raise money for any political candidate or political organization.

Violations of the policies and procedures of the Organization, or of Federal or State law may subject the violator to penalties, including criminal prosecution. MetroPlan Orlando reserves the right to suspend or rescind the access of any user found to have violated these policies or applicable laws and to take appropriate disciplinary action. Use of MetroPlan Orlando Equipment is governed by this Employee Handbook, MetroPlan Orlando's Rules and Internal Operating Procedures, and Federal and State law.

### **7.13 COMPUTER SOFTWARE**

MetroPlan Orlando purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MetroPlan Orlando does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. MetroPlan Orlando prohibits the illegal duplication of software and its related documentation. Employees shall not load any software not purchased by MetroPlan Orlando on any Organization-owned computer. This is not intended to prohibit the use of data files supplied by consultants hired by MetroPlan Orlando. All computer disks, USB drives, and other portable file storage shall be scanned for viruses before loading on any of the Organization's computers.

Employees should notify their immediate supervisor, the Director of Finance and Administration, or any member of management upon learning of any violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **7.14 SOCIAL MEDIA POLICY**

Social media has changed the way we engage with our colleagues and partners -- as well as with people in our communities and throughout the world. Interacting through social media can help you build stronger relationships and take part in global conversations related to the work MetroPlan Orlando and its partners are doing.

The lines between professional and personal online interactions can be blurry and, while we encourage you to participate in the social media world, you should understand and abide by

the rules of engagement stated in our Social Media Guidelines document as you navigate online postings and conversations.

### 7.15 **NON-TOBACCO USE**

In keeping with MetroPlan Orlando's intent to provide a safe and healthful work environment, the use of tobacco, in all forms including e-cigarettes, is strictly prohibited throughout the workplace. In addition, all types of e-cigarettes/vaporizers, whether the contents of those devices contain tobacco or other chemicals, are strictly prohibited throughout the workplace. This policy applies equally to all employees and visitors. Any employee who violates this policy is subject to disciplinary action up to and including termination of employment. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least (6) months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.

#### NON-TOBACCO USE

- A. In response to the increasing cost of delivering healthcare benefits to staff and the overwhelming evidence that tobacco use is a leading cause of serious illness impacting the health of individuals, MetroPlan Orlando instituted a Non-Tobacco use policy for all new employees, effective January 1, 2009.

This policy is not intended to prohibit rare celebratory use of such products. Individuals who have signed the Non-Tobacco Use Affidavit and violate the non-tobacco use policy will be subject to disciplinary actions.

#### B. Enforcement of Policy

Any employee violating the non-tobacco use policy will be subject to any of the following disciplinary actions up to and including termination:

- \* Verbal reminder
- \* Written reprimand
- \* Loss of Wellness Program benefits for a period of 12 months
- \* Probation
- \* Termination

### 7.16 **VIOLENCE IN THE WORKPLACE NOT PERMITTED**

Violence in the workplace is not permitted. Employees shall not commit or threaten to commit any misdemeanor or felony on the premises. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on the premises or when representing MetroPlan Orlando, fighting, horseplay, or provoking a fight on the property, or negligent damage of property, shall be cause for disciplinary action up to and including termination.

## **7.17 WORK PLACE INSPECTIONS - RIGHT TO PRIVACY**

Management reserves the right to conduct inspections of all property, equipment, furniture owned or leased by or otherwise under the control of MetroPlan Orlando including but not limited to desks, lockers, bags, computer files, email, etc. Illegal substances are not allowed on or in any MetroPlan Orlando property. Weapons are not allowed on or in any MetroPlan Orlando property. Staff should not have an expectation of total privacy when using any MetroPlan Orlando property.

---

The remainder of this page is intentionally left blank.

## SECTION 8.0

### EMPLOYEE BENEFITS

#### 8.1 GENERAL

An employee's benefits entitlement is contingent upon the employee's status as regular full-time or regular part-time as specified in the "Authorized Positions" section of MetroPlan Orlando's "Classification and Pay Plan" document. Individuals who work less than thirty (30) hours per week and/or are not listed on the Authorized Position table are not eligible for benefits. Employees who meet the criteria of the aforementioned categorization are eligible for benefits entitlement.

Exceptions:

The Executive Director shall be entitled to benefits as covered under his/her employment contract. Items not addressed specifically under the contract will be the same as listed in the Employee Handbook of MetroPlan Orlando as for other employees.

Temporary employees filling a regular full-time or regular part-time position as listed in the "Authorized Positions" for a temporary time frame will receive only those benefits specified in their offer letter.

#### 8.2 HOLIDAYS

- (A) The Board approves holidays and determines when they will be observed.
- (B) The days listed below are designated as official MetroPlan Orlando holidays:

New Year's Day .....	January 1 <sup>st</sup>
Martin Luther King Day.....	Third Monday in January
Memorial Day .....	Last Monday in May
<u>Juneteenth.....</u>	<u>June 19<sup>th</sup></u>
Independence Day .....	July 4 <sup>th</sup>
Labor Day .....	First Monday in September
<u>Veterans Day .....</u>	<u>November 11<sup>th</sup></u>
Thanksgiving Day .....	Fourth Thursday in November
Friday following Thanksgiving .....	Fourth Friday in November
Christmas Day .....	December 25 <sup>th</sup>
Floating Holiday.....	Two per Calendar Year

- (C) If holidays fall on Saturday, they will be observed on the preceding Friday. If holidays fall on Sunday, they will be observed on the following Monday.
- (D) The Executive Director has the authority to grant additional paid holidays for unusual circumstances such as, but not limited to, weather emergencies, declaration of special Federal or State observances or alignment of approved holidays on the annual calendar.

Formatted: Superscript

Formatted: Superscript



- (E) Temporary employees, contractual employees, interns, and part-time employees that are not considered regular part-time employees will not be paid for official MetroPlan Orlando holidays. Exceptions to this rule are for full-time temporary employees serving in a regular full-time authorized position, i.e., serving in a temporary grant-funded position as a regular staff position. This exception must be made in writing at the time of hire. Full-time regular and part-time regular employees will be paid for official MetroPlan Orlando holidays. Regular, part-time employees will be paid proportionately depending on hours worked as compared to regular full-time employees.
- (F) Floating holidays may be taken after completion of the introductory period, i.e., after six (6) months' employment, on any day at the employee's discretion, subject to the approval of the Department Director based on scheduling requirements.

The floating holidays will be credited (posted) to the employee's account after completion of the introductory period, i.e., six (6) months from the hire date, along with the "Change of Status" form from introductory to full-time. Employees hired before July 1<sup>st</sup> of the calendar year will be credited with the floating holiday. Employees hired on or after July 1<sup>st</sup> of the calendar year will not be eligible to receive floating holidays until the following calendar year. Floating holidays for non-introductory employees will be available for use beginning on January 1 of each year. Floating holidays on the books will not be paid as part of accrued leave at termination unless terminated under Section 11.1. Floating holidays may not be carried from one calendar year to the next. They must be used by December 31 of each year or they will be forfeited.

### 8.3 **PERSONAL LEAVE**

- (A) Regular full-time and regular part-time employees of MetroPlan Orlando shall earn personal leave. Regular part-time employees earn such leave on a proportionate basis to those employees considered regular full-time. Temporary employees (unless filling a regular authorized position), contractual employees, interns, and part-time employees who are not considered regular part-time employees are not eligible to earn personal leave. Personal leave is intended to be used to provide for vacations, illnesses, and other needs for time off. All staff members with financial signature authority or access to the accounting system are required to take a week of contiguous annual leave each year or have another staff member perform the primary functions of their job at least twice during the year.

Employees earn credited personal leave based on the following:

- (1) Employees who work 7.5 hours per day earn personal leave as follows:
 

0 through 2 Years Service	Eligible for 18 work days or 135 hours per year: $135 \text{ hours} / 26 = 5.19 \text{ hours per biweekly pay period.}$
2 through 5 Years Service	Eligible for 22 work days or 165 hours per year: $165 \text{ hours} / 26 = 6.35 \text{ hours per biweekly pay period.}$

5 through 10 Years Service	Eligible for 27 work days or 202.5 hours per year: $202.5 \text{ hours} / 26 = 7.79 \text{ hours per biweekly pay period.}$
After 10 Years Service	Eligible for 32 days or 240 hours per year: $240 \text{ hours} / 26 = 9.23 \text{ hours per biweekly pay period.}$
Other	The number of personal leave days earned annually may vary based on employment contracts/agreements for staff hired prior to the adoption date of this Employee Handbook or special exceptions approved by the Executive Director. The accrued rate shall be based on a 7.5 hour work day and 26 pay periods annually as above.

- (B) The maximum amount of personal leave employees may accrue or have to their credit during the fiscal year is unlimited. However, the maximum balance allowed at the fiscal year end is limited to the amount the employee would earn in three (3) years, based on employment longevity as discussed under (A) above. The maximum payment for accrued personal leave upon termination from MetroPlan Orlando, whether by resignation or retirement, with proper notice, is the lesser of the actual amount on the books at termination or the amount the employee would earn in three (3) years, based on employment longevity as discussed under (A) above.

With a written request, a deferred compensation plan participant may request compensation for termination accrued leave pay to be paid on the next to last payroll check to be received by the terminating employee and deposited in a MetroPlan Orlando sponsored 457 Plan under the Plan and IRS rules. This request must be filed prior to the beginning of the month in which the compensation to be deferred is paid. The Plan provides for a maximum amount that may be deferred by a participant in any taxable year and also provides for a catch-up computation for amounts deferred for one or more of the participant's last three taxable years ending before he or she attains normal retirement age under the Plan. All eligible accrued leave not being deposited in an Organization sponsored deferred compensation plan will be paid on the last check to be received by the terminating employee, subject to all applicable taxes.

- (C) Employees may elect to "sell back" personal leave when all of the following requirements are met. An irrevocable election for leave sell back must occur in June and/or December of each year. A June election will be paid out during a regular payroll in December of the same calendar year. A December election will be paid out during a regular payroll in June of the following calendar year. Elections must be made using the approved leave sell back form. An employee must have at least 300 hours of accrued personal leave on the books at the time of the election and have completed at least five years of employment with MetroPlan Orlando at the time of the election. Regular, ~~fulltime~~full-time employees may sell up to 75 hours of leave each calendar year. The Executive Director shall follow all the requirements for leave

sell back except when his/her employment agreement differs, subject to IRS compliance.

For IRS compliance, the leave that the employee is selling shall be from the leave earned following the election and before the payment date. Any personal leave used during this time shall be first drawn from the employee's existing leave balance.

- (D) An employee does not earn/accrue personal leave for any time in which said employee is on any type of unpaid status.
- (E) Personal leave is earned based on hours worked, as leave must be fully earned and posted to the employee's account before it can be taken. Thus, employees cannot take leave in the same pay period in which the leave is earned.
- (F) Employees may use credited personal leave for any purpose (i.e., vacation, hospitalization, illness, family emergency, personal business, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited leave time will not be authorized even though the leave would have posted by the end of the pay period.
- (G) Precedence in choosing a vacation period should be governed normally by job seniority but must be at a period approved by the Department Director in keeping with the needs of MetroPlan Orlando.

Employees should be mindful of taking more than two weeks of personal leave in a single absence for discretionary purposes and should consult with their Supervisor/Department Director at least one month in advance so that arrangements can be made for coverage.

- (H) Department Directors shall notify the Executive Director one (1) month in advance of their intended vacation period so that vacations may be coordinated to ensure the efficient operation of MetroPlan Orlando.
- (I) Holidays occurring while an employee is on MetroPlan Orlando personal leave are to be counted as holidays, not personal leave.
- (J) An employee resigning or retiring from MetroPlan Orlando with two (2) weeks notice, shall be paid for his/her credited personal leave up to a maximum allowable rate as specified in Section 8.3 (B). Such leave pay shall be made at the employee's current rate of pay.
- (K) Personal leave pay generally shall not be paid to separating employees who fail to give at least two (2) weeks notice. Exceptions for unusual circumstances may be approved by the Executive Director.
- (L) Employees who terminate prior to completion of six (6) months continuous service will not be paid for any accrued personal leave time.
- (M) In case of death of an employee or permanent long-term disability, payment for unused personal leave shall be made to the employee or to the employee's beneficiary, estate, or as provided by law.

- (N) It shall be the Department of Finance & Administration's responsibility to keep accurate and up-to-date personal leave records on each employee. Annotations for personal leave used must be made by the Department Director on every employee's respective payroll timesheet as the time is used.

## **8.4 INSURANCE**

Regular full-time and regular part-time employees who work at least thirty (30) hours per week are provided with health, life, accidental death and dismemberment, disability, vision, and dental insurance. The cost for employee coverage is shared by MetroPlan Orlando and the employee as adopted by the Board. Dependent medical, dental, vision and life are elective and are at the employee's expense or as shared according to Board policy in effect at any point in time. It is the employee's sole responsibility to complete enrollment applications and submit them to the Department of Finance and Administration in a timely manner to meet coverage eligibility deadlines. Retirees are an eligible covered class and may purchase health, dental and vision insurance under MetroPlan Orlando insurance policies. The cost of retiree coverage is elective and at the retiree's expense or shared according to Board policy in effect at any point in time. The effective dates of coverage shall vary according to adopted coverage policies. A retiree must elect retiree coverage within the retiree election period required of the policy and must continue coverage continuously in order to remain eligible for future coverage. Once coverage is declined by a retiree, coverage may not be acquired again in the future.

All regular full-time and regular part-time employees who work at least thirty (30) hours per week are provided with the following types of insurance, as prescribed and in such conformance with existing IRS codes and MetroPlan Orlando Board authorization:

- Health insurance
- Life insurance and accidental death and dismemberment insurance
- Disability insurance
- Dental insurance
- Vision insurance

To promote staff wellness, MetroPlan Orlando employees are eligible for a gym membership subsidy. MetroPlan Orlando will reimburse up to 80% of the cost of membership for the gym facility located in the leased building of MetroPlan Orlando. If a staff member prefers to use a different gym, MetroPlan Orlando will reimburse the lesser of 80% of the cost of the gym membership or the amount of reimbursement eligible for the gym located in the leased building.

## **8.5 EDUCATIONAL ASSISTANCE PROGRAM**

MetroPlan Orlando encourages all regular employees to pursue educational opportunities to the fullest extent possible. Such opportunities include both job-related education and/or self-improvement courses and programs which are job-related.

MetroPlan Orlando has established an educational assistance program to help its employees defray the costs associated with the aforementioned pursuit. The Department of Finance and Administration shall be responsible for maintaining all records associated with this program.

**(A) ELIGIBILITY**

All authorized regular full-time employees are eligible to participate in MetroPlan Orlando's educational assistance program after completion of a minimum six (6) months of employment. However, it shall be understood that the undertaking of such courses must not conflict with the employee's work schedule.

**(B) NON-METROPLAN ORLANDO EDUCATION ASSISTANCE**

Employees receiving payment or assistance for educational expenses from any other non-MetroPlan Orlando sources (i.e., grants, VA, etc.) which do not require repayment are eligible for participation in this program to the extent that any other educational assistance will be considered as primary for the purpose of determining any MetroPlan Orlando assistance entitlement. It is the employee's responsibility to provide to MetroPlan Orlando an itemized accounting of the amount of assistance and what the non-MetroPlan Orlando assistance covers.

Employees receiving payments or assistance for educational expenses from any other non-MetroPlan Orlando source (i.e., student loans) which do require repayment are eligible for participation to the maximum extent provided for herein and MetroPlan Orlando's assistance shall be considered as primary for the purpose of determining any MetroPlan Orlando entitlement.

Once the primary source of assistance has been applied to the total educational expenses, the employee may then be eligible for additional assistance from MetroPlan Orlando to the extent and limits as specified in Sections (B) and (D) of this policy.

**(C) INCLUSIONS/EXCLUSIONS**

The items included for educational assistance consideration are:

- Tuition costs
- Testing fees (i.e., GED, CLEP, etc.)\*
- Laboratory fees
- Professional certification exams such as CPA, AICP, FPRA, etc.\*\*
- Professional certification course materials (Limited to one set of materials for each certification.)\*\*

\*Only "credit-related" testing fees shall be included as opposed to "eligibility" type (i.e., GRE, SAT) testing fees.

\*\*Fees and costs for professional certifications and course materials are at the discretion of the Executive Director and should relate to the employee's current position or a higher position within the organization.

Excluded items for educational assistance consideration are:

- Books
- Miscellaneous supplies and course materials (i.e., pencils, pens, calculators, etc.)

Any other items not specifically addressed above shall be considered as excluded for the purpose of consideration for educational assistance.

**(D) APPLICATION PROCEDURE**

An employee desiring to participate in MetroPlan Orlando's educational assistance program must first seek written approval from his/her Department Director and the Department of Finance and Administration to confirm that adequate funds are available from the current budget. To obtain approval, the employee must submit an Educational Assistance Request form to his/her Department Director prior to initiating the actual course, test, or laboratory work. The request form shall then be forwarded to the Executive Director for final approval. Educational Assistance Request forms submitted after two weeks from the date of initiating the actual course, test, or laboratory work will be considered on a case-by-case basis taking into account the reason for the delay in submission in a timely manner.

**(E) TERMS OF AGREEMENT**

Coursework qualifying for reimbursement shall have begun after the employee has completed six (6) months employment with MetroPlan Orlando.

Reimbursement for undergraduate and graduate courses shall be at the current Florida resident rate at the nearest State university campus for equivalent academic level courses and shall be limited to three (3) courses per term.

Reimbursement shall be after satisfactory completion of the course, with a passing grade of at least C or equivalent thereof. Receipts for tuition, fees, and grade report shall be submitted prior to reimbursement.

Once the coursework has been completed, proof of such completion must be sent to the Department of Finance and Administration. This is the employee's responsibility and failure to do so within one (1) month from the scheduled completion date or receipt of grade report may result in disqualification from eligibility for reimbursement.

For the purpose of defining the term "equivalent" as used herein, such descriptive results as "satisfactory" or "certification" will be considered as meeting the "equivalent" definition standard.

The program application shall provide an agreement to be signed by the employee and notarized, stipulating that should the employee's services be terminated during the following periods, either voluntarily or involuntarily, MetroPlan Orlando shall be reimbursed for funds paid to the employee for educational expenses as provided in the following reimbursement formula:

Termination after Completion  
of Course(s)

Reimbursement to  
MetroPlan Orlando

100%

Within One (1) Year

Should repayment to MetroPlan Orlando be necessary, such repayment must be paid to MetroPlan Orlando in full by time of receipt of the final payroll check. The employee may request in writing that MetroPlan Orlando deduct the payment from any MetroPlan Orlando funds due them.

In the case of death or retirement, as defined in Section 6.1 (G)(4) of this Employee Handbook, any remaining liability for repayment to MetroPlan Orlando shall be waived.

## **8.6 EMPLOYEE COMMUTER ASSISTANCE**

To assist employee travels to and from work, MetroPlan Orlando provides for several benefit options to alleviate the costs of travel on a tax-free basis as allowed by the Internal Revenue Service. These options include qualified parking at no cost to the employee (up to the IRS limits); reimbursement of transit costs (i.e. bus fares or rail fares); or reimbursement of actual costs of using a bicycle for commuting purposes. The employee may choose the option that is most advantageous to him/her, however, certain positions may be required to use a certain method of travel to accomplish the tasks of that position (i.e., use of a personal vehicle to attend out-of-office meetings).

While qualified parking has been the traditional benefit provided to employees, MetroPlan Orlando strives to be a regional leader with regards to alternate commuter modes of transportation to alleviate congestion on Central Florida's roadways. Leading by example, MetroPlan Orlando provides transit and bicycle reimbursements above and beyond the costs of typical parking charges to encourage MetroPlan Orlando employees to use alternate commuter modes.

### **(A) QUALIFIED PARKING**

For those employees wishing to drive a personal vehicle to work, parking will be provided as a tax-free benefit up to the IRS limits. When on-site parking is not available, MetroPlan Orlando will negotiate with the nearest parking facility, either individually, or through a lease option of the residing building, to provide parking to MetroPlan Orlando employees in the most cost-effective manner.

### **(B) TRANSIT SUBSIDY**

An employee may also request reimbursement for the use of transit, either in lieu of, or in addition to qualified parking. If a transit subsidy is selected, the total commuter benefit provided to the employee may not exceed the IRS tax-free limit or the local rates for rail, bus, and/or other transit options, whichever is lower. All IRS rules regarding the transit benefit provided must be followed. If transit passes cannot be obtained for distribution to employees in a cost-effective manner, the employee shall be reimbursed. To be reimbursed, the employee must submit a transit subsidy reimbursement form to the Department of Finance & Administration, signed by his/her department director or the Executive Director with proper documentation for backup.

(C) **QUALIFIED BICYCLE COMMUTING BENEFIT**

Employees may also request reimbursement for actual costs incurred to use a bicycle to commute to work. The limits of this benefit are determined by the IRS. The qualified bicycle commuting benefit may not be combined with either the qualified parking benefit or the transit subsidy on a tax-free basis. However, if the employee declines a qualified parking benefit but utilizes the transit subsidy, the employee may be reimbursed up to the IRS limits for qualified bicycle commuting costs on a taxable basis. A bicycle commuting request form with proper backup documentation is required for reimbursement.

---

The remainder of this page is intentionally left blank.



## SECTION 9.0

### ATTENDANCES AND ABSENCES

#### 9.1 GENERAL

To maintain a safe and productive work environment, MetroPlan Orlando expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MetroPlan Orlando.

- (A) Employees shall not be absent from work without authorized permission. Absences in excess of 24 hours without a satisfactory explanation shall be considered a reason for dismissal.
- (B) The Executive Director will hold Department Directors responsible in accounting for the daily whereabouts and activities of themselves and their employees.
- (C) In case of emergency, an employee is required to notify his/her supervisor promptly, giving the reason for absence and expected time of return to work. The circumstances involved should be taken into account in relation to prompt notification and approval.
- (D) Employees are required to be on time, properly attired, and equipped to perform their duties at the appointed starting time of their work day. Reporting to work after the appointed start time is defined as being "tardy."
- (E) If an employee is tardy for any reason, he/she is expected to notify his/her supervisor prior to his/her appointed start time.
- (F) Habitual tardiness will not be tolerated, however, consideration will be given to severity and possible medical reasons.
- (G) Supervisors shall be required to document tardiness on timesheets.
- (H) Automatic discharge will be effected if an employee has been absent for three (3) or more days without proper notification to his/her supervisor. This will be construed as "Job Abandonment." See Section 6.1 (F).
- (I) From time to time, situations may arise that warrant consideration of placing an employee on a "leave without pay" status. Requests of this nature are viewed to be the exception and not the rule and shall only be considered after thorough review of the circumstances and attendance record of the employee. Consideration for "leave without pay" status is contingent upon an acceptable reason, exhaustion of all other accrued leave, and ultimate approval of the Executive Director via the approval process specified on the "Change in Status" form. Under no circumstances will a "leave without pay" status be granted that exceeds ninety (90) calendar days without extreme circumstances being involved. Refer to Sections 6.1(I) and 9.6 (B) for additional information pertaining to this subject.

## **9.2 JURY DUTY**

If an employee is summoned for jury duty, he/she will be granted the necessary time off with pay for this civic service. Notification for time off must be made to his/her Department Director, stating the estimated length of the employee's absence. Any payment, except travel pay, received by the employee from the State shall be turned in to the Department of Finance & Administration. An appropriate summons or document must be furnished to the Department Director and routed to the Department of Finance & Administration with the appropriate timesheet verifying length of time on jury duty and amount paid to the employee.

## **9.3 COURT APPEARANCES**

An employee who is summoned to appear as a witness in any action in connection with his/her job, concerning Town, City, County, State, or Federal government, shall be granted leave with pay upon presentation of any summons. Court appearances for civil actions not involving public bodies will not receive leave with pay; however, personal leave time may be requested.

## **9.4 MEETINGS AND CONFERENCES**

An employee may request, and will be paid regular time, to attend job-related conferences and/or training seminars that are budgeted for and considered in the best interest of his/her service to MetroPlan Orlando. These requests must be approved by the Department Director in advance. An employee requesting to attend unbudgeted job-related conferences or meetings may request time off from his/her job with pay but conference fees and per diem will be at his/her own expense. These requests must be approved by the Department Director.

## **9.5 BEREAVEMENT**

- (A) If a death occurs in an employee's immediate family (mother, father, sister, brother, spouse, registered domestic partner, son, daughter, mother-in-law, father-in-law, or relative who lived in the employee's home), a regular employee will be allowed up to five (5) paid work days off with pay from date of death. The employee's time off from work due to a death in the family must actually be taken immediately following the death.
- (B) In case of death of other relatives, an employee may request one (1) day with pay to attend the funeral. Requests for time off should be made to the employee's Department Director who will make the decision.
- (C) Employees may be asked to furnish proof of family member's death upon their return to work.

## **9.6 PERSONAL ABSENCES**

- (A) All employees categorized as regular full-time or regular part-time are entitled to the equivalent of two (2) days paid absences which are classified as "Floating Holidays" and are to be taken each calendar year. These "floating holidays" must be approved

by the Department Director in advance with consideration given to maintaining a smooth operation of work. Carryover from one (1) calendar year to another is not permitted. Employees are eligible for paid floating holidays six (6) months after date of hire. Thereafter, floating holidays are available at the beginning of each calendar year. (Refer to 8.2 (E)).

- (B) In cases of absences without pay (other than leave taken as Family Medical Leave as discussed in Section 19) in excess of thirty (30) days, MetroPlan Orlando does not provide paid health, life insurance, or other coverages during the period of absence, nor does the employee earn any personal leave. Upon returning to work from this status, the employee will begin earning personal leave along with the appropriate insurance coverage subject to any required waiting periods. Employees in an absence without pay status are responsible for making prearrangement with the Department of Finance and Administration to provide insurance coverage during the absence. Employees will be notified of their rights to this coverage under COBRA or the FLORIDA HEALTH INSURANCE COVERAGE CONTINUATION ACT, as appropriate.

## 9.7 **MILITARY LEAVE**

- (A) An employee who is a member of the U.S. military or naval service or a member of the National Guard shall be granted military leave on all days during which the employee is ordered to active or inactive duty for training. An employee's right to military leave for reserve or guard training shall be governed by Florida Statutes Chapter 115.07.

Such employees shall not be required to work or use accrued leave on any day during which they are engaged in training or under official orders. Likewise, such employees shall not suffer loss of pay, time, or efficiency rating. It is the employee's responsibility to provide a copy of all official orders to his/her supervisor immediately upon receipt of same. A copy of the order must be forwarded to the Department of Finance and Administration for inclusion in the employee's personnel file.

Whether continuous or intermittent, such leave with pay shall not exceed (17) working days in any one (1) calendar year.

Since it is possible that such training can, in unusual circumstances, be ordered for periods in excess of seventeen (17) working days, an employee may request to use accrued personal leave to cover the excess training period. If the employee does not request to use personal leave, the excess working days shall be approved as leave without pay. However, the employee shall not suffer any loss of time or efficiency rating.

- (B) An employee who is a member of the Florida National Guard shall be granted military leave during periods in which the employee is ordered to active State service by the Governor of Florida pursuant to Florida Statutes Chapter 250.

Such leave without loss of pay (Florida Statutes Chapter 250.48) shall not exceed thirty (30) calendar days at any one (1) time. Subject to Florida Statutes Chapter 115.14, MetroPlan Orlando may supplement the military pay of employees who are reservists called to active duty in an amount necessary to bring their total salary,

inclusive of their base military pay, to the level gained at the time they were called to active duty.

MetroPlan Orlando shall continue to provide the employee with all health insurance and other existing benefits during his/her thirty (30) day active duty as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C. Dependent coverage shall be the liability and responsibility of the employee.

The same restrictions and provisions regarding the use of accrued ~~leave, and leave~~ and leave without pay as stated above shall also apply to situations which exceed the aforementioned thirty (30) calendar days at any one time activation.

## **9.8 PARENTAL LEAVE**

- (A) The purpose of parental leave, also known as maternity/paternity leave, is to provide all regular full-time employees with base salary continuation for four (4) weeks following the birth or adoption of the employee's child. The parental leave program is available to all employees, regardless of gender, and is limited to one four (4)-week period per rolling year.
- (B) Regular full-time employees will be paid at their base hourly rates of pay. Employees who become eligible for pay increases during the leave period will receive their increases as scheduled.

For persons who are eligible for leave under the FMLA (See Section 19), parental leave shall count against the employee's FMLA leave entitlement and is available for use before any other paid leave types are used.

Eligible employees shall notify their supervisors with as much advance notice as possible under the circumstances. Department directors may request verification of the birth or adoption at any time prior to, or during, parental leave.

Personal leave will continue to accrue during the parental leave period.

To provide flexibility, intermittent parental leave is available, and may be used in half hour increments with supervisor approval. Under no circumstances will the four (4)-weeks of parental leave be extended beyond ninety (90) days following the birth or adoption date.

Four weeks of parental leave for regular, full-time employees is equal to 150 hours. Parental leave for regular, part-time employees will be prorated based on hours of service.

## **9.9 BREAKS IN SERVICE**

- (A) Termination of employment for more than seven (7) calendar days for any reason shall be considered a break in service and will not be counted in determining an employee's total length of service.

- (B) In computing total length of service, part-time work shall be counted as the percentage of part-time work in relation to normal full-time work for the position and classification in question at the time work was performed.
- (C) Paid personal leave absences shall be counted in computing total length of service.
- (D) Temporary leaves of absences may be counted toward total length of service provided they do not exceed thirty (30) days. Unpaid leaves of absence which exceed thirty (30) days shall be considered breaks in service, and time after the thirtieth (30<sup>th</sup>) day will not be counted in computing total length of service. Although the first thirty (30) days of a temporary leave of absence may be counted as service, no benefits shall accrue during an unpaid leave of absence. Section 9.9 (D) does not apply to Family Medical Leave.

#### **9.10 PAY DAY**

The MetroPlan Orlando “work week” is from Saturday through Friday. Employees are paid bi-weekly on every other Friday. There are twenty-six (26) pay periods in each year. All payrolls after an employee’s first payroll shall be made by direct deposit. The number of direct deposits per employee shall be limited to three plus one direct deposit to an employer sponsored Health Savings Account or similar employer-sponsored health account.

In the event that a regularly scheduled pay day falls on a legal holiday when banks are closed, employees will receive pay on the last day of work before the regularly scheduled pay day.

If a regular pay day falls during an employee’s vacation, the employee’s paycheck/direct deposit pay stub will be available upon his or her return from vacation. In cases where the employee has subscribed to direct deposit, the paycheck will be deposited on the normal pay day.

#### **9.11 ADMINISTRATIVE CORRECTIONS**

MetroPlan Orlando takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director of Finance and Administration so that corrections can be made as quickly as possible.

#### **9.12 PAY ADVANCES**

It is the policy of MetroPlan Orlando not to make advances on employee pay.

#### **9.13 HOURS WORKED**

- (A) MetroPlan Orlando offices are open from 8:00 am to 4:30 p.m., Monday through Friday, excluding approved holidays. It is imperative that sufficient coverage of the office is retained at all times during the regular office hours. The normal work

schedule for all employees is 7.5 hours a day, five (5) days per week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

- (B) If a non-exempt employee uses accrued personal leave time or holiday time, those days off are not to be considered as hours worked for payroll and overtime purposes.
- (C) An employee that has been designated as “exempt” is not entitled to overtime compensation regardless of the number of hours worked over and above his/her normal work week. An employee designated as “exempt” shall not have his/her salary docked for absences of less than a full day. However, this does not mean that exempt employees cannot be required to use accrued leave to supplement pay for partial day absences. Exempt employees can be docked for full day absences for personal reasons or illness in cases where personal leave or other approved paid absence is unavailable due to either ineligibility or exhausted.
- (D) In general, “hours worked” includes all time an employee is:
  - (1) Required to be on duty or in a prescribed work area for the employer; and
  - (2) Any and all time during which the employee is suffered or “permitted” to work for the employer.
- (E) All regular full-time employees, exempt or non-exempt, are provided with one meal period of sixty (60) minutes in length each work day. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. A non-exempt employee will leave his/her work areas during prescribed lunch periods.
- (F) A non-exempt employee will not be allowed to take work home, except for approved telework, or allow any family member to do MetroPlan Orlando work in the employee’s home after his/her scheduled work day.
- (G) Responsibility for monitoring work hours begins at the supervisory level. Precautions will be taken to see that the employees are knowledgeable of the Fair Labor Standards Act and its effect on the day-to-day work hours. If an employee remains in the work area assisting a citizen, taking a business phone call or assisting another employee with business, that time will be considered to be work time and will be compensated. There is no such thing as voluntary overtime.
- (H) Education of employees in this matter is the responsibility of the supervisor. Failure to adhere to supervisory direction may cause the employee to be subject to disciplinary action.
- (I) Any deviations from the standard hours worked must be approved by the Executive Director.

#### **9.14 EFFECT OF IMPROPER DEDUCTIONS FROM SALARY**

- (A) The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

**(B) Salary Basis Requirement**

To qualify for exemption, employees generally must be paid at not less than \$684 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

**(C) Circumstances in Which the Employer May Make Deductions from Pay**

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Company Policy on penalties for workplace conduct rule infractions). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

**(D) Company Policy**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

**(E) What To Do If an Improper Deduction Occurs**

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor.

Formatted: Indent: Left: 1", No bullets or numbering, Tab stops: Not at 0.5"

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **9.15 OVERTIME**

- (A) Overtime is not permitted, unless specifically authorized by the Executive Director.
- (B) Overtime pay is based on actual hours worked. Time off on personal leave, emergency closings, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.
- (C) If authorized, overtime is paid in accordance with the provisions of the Fair Labor Standards Act (FLSA) as outlined below:
  - (1) **GENERAL NON-EXEMPT** – An employee who is not listed as exempt in the Classification and Pay Plan must be compensated at a rate of time and a half for hours worked in excess of a 40-hour scheduled work week. (See Hours Worked Section 9.12).
  - (2) **EXEMPT EMPLOYEES** – An employee in this category is clearly identified in the “Classification and Pay Plan” and is compensated on a salaried basis. Such employees are considered exempt from any overtime pay.
- (D) Emergency situations may arise whereby employees are called in to work at any time determined by their Supervisor, Department Director, or the Executive Director. Employees will be paid for this time as outlined above.

## **9.16 FLEXTIME**

Flexitime is a method whereby some deviation may be permitted within the same work week. For example: an employee works a 37.5 hour standard work week from Monday through Friday but for some reason needs to leave work two (2) hours early on Friday and does not have an adequate amount of appropriate accrued leave to cover the absence. The Department may wish to accommodate the employee by utilizing the flexitime concept as long as it can be done within the same pay week. In this example, the Department may allow that employee to work two (2) hours over or two (2) hours prior to the normal starting or quitting time during that same work week. Under no circumstances shall a non-exempt employee be allowed to work more than 40 hours within any work week. It is emphasized that the decision to allow flexitime is solely at the discretion of the Department Director and is not to be construed as an employee “right.” Care is to be taken that the concept of flexitime is to be applied fairly and with consideration given to a smooth, uninterrupted work flow.

## **9.17 TRANSIT FLEXTIME**

Transit flexitime is the use of transit commute time for work purposes to reduce the number of hours working in the office. An employee who uses transit to travel to and from work may utilize this benefit in lieu of reimbursement for transit costs under Section 8.6 (B). An employee shall not receive a transit subsidy and use transit flexitime for the same trips. To utilize this flexitime, an employee must use one leg of their trip for work purposes. For



example, if a one-way trip on SunRail is 30 minutes long, and that time is used to work on MetroPlan Orlando business, the employee may reduce their office work day by 30 minutes. The employee may only use one leg of the trip each day as work time for the transit flextime. The use of transit flextime requires supervisor and/or Department Director approval.

## **9.18 TELEWORK/TELECOMMUTE**

Telework, also referred to as telecommuting, is an innovative business solution that can help curb the growth in auto travel, thereby conserving energy, alleviating traffic congestion and improving air quality. Telework can also increase employee productivity, improve morale, reduce costs, and attract and retain talented employees. By endorsing telework, MetroPlan Orlando strives to be an example of how telework can enhance organizational efficiency and improve quality of life.

The employee's compensation, benefits, and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. Teleworking employees must comply with all organizational rules, policies, and procedures.

Telework may be approved for either a regular schedule or for an occasional basis. Teleworking is not a right of employment but may be allowed on a case-by-case basis. It is up to the supervisor to determine eligibility for teleworking privileges. The supervisor shall determine that an adequate day's work can be accomplished offsite and that workflow will not be materially hindered by the employee being located offsite.

- (A) To be considered for routine teleworking privileges, the telework request must be submitted to, and approved by, the employee's direct supervisor, Department Director, and Executive Director. The request must include a set schedule of hours per day. The request must be approved in writing or email and submitted to the Department of Finance & Administration and anyone else required by the Executive Director. While a set schedule is required, it is understood and acceptable to deviate from that schedule from time to time due to work requirements or issues of a personal nature. All deviations of schedule shall be communicated to the Department Director and direct supervisor before a change in schedule is permitted.
- (B) Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of them being successful teleworkers, and prior job performance.
- (C) Employees may request an occasional, one-day arrangement without the need to submit a written request. In such cases, verbal approval from a supervisor is needed. All rules below shall still apply to the teleworking day.
- (D) A teleworking employee must have access to the MetroPlan Orlando internal computer network, MetroPlan Orlando email, and have access to a working phone and be available during normal hours of operation. It is the employee's responsibility to ensure they have access to a reliable, working internet connection while teleworking. Failure to remain in contact with the office as needed may be cause to deny further teleworking privileges.

- (E) It is the employee's responsibility to ensure required work documents and programs are accessible from home. Employees in the office should not be relied upon to take time from their schedule to accommodate a teleworking employee. While occasional help may be needed, routine disruptions may be cause to deny further teleworking privileges.
- (F) Any employee with a rating of "needs improvement" or below on his/her last performance review shall be automatically denied for teleworking privileges.
- (G) Supervisors shall monitor performance and workflow of the teleworking employee and shall notify the Department of Finance & Administration of all teleworking arrangements.

#### **9.19 EMPLOYEE TIMESHEETS**

- (A) All time and attendance records generated are to be recorded and maintained in the Department of Finance and Administration on employee timesheets. It is each employee's responsibility to submit timesheets at the end of the pay period. Failure to do so could result in delay of payment until the next scheduled pay date.
- (B) Timesheets should be kept on a daily basis and shall be retained for the greater of three (3) years or the length required by Federal or State requirements.
- (C) Failure to keep timesheets up to date may result in disciplinary action.
- (D) Supervisors are responsible for correct and accurate notations on timesheets which reflect hours worked, personal leave absences, tardiness, etc.

#### **9.20 EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt operations of the Organization. In extreme cases, these circumstances may require the closing of the work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid without requiring use of accrued leave. However, employees already on vacation or planned accrued leave prior to the emergency closing shall be charged their accrued leave. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. Employees should refer to the MetroPlan Orlando Continuity of Operations Plan (COOP) and the building's emergency plans for emergency procedures.

---

The remainder of this page is intentionally left blank.

## SECTION 10.0

### WORKERS' COMPENSATION & PERSONNEL SAFETY

#### 10.1 WORKERS' COMPENSATION

- (A) As provided for in Florida Statutes Chapter 440.12(1), no Workers' Compensation payments shall be allowed for the first seven (7) calendar days of a work-related disability. An employee may use his/her personal leave during this period and charge against their accrued personal leave one (1) day for each day absent.
- (B) If the disability extends beyond seven (7) calendar days, on the eighth (8<sup>th</sup>) calendar day, the employee will receive Workers' Compensation payments at the rate of 66 2/3% of his/her average weekly wage (with a maximum amount as established under F.S. 440.12(2)(b)). The employee may elect to charge against his/her accrued personal leave, on a proportionate basis, the difference between the Workers' Compensation payment and his/her regular pay in order to receive full pay. After twenty-one (21) calendar days, Workers' Compensation is allowed to provide compensation for the first seven (7) calendar days.
- (C) If an employee wishes to use other accrued leave to supplement Workers' Compensation payments, the employee shall make a request in writing to his/her Department Director who shall notify the Department of Finance and Administration of the employee's request.
- (D) At no time will the combined total of Workers' Compensation payment, personal leave, and regular time exceed the amount of the employee's normal scheduled wage.
- (E) MetroPlan Orlando employees are covered by Workers' Compensation Insurance. MetroPlan Orlando reserves the right to determine from the attending physician's report when payment to employees may be terminated. All employees injured on the job must be drug screened when they arrive at their medical appointment as required by the Managed Care and Workers' Compensation Drug-Free Workplace Program.

An employee shall immediately report any injury to his/her supervisor or person in charge. There shall be a Notice of Injury (DWC-1) and Accident/Injury Investigation Report Form filed with the Director of Finance and Administration by 2:00 p.m. of the next work day by the Department Director. This should be part of the supervisor's administrative duties, and there should be no excuse for not submitting one.

An employee does not earn accrued benefits (i.e., personal leave) while on Workers' Compensation unless such Workers' Compensation benefit is being supplemented with accrued leave, at which time, prorated leave would be earned. Due to Workers' Compensation laws prohibiting payroll deductions, employees should make arrangements to pay for benefits normally provided through payroll deductions or these benefits may be lost (i.e., insurance, wage garnishment, etc.).

#### 10.2 PERSONNEL SAFETY - FIELDWORK

In keeping with MetroPlan Orlando's commitment to provide a safe and healthy work environment, the following rules and guidelines have been established. It is the employee's responsibility to ensure safety and limit risks of injury when out of the office on MetroPlan Orlando business. Each employee must use common sense and good judgement as well as follow safe practices when in the field. If you believe you are in an unsafe situation, you are required to stop work immediately, return to a safe position, and report the unsafe situation to a supervisor. If you cannot remove yourself from the unsafe condition, call 911 immediately for help. The following safety equipment and measures must be used by an employee when working within or adjacent to a transportation facility including roadways, sidewalks, bike lanes, etc.

- (A) Personal Protective Equipment (PPE) includes clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. Personal protective equipment shall be used to protect employees from the risk of injury by making the employee visible and safe in most conditions.
- (B) Size appropriate protective clothing such as a high visibility vest must be worn at all times when an employee is collecting information on a transportation facility outside of a vehicle. It is the responsibility of the employee to wear clothing (including shoes) that is appropriate for the task.
- (C) Other protective equipment (OPE) may include lighting, flags, or cones to ensure the safety of staff while conducting fieldwork.
- (D) Vehicle amber safety lights (hazard lights) must be on when a vehicle is parked in an undesignated parking area or along the side or within a transportation facility.
- (E) Staff training on PPE and safety will be provided at least annually by MetroPlan Orlando.
- (F) MetroPlan Orlando may adopt additional safety requirements from time to time, which will be communicated to affected employees.

---

The remainder of this page is intentionally left blank.

## SECTION 11.0

### ABOLISHMENT OF POSITIONS AND REDUCTIONS IN FORCE

#### 11.1 GENERAL

Positions may be abolished when they are no longer needed or as business conditions change. Positions may also be abolished or reduced for economic reasons when there is not a sufficient appropriation in the budget.

- (A) Employees who have been dismissed as a result of a position being abolished or a reduction in force shall be considered as eligible for the following special considerations:
- (1) Upon the effective date of termination, the employee will be paid for accrued personal leave, including any floating holidays on the books.
  - (2) All employer-paid insurance coverage will cease as of the last day of the pay period during which the actual termination occurred or according to the insurance plan document in place at the time of termination. Employees will have the option to continue coverage in accordance with existing COBRA Law or FLORIDA HEALTH INSURANCE COVERAGE CONTINUATION ACT as applicable.
  - (3) All monies owed MetroPlan Orlando for tuition reimbursement shall be waived.

---

The remainder of this page is intentionally left blank.

## SECTION 12.0

### FORMS OF DISCIPLINARY ACTION

#### 12.1 **GENERAL**

Disciplinary action may include:

- (A) Reprimand, given orally or in writing
- (B) Suspension
- (C) Demotion
- (D) Reduction in compensation without change of classification or grade but not below the entrance rate for the classification.
- (E) Dismissal

All of the above listed forms of disciplinary action (except for oral reprimand) must be in writing and submitted on a "Disciplinary Action Record" form.

#### 12.2 **JUST CAUSE**

The appointing authority (Department Director/Supervisor) may initiate disciplinary action against an employee with at least six (6) months' full-time employment, only for just cause. Just cause consists of but is not limited to:

- (A) The employee has been convicted of an act that violates the criminal laws of the State of Florida or has been convicted of a felony or of a misdemeanor involving moral turpitude.
- (B) The employee has willfully, wantonly, unreasonably, unnecessarily or through culpable negligence been guilty of brutality or cruelty to a person, provided the act committed was not necessarily done in self-defense or to protect the lives of others.
- (C) The employee has violated any of the principles of the merit system of these rules (i.e., consistently poor evaluations of job performance of Unsatisfactory or Needs Improvement).
- (D) The employee has willfully violated any lawful official regulation, order or policy or failed to obey proper direction made and given by a Superior Officer or Supervisor.
- (E) The employee has possessed, consumed, or is under the influence of alcoholic beverages or controlled substance (as described in Florida Statutes Chapter 893) while on duty.
- (F) The employee has been insubordinate, insolent or demonstrated disgraceful conduct. By way of example, insubordination occurs when an employee willfully disobeys or

disregards a supervisor's legitimate directive. Abusive language by employees toward supervisors and others can also be considered insubordination. Insolence shall be defined as acts or behaviors that are extremely disrespectful to a supervisor. Examples of insolence include, but are not limited to, refusing to comply with a supervisor's reasonable request; negatively affecting the work of others; sabotaging stakeholder relations; or challenging the status quo in a way that is harmful to the organization.

- (G) The employee is offensive in his/her conduct or language in public or toward the public, officials, or employees.
- (H) The employee is responsible for an intentional act or course of conduct violating duties or obligations of his/her position.
- (I) The employee is careless or negligent with the monies or other property of MetroPlan Orlando.
- (J) The employee has failed to pay or make reasonable provisions for the future of his/her debts to such an extent that such failure becomes detrimental to the reputation of MetroPlan Orlando service or the employee's ability to satisfactorily perform the duties of his/her position.
- (K) The employee has used or threatened to use, or attempted to use, personal or political influence in securing promotion, leave of absence, transfer, change in pay rate, or character of work.
- (L) The employee has induced or has attempted to induce an employee of MetroPlan Orlando to commit an unlawful act or to act in violation of any lawful departmental or official regulations or orders.
- (M) The employee has taken for his/her personal use from any person any fee, gift, or other valuable thing in the course of his/her work or in connection with it, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- (N) The employee has engaged in outside activities on work time or has used MetroPlan Orlando property for personal gain.
- (O) The employee has failed to maintain a satisfactory attendance record. Proper use of personal leave shall not constitute grounds for any disciplinary action.
- (P) The employee has violated a safety rule which resulted in or had the potential to damage MetroPlan Orlando property, vehicles or equipment, or result in an injury to a MetroPlan Orlando employee, other persons, or their property.
- (Q) The employee has refused to submit to alcohol/drug testing on the standards outlined in Section 15 of this handbook.
- (R) The employee was hired as a "provisional employee" and did not complete the provisional elements in the time allotted.

- (S) The employee has falsified timekeeping records.
- (T) The employee has possessed, distributed, sold, transferred, or used dangerous or unauthorized materials, such as explosives or firearms, in the workplace or anywhere on Organization owned or leased property.
- (U) Unsatisfactory performance.

Appeal of a grievance by an employee may not in and of itself be used as grounds for disciplinary action.

### 12.3 DISCIPLINARY HEARINGS

- (A) Whenever a Department Director/Supervisor issues a "Disciplinary Action Record," a copy of the record must be furnished to the employee involved and to the Director of Finance and Administration. The "Disciplinary Action Record" must outline the alleged offense(s), the dates involved, citation of the personnel rules that have been violated, all pertinent details, and the disciplinary action to be taken.
- (B) Said charges are restricted to actions occurring within two (2) years prior to the date of the "Disciplinary Action Record" except for charges involving criminal violations which can be considered as applicable with the provisions of Florida Law.
- (C) Regular employees with six (6) months or more of continuous full-time employment who receive "Disciplinary Action Records," shall have the opportunity for a pre- or post-disciplinary hearing before MetroPlan Orlando's hearing officer. The Director of Finance and Administration shall serve as MetroPlan Orlando's "Hearing Officer" in all cases except for cases in which a conflict of interest is apparent. Should the Director of Finance and Administration not be able to serve as "Hearing Officer" due to conflict of interest, another "Hearing Officer" will be appointed by the Executive Director. Employees with less than six (6) months of continuous full-time employment shall not be entitled to a disciplinary hearing. The purpose of this hearing is a review to determine if there is just cause for the disciplinary action. Employees and supervisors will be allowed to present witnesses and other documentation during the hearing to support their respective positions.
- (D) Immediately upon receipt of a "Disciplinary Action Record" against an employee, the Director of Finance and Administration shall notify the employee by registered or certified mail, or by hand delivery, that he/she will be afforded an opportunity for a disciplinary hearing before a hearing officer.
- (E) Within five (5) working days from receipt of the notification of the disciplinary action, it shall be the employee's duty and responsibility to notify the Department of Finance and Administration of his/her intention to request, or to waive the right to a disciplinary hearing. The disciplined employee may waive hand delivery of registered/certified ~~mail, and~~ mail and appear at the Department of Finance and Administration and sign a receipt for proper notification of a request for a hearing.
- (F) Failure to notify the Department of Finance and Administration within five (5) working days shall be construed as a waiver of any further right to a disciplinary hearing, and the action of the appointing authority shall be sustained.



- (G) Upon receipt of the request for a disciplinary hearing from the employee, the Director of Finance and Administration shall set a hearing date and immediately notify the disciplined employee by registered or certified mail, hand delivery, or in person. Supervisory personnel shall also be notified.
- (H) Depending on the outcome of the aforementioned hearing, employees may request further appeal to the Executive Director provided they have attained six (6) months of service with MetroPlan Orlando and are no longer considered to be on introductory status.
- (I) Department Directors do not have the right to appeal disciplinary actions as part of management.

#### **12.4 CAUSES FOR IMMEDIATE SUSPENSION OR DISMISSAL**

If the retention of the employee would result in any of the following extraordinary situations, an appointing authority (Department Director/Supervisor) may immediately suspend an employee without pay or dismiss an employee pending a hearing date. The following are considered extraordinary situations:

- (A) The retention of the employee would result in damage to MetroPlan Orlando property.
- (B) The retention of the employee would be injurious to the employee himself/herself.
- (C) The retention of the employee would be injurious to fellow employees.
- (D) The retention of the employee would be injurious to the general public.
- (E) The retention of the employee would be detrimental to the interests of MetroPlan Orlando.

Any of the following situations may be utilized and are examples of the type of criteria to be utilized to immediately suspend or dismiss any employee:

- (1) Intoxication on the job.
- (2) Possession of and/or use of alcohol, a controlled substance, or illegal narcotics while on duty.
- (3) Possession of and/or use of a weapon while on duty or on Organization property at any time.
- (4) Commission of an act, which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida.
- (5) Brutality or cruelty to an employee or to the general public while on duty.
- (6) The employee has been absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).

In any of the above situations, a Disciplinary Action Record of the charges shall be furnished to the employee and the Department of Finance and Administration within twenty-four (24) hours after commencement of suspension or dismissal.

Employees will have the opportunity for a post-disciplinary hearing in accordance with the provisions of Section 12.3.

## **12.5 CAUSES FOR SUSPENSIONS/DISMISSAL DUE TO VIOLATION OF STATE LAW**

When an employee has been suspended or dismissed as a result of committing an act which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida, and criminal charges are pending against said employee, and it is considered by the appointing authority (Department Director/Supervisor) that the retention of the employee would result in damage to MetroPlan Orlando, would be injurious to the employee himself/herself, to a fellow employee, or to the general public, or would be detrimental to the interests of MetroPlan Orlando or its government partners, then said employee may request the Department of Finance and Administration to postpone his/her scheduled disciplinary hearing until such criminal charges have been disposed of.

---

The remainder of this page is intentionally left blank

## SECTION 13.0

### LETTERS OF RECOMMENDATION

#### 13.1 GENERAL

It is the policy of MetroPlan Orlando not to issue “letters of recommendation” in the name of the Organization to any employee terminating employment with MetroPlan Orlando regardless of reason for termination.

All inquiries from external sources are to be referred to the Director of Finance and Administration.

MetroPlan Orlando will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Any exceptions to this policy shall only be by and at the discretion of the Executive Director and shall be letters of “reference,” not “recommendation.” Florida Statutes Chapter 768.095 allows an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee to be immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under Chapter 760.

This does not prohibit personal letters of “reference” written on non-Organization letterhead and not signed as an official of MetroPlan Orlando. However, reference letters should not be for staff under a direct line of supervision.

---

The remainder of this page is intentionally left blank.

## SECTION 14.0

Formatted: Font: Not Bold

Formatted: Heading 1, Left

### NON-DISCRIMINATION

#### 14.1 GENERAL

MetroPlan Orlando recognizes that no person in the United States shall, on the basis of race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or promotion.

Regarding this non-discrimination policy, the Director of Finance and Administration shall be the contact person to coordinate efforts to comply with these regulations.

---

The remainder of this page is intentionally left blank.

## SECTION 15.0

### ALCOHOL/DRUG TESTING

#### 15.1 PURPOSE

It is the purpose of this policy to establish and proclaim MetroPlan Orlando's intent to maintain a "DRUG FREE" workplace as described in Florida Statutes Chapter 440.101-101.1025 and Florida Administrative Code Rule 59A-24. In so doing, MetroPlan Orlando's general operating procedures prohibit the consumption, possession, or being under the influence of alcoholic beverages or controlled substances, as described in Florida Statutes Chapter 893, while on duty. In addition, it is the desire of MetroPlan Orlando to improve worker compensation cost control, increase productivity and safety, decrease absenteeism, decrease health care costs, and increase overall employee morale.

Alcohol/controlled substances (drugs) shall be defined as including distilled spirits, wine, malt beverages, intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of these substances or other drug described in Florida Statutes Chapter 893, as amended from time to time. It does not include any prescription drug or medication taken as directed by a licensed medical doctor's orders.

All current and/or potential future employees must abide by this policy and understand that it is a condition of employment to refrain from taking drugs. Employees who refuse to submit to a test for alcohol/drugs for any cause as specified in this section will be terminated and forfeit eligibility for medical and indemnity benefits in cases of work-related incidents. Refusal to submit to alcohol/drug testing may also result in forfeiture of unemployment and worker compensation benefits.

All current and/or potential future employees must notify MetroPlan Orlando in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after that conviction. As required by Federal grants, notification in writing of such conviction will be forwarded to the Federal Transit Administration (FTA) and to every project officer on whose project activity the convicted employee was working.

#### 15.2 CAUSES FOR TESTING

In keeping with the philosophy of implementing a "DRUG FREE" workplace program, alcohol/drug testing shall be conducted in each of the following situations:

- (A) Job applicants being offered employment (subject to current laws)
- (B) All employees injured on the job must be drug screened when they arrive at their medical appointment as required by our Managed Care and Workers' Compensation Drug-Free Workplace Program.
- (C) Follow-up testing on a quarterly, semi-annual, or annual basis for two (2) years after an employee successfully completes a drug rehabilitation program.

(D) Reasonable suspicion which is defined as follows:

- (1) Observable phenomenon while at work such as direct observation of alcohol/drug use or of the physical symptoms or manifestations of being under the influence of alcohol/drugs.
- (2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- (3) A report of drug use provided by a reliable and credible source, which has been independently corroborated.
- (4) Evidence that an individual has tampered with a drug test during their employment.
- (5) Information that an employee has caused or contributed to an accident/incident while at work applying the standard of reasonable suspicion as defined in Section 15.2 (D).

Reasonable suspicion alcohol/drug testing shall not be required except upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the employee.

Any employee involved in an accident with injuries shall be sent for drug testing.

- (6) Evidence that indicates the employee has used, possessed, sold, solicited, or transferred alcohol/drugs while working or while on the employer's premises, or while operating any MetroPlan Orlando vehicle, machinery, or equipment.
- (7) All facts supporting a reasonable suspicion drug testing must be promptly (within 24 hours) reduced to written format. The original will be kept confidential and maintained for one (1) year. A copy will be given to the employee upon request.

### **15.3 PROCEDURES FOR TESTING**

The taking or collection of a specimen to be tested shall be coordinated by MetroPlan Orlando's designated Medical Review Officer (MRO) possessing the necessary credentials as follows:

- (A) Licensed physician or physician assistant.
- (B) Registered professional nurse, licensed practical nurse, or nurse practitioner.
- (C) Certified paramedic present at the scene of an accident for purposes of rendering emergency medical service or treatment.
- (D) Qualified person employed by a licensed laboratory.

The MRO or his/her designee shall be responsible for submission of specimen to a licensed laboratory for testing and for receiving the results of a drug test. Urine shall be used for the initial and confirmation tests for all drugs except alcohol. Blood will be used for the initial and confirmation tests for alcohol.

All testing result levels equal to or exceeding the Federal and/or State levels of positive results shall be reported as positive. All such test results shall be automatically subjected to confirmation testing.

#### **15.4 CHALLENGING TEST RESULTS**

It is the responsibility of the employee and/or applicant who wishes to "challenge" test results to do so by initiating the following procedure:

- (A) All test results are mailed/delivered by the testing laboratory to the Medical Review Officer. The MRO will provide a copy to the Director of Finance and Administration.  
  
Drug testing information is confidential and cannot be released to the public, per Florida Statutes Chapter 440.102 (8).
- (B) Employees and/or applicants shall be contacted and verbally informed by the Medical Review Officer of positive (confirmed) test results. At least three attempts will be made by the MRO to contact the employee or applicant.
- (C) Within five (5) working days after receipt of a positive confirmed test result from the MRO, MetroPlan Orlando will inform the employee or applicant in writing of the positive test result, the consequences of such results, and the options (i.e., contacting the testing laboratory, filing a written explanation with the MRO, etc.) available to them.
- (D) Within 5 working days after receiving this notice, the employee or applicant may submit information to the employer explaining or contesting the result and explaining why it does not constitute a violation of the employer's policy.
- (E) The Director of Finance and Administration shall, upon request of the employee and/or applicant, furnish a copy of the test results to him/her.
- (F) It is the responsibility of the employee and/or applicant to notify the testing laboratory of intent to challenge a test result.

The employee and/or applicant shall be permitted to have a portion of the specimen retested at their own expense at another laboratory licensed and approved by a Federal or Florida State agency. This independent test must be of equal or greater sensitivity for the drug in question.

This information shall be considered confidential and shall be retained by MetroPlan Orlando for one (1) year.

#### **15.5 CONSEQUENCES OF CONFIRMED POSITIVE TEST RESULTS**

- (A) Applicants, after a conditional offer of employment with MetroPlan Orlando, may be required to submit to an employment physical to include mandatory alcohol/drug

testing. Applicants who test positive (after confirmation) shall not be employed by MetroPlan Orlando.

- (B) Any current employee of MetroPlan Orlando must submit to the physical and/or alcohol/drug testing requirement for those reasons outlined in Section 15.2 (Causes for Testing) and Section 15.1. Failure to do so will result in termination of employment and forfeiture of workers' compensation and/or unemployment compensation benefits.
- (C) If a current employee tests positive (confirmed), the employee shall immediately be placed on personal leave. If all accrued leave becomes exhausted, the employee shall be placed on a medical leave of absence without pay.
- (D) Employees who have been confirmed as testing positive, and who have been referred to a treatment program and who refuse said referral, shall be terminated from employment.

Employees who accept treatment must understand that they are required to successfully complete such treatment. Failure to do so will result in termination from employment.

Employees who accept treatment and successfully complete said treatment will be required to furnish proof of such successful completion to the Director of Finance and Administration. This proof shall be reviewed by the "Medical Review Officer" in conjunction with retesting before the employee can be reinstated to on-duty work status. Employees in this situation are subject to random retesting for illegal drugs for a period not to exceed two (2) years from the date of successful completion of the treatment program to ensure continued and complete recovery.

If, during the course of this two (2) year period, the employee tests positive, he/she will be terminated from employment.

- (E) Employees shall use personal leave while participating in an alcohol/drug rehabilitation program. If all accrued leave becomes exhausted, the employee shall be placed on a medical leave of absence without pay.

## **15.6 VOLUNTARY REQUEST FOR TREATMENT**

Employees seeking voluntary treatment for alcohol/drug problems who have not previously tested positive for drug use, who entered an Employee Assistance Program for drug-related problems, or entered an alcohol or drug rehabilitation program, may do so without consequence of disciplinary action or discharge, assuming that they have not been involved in any other aspect covered under Section 15.2.

Employees in this category shall be required to use any and all accrued personal leave to cover absences during treatment. Once accrued leave is exhausted, they shall be placed on a medical leave of absence without pay for the appropriate period of time to be determined as outlined in Section 15.2.

It is to be understood that these employees are expected to successfully complete the treatment program; furnishing proof of successful completion to the Director of Finance and



Administration, and that return to employment is contingent upon medical certification of fitness for duty and random testing for illegal drugs for a period not to exceed two (2) years.

---

The remainder of this page is intentionally left blank.

## SECTION 16.0

### AIDS POLICY

#### 16.1 GENERAL

It is the policy of MetroPlan Orlando that employees with AIDS, ARC, or HIV shall not be excluded from attending to their customary employment as long as such employees are able to perform the essential requirements of the job, with or without a reasonable accommodation, and as long as said employment does not create a substantial risk of harm to the employee or to others.

Any person with AIDS, ARC, or HIV shall have every protection made available to handicapped persons under Section 504, Public Law No. 921-12 of the Rehabilitation Act of 1973.

No person may require an individual to take an HIV-related test as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job.

---

The remainder of this page is intentionally left blank.

## SECTION 17.0

### HARASSMENT/BULLYING

#### 17.1 GENERAL

It is the policy of MetroPlan Orlando that all employees should be able to enjoy a work atmosphere free from any and all forms of discrimination or harassment, including but not limited to race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law. Harassment and/or bullying of employees by other persons (such as vendors, clients, contractors or subcontractors, members of the public, etc.) or vice versa will not be tolerated and should be reported.

Retaliation is a very serious violation of our policy and should be reported immediately to the Director of Finance & Administration, the Executive Director, and your supervisor. There shall be no retaliation taken against any employee who reports harassment or bullying or who participates in an investigation. Anyone who violates this will be subject to disciplinary action, up to and including termination.

Harassment and bullying infringes on an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. No employee (male or female) should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical, from supervisors or coworkers.

Harassment refers to conduct that is offensive to the individual, harms morale, and interferes with the effectiveness of operations. Such conduct is prohibited and includes offensive sexual flirtations, advances, patting, pinching, touching, leering, obscene gestures or propositions, verbal abuse of a sexual nature, explicit or degrading verbal comments about another individual or his or her appearance, race, national origin, age, disability, the telling of sexual jokes, the display of sexually suggestive pictures or objects, or any offensive or abusive physical conduct.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates MetroPlan Orlando's Code of Conduct Policy in Section 7.0.

Other impermissible conduct includes the taking of any personnel actions on the basis of an employee's submission to or refusal of sexual overtures or reporting of other harassing behavior. No employee should so much as imply that an individual's "cooperation" will have any effect on the individual's employment, compensation, advancement, career development, or any other condition of employment.

MetroPlan Orlando will take immediate disciplinary action against any employee engaging in harassment. Such action may include, depending on the circumstances, suspension, demotion, or discharge.

Allegations of harassment involving any employee of MetroPlan Orlando shall be processed and handled in accordance with the following procedure.

#### **INFORMAL PROCEDURE**

The complainant may elect to have the complaint and its disposition handled according to the following procedure:

##### **STEP 1**

The individual alleging harassment will report the incident to the Director of Finance and Administration and will be interviewed to discuss the allegations. If allegations are made to any other person, the matter must be directed immediately to the Director of Finance and Administration by that other person. In the absence of the Director of Finance and Administration, or in the event the Director of Finance and Administration is the alleged harasser, the incident shall be reported to the Executive Director.

##### **STEP 2**

The Director of Finance and Administration shall make the accused aware of the specific nature of the complaint, interview the accused, and interview any other persons the accused may suggest to obtain additional information of the facts surrounding the complaint.

##### **STEP 3**

The Director of Finance and Administration will inquire of the complainant and the accused as to any mutual resolution of the problem, which may be acceptable between the parties at that point. If the parties agree upon an acceptable resolution of the complaint, the matter shall be closed.

##### **STEP 4**

If the parties do not agree on an acceptable resolution of the problem, the complainant shall be advised that further processing of the complaint will require that the complainant file a written complaint and the following formal procedure will be used:

#### **FORMAL PROCEDURE**

##### **STEP 1**

Any employee who believes that he or she is or has been the subject of harassment or any employee who is aware of harassment against a fellow employee and who is unable to reach agreement concerning the resolution of the problem through the informal procedure or who does not elect to utilize the informal procedure may file a written complaint with the Director of Finance and Administration. In the absence of the Director of Finance and Administration, or in the event the Director of Finance and Administration is the alleged harasser, the incident shall be reported to the Executive Director. Upon receipt of the written complaint, the Director of Finance and Administration shall interview the complainant for the purpose of obtaining any additional facts that may be needed to supplement the complaint.

## **STEP 2**

Within two (2) working days after receiving the signed written statement, the alleged harasser will be interviewed by the Director of Finance and Administration, be given a copy of the signed written statement, and informed of the seriousness of the allegations. The Director of Finance and Administration will review with the alleged harasser, MetroPlan Orlando's policy and indicate that a formal charge of harassment has been made. The alleged harasser will then have the opportunity to refute the allegations by responding verbally and in a written statement if he or she has not already done so as part of the informal procedure.

## **STEP 3**

The Director of Finance and Administration will meet with the alleged harasser's Department Director and the Executive Director to discuss the seriousness of the allegations. If the evidence warrants, the alleged harasser will be disciplined according to the procedures as outlined in this Employee Handbook with all due opportunity afforded through the Disciplinary Hearing and Appeal process.

## **STEP 4**

If the allegations prove not to constitute harassment, the alleged harasser will be advised of the decision in writing.

An employee who is found to have knowingly filed a false harassment complaint will be subject not only to disciplinary action by MetroPlan Orlando up to and including discharge, but may also be held personally liable for his or her misconduct through civil action by the injured employee and may be criminally prosecuted under Florida Statutes.

Should it be confirmed that the allegations of harassment are valid, the employee found to have harassed another employee will be subject to any of the disciplinary steps up to and including dismissal.

---

The remainder of this page is intentionally left blank

## SECTION 18.0

### SOLICITATION

#### 18.1 **GENERAL**

In an effort to assure a productive and harmonious work environment, persons not employed by MetroPlan Orlando may not solicit or distribute literature in the workplace at any time for any purpose.

MetroPlan Orlando recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work hours.

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious or political groups
- The sale of goods, services, or subscriptions outside the scope of official Organization business
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action Statements
- Employee Announcements
- Organization Announcements
- Workers' Compensation Insurance Information
- State Disability Insurance/Unemployment
- Insurance Information

If employees have a message of interest to the workplace, they may submit it to the Director of Finance and Administration for approval. The Director of Finance and Administration will post all approved messages.

---

The remainder of this page is intentionally left blank.

## SECTION 19.0

### FAMILY/MEDICAL LEAVE (FML)

#### 19.1 PURPOSE

Eligible employees shall be able to request up to twelve (12) weeks, job-protected leave per year for the following purposes:

- (A) Birth and care of the employee's child. (Includes prenatal medical care necessity).
- (B) Placement of a child with the employee for adoption or foster care. (Includes pre-placement necessity).
- (C) Employee's need to care for child, spouse, registered domestic partner, or parent who has a serious health condition.
- (D) Employee is unable to perform the functions of his/her position because of a serious health condition.

(Note – Adoption/Foster Care does not include voluntary care or informal placement situations between individuals.)

#### 19.1 (A) MILITARY FAMILY LEAVE

- (A) Qualifying Reason for Leave

Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency," as defined by the Secretary of Labor, arising out of the fact that the spouse, registered domestic partner, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

- (B) New Leave Entitlement

An eligible employee who is the spouse, registered domestic partner, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

#### 19.2 DEFINITIONS

For the purpose of this policy, the following definitions shall be applicable for consideration of approval for all requests for leave of this nature.

- (A) Serious Health Condition – Illness, injury, impairment or physical/mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or, continuing medical treatment by a health care provider.

In cases whereby the “serious health condition” involves the employee, such condition must render the employee unable to perform the functions of his/her position.

- (B) Parent – The biological parent of the employee or someone who functioned as a parent to the employee when the employee was a child. This includes in loco parentis situations regardless of whether or not there was an actual “legal” relationship that existed.
- (C) Child – Biological, adopted, or foster child, a step-child, a legal ward, or a child of the employee standing in loco parentis who is under 18 years of age or 18 years of age or older and who is incapable of self-care because of a mental or physical disability.
- (D) Eligible Employees – Employees who have been employed by MetroPlan Orlando for at least 12 months at the time this leave is requested and have worked at least 1,250 hours during the 12-month period preceding the requested leave.

### **19.3 DURATION OF LEAVE**

- (A) The maximum duration of leave entitlement associated with this policy is the equivalent of twelve (12) normal work weeks in any twelve (12) month period measured by the employee’s first day of FMLA leave. Such leave need not be taken in a consecutive 12-week period. Such determinations shall be based upon the specific medical condition applicable.
- (B) Requests for FML which involve serious health conditions requiring intermittent leave or a reduced work schedule may result in the affected employee being temporarily transferred.

Such transfer shall be permitted at the discretion of the affected Department head, as long as such transfer is to a position with equivalent pay and benefits.

- (C) In cases whereby this type of leave involves the birth, adoption, or placement of an employee’s child, such leave shall not be granted unless taken within one (1) year of said birth, adoption, or placement.  
(Note – This restriction is not applicable to “serious health conditions” situations).

### **19.4 EXHAUSTION OF ACCRUED LEAVE**

Employees requesting leave in accordance with this policy will be required to exhaust all accrued leave in conjunction with such requests as follows:

- (A) Serious Health Conditions – Employees will be required to exhaust all accrued personal leave before being placed on a leave without pay status. (This assumes that the serious health condition does not involve the employee directly).



- (B) Birth or Placement of a Child - (which do not involve serious health conditions) –  
Regular full-time employees will be entitled to up to four (4) weeks of paid parental leave immediately following the birth or placement of a child (adoption). Paid parental leave is available for use before any other paid leave types are used (see Section 9.8 for more information). Employees will be required to exhaust all accrued personal leave following the parental leave status before being placed on a leave without pay status for the remainder of FML.
- (C) As specified in Section 19.3, the maximum duration of leave entitlement under this policy is the equivalent of twelve (12) normal work weeks in any twelve (12) month period. The maximum duration shall consist of the total of all accrued leave used as specified above in addition to the time used while on leave without pay status in connection with this type of request.

## **19.5 REQUIRED NOTICE**

In situations whereby leave is requested in accordance with this policy, employees will be required to provide thirty (30) days notice to their Department Director prior to the date the leave is to begin. This notice requirement assumes the need for FML is foreseeable.

If the need for such leave is unforeseeable, notice to the Department Director must be given as soon as practicable, ordinarily within two (2) working days.

## **19.6 SUFFICIENT CERTIFICATION**

- (A) In situations whereby leave is requested under the auspices of this policy which involves "serious health conditions," it is the employee's responsibility to provide sufficient medical certification to MetroPlan Orlando within fifteen (15) calendar days from the date the leave is requested, which specifically addresses all of the following elements:
  - (1) The date on which the serious health condition commenced.
  - (2) The probable duration of the condition.
  - (3) The appropriate medical facts regarding the condition.
  - (4) If applicable, the estimated amount of time that the employee is needed to provide care for the affected child, spouse, registered domestic partner or parent.
  - (5) If applicable, a statement that the employee is unable to perform the functions of the position the employee holds.
  - (6) If non-consecutive (intermittent) leave is applicable, a statement of the dates and/or times when such treatment is expected to be given and the duration of such treatment.

Such certification will be considered confidential in nature. Said certification shall be forwarded to the Director of Finance and Administration immediately

after the Department Director has taken the appropriate action regarding the employee's request.

Such certification may be provided via completion of the Wage & Hour Form (WH-380). These forms are available from the Department of Finance and Administration.

All costs associated with providing the aforementioned certification to MetroPlan Orlando shall be borne entirely by the employee requesting this type of leave.

- (B) In cases whereby MetroPlan Orlando has reason to doubt the validity of the aforementioned certification, MetroPlan Orlando shall, at its discretion, reserve the right to pursue and to obtain a second opinion. Such second opinion shall be pursued, at MetroPlan Orlando's expense, through an appropriately licensed physician of its choice.

If such second opinion differs from the initial opinion, MetroPlan Orlando may, at its discretion and expense, require a third opinion. This third opinion will be pursued through an appropriately licensed physician jointly approved by both MetroPlan Orlando and the employee involved. The result of this third opinion shall be considered binding and final in terms of its conclusion on both the employee and MetroPlan Orlando.

- (C) MetroPlan Orlando reserves the right to require that the employee obtain subsequent recertification on a reasonable basis at employee expense.
- (D) In situations whereby the serious health condition involves the employee personally, it is the employee's responsibility to provide adequate medical certification as to fitness at the time the employee returns to work.
- (E) Certification for situations which do not involve serious health conditions (i.e., birth, adoption, or placement) will require appropriate documentation of same. Such certifications may include, but not be limited to, providing a copy of birth records, adoption records, etc., as appropriate.
- (F) In cases where both spouses or registered domestic partners are employed by MetroPlan Orlando, leave taken in conjunction with this policy which involves birth, placement (adoption), or foster care, shall be limited to an aggregate total which equates to a total of twelve (12) normal work weeks during any twelve (12) month period.

## **19.7 HEALTH INSURANCE BENEFITS**

During the period of FML associated with this policy, MetroPlan Orlando shall maintain the employee's MetroPlan Orlando paid health, dental, life, and disability insurance premiums benefits just as if no such leave had taken place.

This applies regardless of whether or not such leave is on a paid or unpaid basis and such maintenance shall be applicable up to the twelve (12) normal work week maximum duration as specified in this policy.

In the event that an employee fails to return to work after the approved period of eligible leave has expired, MetroPlan Orlando may seek to recover any and all premiums paid by MetroPlan Orlando for maintaining the employee's company paid insurance premiums and benefits while the employee was in an unpaid status. Such recovery will not be sought in situations whereby the employee's failure to return to work was as a result in the continuance, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

## **19.8 OTHER BENEFITS**

- (A) It shall be the employee's responsibility to make payment to MetroPlan Orlando as appropriate for any and all optional/supplemental and or dependent health, dental, life, and disability insurance premiums not considered to be employer-paid.
- (B) Employees must make arrangements with the Department of Finance and Administration prior to taking leave associated with this policy in order to ensure uninterrupted benefit coverage of non-employer-paid benefits. All applicable premium payments (non-employer-paid) shall be due within thirty (30) calendar days from the first working day of the month which necessitates such payment. Failure to do so will jeopardize continued coverage.
- (C) Retirement/Pension – Leave taken under the provisions of this section shall not constitute a breach of service for retirement or pension purposes.
- (D) Employees shall not be entitled to the continuation or accrual of other benefits such as personal leave, holidays, etc., for any pay period in which they are totally on leave without pay status. Leave accrues on paid time only.

## **19.9 RESTORATION TO POSITION**

Upon return to work after the approved period of leave has expired, an employee shall be entitled to restoration to:

- (A) The position of employment held by the employee when the leave commenced; or
- (B) An equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Restoration does not imply favored status (i.e., more rights, benefits, or employment beyond which the employee was previously entitled).

## **19.10 PAYROLL REPORTING**

All leave taken by employees as a result of the provisions of this policy shall be annotated as appropriate on the applicable payroll reporting sheets. Department Directors are responsible for ensuring that such documentation is accomplished.

In addition, Department Directors are responsible for the timely submission of the "Change in Status" form should such leave result in leave without pay status.

#### **19.11 SHORT-TERM DISABILITY (STD) AND FAMILY MEDICAL LEAVE FOR AN EMPLOYEE'S SERIOUS HEALTH CONDITION**

- (A) When an employee becomes disabled due to a serious health condition that makes the employee unable to perform the essential functions of his or her job as described by the Family Medical Leave Act (FMLA), the employee shall take FML concurrently with STD.
- (B) An employee is considered to be on short-term disability, once it has been approved by the provider. The 179 days of STD includes both the period before benefits are received (i.e., benefit waiting period) and while STD benefits are paid to the employee.
- (C) Any leave time that the employee has accumulated shall be used simultaneously with FML and STD.
- (D) If after the required twelve (12) weeks of FML has passed and the employee has not recovered and remains on STD, MetroPlan Orlando may, at its sole discretion, continue to pay the employer portion of premiums of all insurances just as if the employee were still protected by the FMLA.
- (E) MetroPlan Orlando, at its sole discretion, may disallow the continuation of benefits after the required FML if it deems that the employee will not return to active duty after the STD has passed or if the unfilled position causes an undue burden to MetroPlan Orlando.
- (F) The same insurance coverage level shall be maintained during STD as was in place when the employee became disabled. It is the employee's responsibility to provide his/her share of the premium during STD just as if they were still working.
- (G) While on STD, unless evidence to the contrary, it is presumed the employee may return to work at the end of the disability leave. Should the employee transition to LTD, it shall be presumed the employee is not returning to work and termination procedures shall proceed.
- (H) STD is an employee benefit and does not apply to dependents.

The remainder of this page is intentionally left blank.

## SECTION 20.0

### OVERVIEW OF TRAVEL POLICIES AND PROCEDURES

#### 20.1 TRAVEL AND TRAINING REGULATIONS

MetroPlan Orlando's travel policy applies to all board members, appointed officials, advisory board members, employees, interns, and other authorized officials traveling on official business paid for by MetroPlan Orlando. This summary provides general information on travel policies regarding MetroPlan Orlando staff members. Please refer to the most up to date travel policy for more detailed information.

All travel covered by the travel policy must be for the direct benefit of MetroPlan Orlando. A direct benefit to the Organization will promote the purposes of the Organization or will provide for training opportunities through continuing professional education; new technological and management training; or represent the interest of the Organization at Board and committee meetings of an organization in which the traveler was authorized to hold an office. Accordingly, all employees are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies.

The Board Chairperson, or Vice Chair in his/her absence, must authorize travel of the Executive Director. The authorizing official for each employee traveling for the benefit of MetroPlan Orlando shall be the Executive Director. All travel shall be authorized in advance by the appropriate authority. The number of individuals traveling to any one event shall be monitored and limited to provide for sufficient coverage of the event while maintaining continuing educational opportunities for staff and for benefit of the Organization.

Out of state conferences – Attendance at an out of state conference will be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. An exception can be made for a second (2) staff member to attend if they are part of a committee, panel, or presentation. Out of state conferences will not be used for certification maintenance only. Department directors may also consider seniority and request dates in their decision.

In state conferences - Attendance at an in state conference may or may not be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation; who has not attended a conference in the fiscal year; and/or needs continuing professional education to maintain certification. Department directors may also consider seniority and request date in their decision.

It is strongly encouraged that continuing professional education for certification maintenance be satisfied with local events and trainings.

REFERENCES: FS 112.061, FS 163.01

EFFECTIVE DATE: This procedure effective September ~~138~~, 202~~31~~.

The remainder of this page is intentionally left blank.



## **Board Action Fact Sheet**

**Meeting Date:** Sept. 13, 2023

**Agenda Item:** IX.G. (Tab 1)

**Roll Call Vote:** No

<b>Action Requested:</b>	Approval is requested to make a contribution of \$100,000 to Bike/Walk Central Florida to assist with funding the Best Foot Forward pedestrian and bicycle safety program over the next year.
<b>Reason:</b>	Pedestrian and bicycle crashes continue to be a serious problem in Central Florida. Public education and enforcement are key elements in bringing about a change in behavior. The Best Foot Forward program, which is done in cooperation with law enforcement agencies, helps to address this need.
<b>Summary/Key Information:</b>	<p>MetroPlan Orlando has provided financial support to Bike/Walk Central Florida for a number of years, along with other agencies and local governments.</p> <p>The “Dangerous by Design” report continues to show the Orlando metropolitan area among the most dangerous in the nation for pedestrians and bicycle users.</p> <p>The Board added a fifth emphasis area to our work program in February 2019. One of these was to improve pedestrian and bicycle safety. The Best Foot Forward program is an important component for this effort.</p>
<b>MetroPlan Budget Impact:</b>	\$100,000. Funds are available in our FY2024 budget to cover this expense.
<b>Local Funding Impact:</b>	None
<b>Committee Action:</b>	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
<b>Staff Recommendation:</b>	Approval
<b>Supporting Information:</b>	Information on Bike/Walk Central Florida can be found at: <a href="http://www.bikewalkcentralflorida.org">www.bikewalkcentralflorida.org</a>

## Declaring October 15, 2023 as “Blind Americans Equality Day” in the Orlando Metropolitan Area

**Whereas**, by joint resolution approved on October 6, 1964 (Public Law 88-628, as amended), Congress designated October 15 of each year as “White Cane Safety Day” to recognize the contributions of Americans who are blind or have impaired vision; and

**Whereas**, it is important that all residents in the Orlando Metropolitan Area that are blind or visually impaired have the opportunity to live active, independent lives; and

**Whereas**, approximately 32,000 residents in Central Florida are blind or visually impaired; and

**Whereas**, for Floridians who are blind or visually impaired, the white cane is an important tool for self-reliance and full participation and inclusion in our society; and

**Whereas**, the use of white canes, dog guides, and public and private transportation programs has ensured Floridians who are blind or visually impaired can travel efficiently and safely, breaking down barriers to success and independence; and

**Whereas**, in 2011 “White Cane Safety Day” was renamed “Blind Americans Equality Day” by President Barack Obama; and

**Whereas**, this proclamation calls upon public officials, business and community leaders, educators, librarians, and Americans across the country to observe this day with appropriate ceremonies, activities, and programs to celebrate and recognize the accomplishments and contributions of blind and visually impaired Americans; and

**Whereas**, we recommit to forging ahead with the work of perfecting our Union and ensuring we remain a Nation where all our people, including those living with disabilities, have every opportunity to achieve their dreams.

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that October 15, 2023 is designated as

**“Blind Americans Equality Day”**

## CERTIFICATE

The undersigned, duly qualified serving in the role as chairperson of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

---

Honorable Mayra Uribe, Chairperson

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:  
13<sup>th</sup> day of September 2023.**

ATTEST:

---

Lisa Smith  
Sr. Board Services Coordinator & Recording Secretary





## **Board Action Fact Sheet**

**Meeting Date:** September 13, 2023

**Agenda Item:** IX.I (Tab 1)

**Roll Call Vote:** No

**Action Requested:** Approval to transfer the Legal Services contract with Mateer Harbert to Dinsmore Shohl, LLP.

**Reason:** Merger of the two firms was finalized August 1, 2023.

**Summary/Key Information:** The MetroPlan Orlando Board approved a new two year agreement with Mateer Harbert on February 8, 2023. The term of the Agreement is from March 19, 2023 through March 19, 2025. The Agreement included an increase in the hourly rate for partners & associates and maintained the existing rate for paralegals & clerks. Those rates are \$325 and \$100 per hour, respectively. The rates will be honored by Dinsmore Shohl through the term of the current agreement.

**MetroPlan Budget Impact:** MetroPlan Orlando has funds budgeted to continue this work.

**Local Funding Impact:** None

**Committee Action:**

CAC:	N/A
TSMO:	N/A
TAC:	N/A
MAC:	N/A

**Staff Recommendation:** Recommends approval

**Supporting Information:** None

**TAB 2**





## **Board Action Fact Sheet**

**Meeting Date:** September 13, 2023

**Agenda Item:** X.A (Tab 2)

**Roll Call Vote:** Yes

**Action Requested:** FDOT requests approval of an amendment to the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP).

**Reason:** Incorporating a new Complete Streets project into the TIP that received funding through a federal discretionary grant.

**Summary/Key Information:** Items of particular significance for our Committees and the Board are as follows:

- FM #453340-1: 10<sup>th</sup> Street Complete Streets Project – This amendment adds a new project with a PD&E phase in FY 2024 which is funded through a federal discretionary (RAISE) grant awarded to the City of St. Cloud as the direct recipient.

**MetroPlan Budget Impact:** None

**Local Funding Impact:** None

**Committee Action:**

CAC:	To be taken up on August 23, 2023
TSMO:	To be taken up on August 25, 2023
TAC:	To be taken up on August 25, 2023
MAC:	To be taken up on September 7, 2023

**Staff Recommendation:** Recommends approval

**Supporting Information:** The following documents are provided at Tab 2:

- FDOT letter dated August 7, 2023
- Proposed Board Resolution No. 23-08



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

August 7, 2023

MetroPlan Orlando  
ATTN: Mr. Gary Huttman, Executive Director  
250 South Orange Ave., Suite 200  
Orlando, FL 32801

### **RE: Request to Revise Fiscal Year (FY) 2023/24-2027/28 Transportation Improvement Program (TIP)**

Dear Mr. Huttman:

Florida Department of Transportation requests MetroPlan Orlando revise the FY 2023/24-2027/28 TIP to reflect project changes as described below.

Projects #437472-3, 443395-2, 444681-2, 444785-1, 446903-2, 447388-2, and 451987-2 are LAP projects that will be produced by local agencies. Each of the managing agencies of these projects have opted to the District's contract for CEI services and in one case design services. Funds have been moved from other project segments (ex.; -1 to -2) to allow for this provision, which creates the need to revise to the TIP. This can be accomplished through a modification to the document. Total project cost and funding remains the same on the projects.

Please use the information below to modify the TIP accordingly:

FM#	Project Description	Project Limits	Length	Phase	Fund Source	Amount	FY
437472-3	Connect Kissimmee Complete Streets	N/A	N/A	CST	SU	\$577,000	2024
443395-2	Aloma & Hungerford Elementary	N/A	N/A	CST	SR2T	\$60,379	2024

	School Sidewalk Gaps SRTS						
444681-2	Longwood South Pedestrian	W of SR 434 to N of Ronald Regan CR 427	N/A	CST	TALU	\$20,000	2024
444785-1	St Cloud Sidewalks (Delaware Ave, Vermont Ave, Columbia Ave)	N/A	N/A	CST	TALU	\$62,720	2024
446903-2	East Church Ave	North Ronald Regan to US 17/92	N/A	PE	SU	\$428,490	2024
447388-2	UPS Expansion Phase 1	N/A	N/A	CST	SU	\$70,100	2024
451987-2	Town of Windermere Safe Route to School Project Phase 1	N/A	N/A	CST	CD22	\$120,000	2024

Project #453340-1 has been programmed as a new project with a PD&E phase which requires a formal amendment to the TIP. The project is funded through a RAISE grant awarded to the City of St. Cloud as the direct recipient.

Please use the information below to amend the TIP accordingly:

FM#	Project Description	Project Limits	Length	Phase	Fund Source	Amount	FY
453340-1	10 <sup>th</sup> Street Complete Streets Project Phase 1	N/A	N/A	PD&E	TIGR	\$1,200,000	2024

As always, feel free to contact the Liaison Group at [D5-MPOLiaisons@dot.state.fl.us](mailto:D5-MPOLiaisons@dot.state.fl.us) if you would like to discuss further.

Sincerely,

DocuSigned by:



9DBC1D0E3EB04EE...

Jonathan Scarfe

MPO Liaison Administrator

FDOT

c: Kellie Smith, FDOT  
Melissa McKinney, FDOT  
FDOT D5 MPO Liaisons  
FDOT D5 Work Program

## Amendment to the FY 2023/24 – 2027/28 Transportation Improvement Program

**WHEREAS**, the Orlando Urbanized Area Metropolitan Planning Organization (MPO), d.b.a MetroPlan Orlando, is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Orlando Urbanized Area, including the Transportation Improvement Program; and

**WHEREAS**, the Florida Department of Transportation (FDOT) is requesting to amend the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

**WHEREAS**, the requesting amendments are described as follows:

- FM #453340-1: 10<sup>th</sup> Street Complete Streets Project Phase 1 – Funding consists of \$1,200,000 in TIGR funds for PD&E in FY 2023/24; and

**WHEREAS**, the requested amendments described above are consistent with MetroPlan Orlando's project priorities and currently adopted Long Range Transportation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that the Florida Department of Transportation's amendment to the FY 2023/24 – FY 2027/28 TIP be approved as requested.

### CERTIFICATE

The undersigned, duly qualified serving in the role as chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

\_\_\_\_\_  
Commissioner Mayra Uribe, Chair

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:  
13<sup>th</sup> day of September 2023**

ATTEST:

\_\_\_\_\_  
Lisa Smith  
Sr. Board Services Coordinator & Recording Secretary

**TAB 3**







## **Board Action Fact Sheet**

**Meeting Date:** September 13, 2023

**Agenda Item:** X.B (Tab 3)

**Roll Call Vote:** Yes

**Action Requested:** FDOT requests approval of an amendment to the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP) to include projects with funds rolling forward into FY 2023/24.

**Reason:** This request is being made to ensure that the projects shown in the TIP are consistent with the projects shown in FDOT's Five Year Work Program.

**Summary/Key Information:** Items of particular significance for our Committees and the Board are as follows:

- This amendment is a routine procedure that is done every year.
- The projects shown in the attached FDOT Roll Forward Report (*which includes SunRail projects on a separate page*) had funds originally programmed in a prior year and were therefore not included in FDOT's FY 2023/24 – FY 2027/28 Adopted Five-Year Work Program (April 2023) that was used to develop the TIP adopted by the Board on July 12<sup>th</sup>.
- The funding for these projects was not previously committed and is now being automatically rolled forward to FY 2023/24 in FDOT's Adopted FY 2023/24 – FY 2027/28 Five-Year Work Program.
- This amendment adds the funds rolling forward into the FY 2023/24 – FY 2027/28 TIP so the TIP is consistent with the Five-Year Work Program.
- This amendment does **not** affect the cost or schedule for the projects included in the Roll Forward Report.

**MetroPlan Budget Impact:** None

**Local Funding Impact:** None

**Committee Action:**

CAC:	To be taken up on August 23, 2023
TSMO:	To be taken up on August 25, 2023
TAC:	To be taken up on August 25, 2023
MAC:	To be taken up on September 7, 2023

**Staff Recommendation:** Recommends approval

**Supporting Information:** The following documents are provided at Tab 3:

- FDOT letter and Roll Forward Report dated July 5, 2023 (\*Link to review FDOT Roll Forward Report & SunRail Roll Forward Report [Sunrail & FDOT Roll Forward Report FY 2024 - 2028](#))
- Proposed Board Resolution No. 23-09

## Amendment to the FY 2023/24 – 2027/28 Transportation Improvement Program

**WHEREAS**, the Orlando Urbanized Area Metropolitan Planning Organization (MPO), d.b.a MetroPlan Orlando, is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Orlando Urbanized Area, including the Transportation Improvement Program; and

**WHEREAS**, the Florida Department of Transportation (FDOT) is requesting to amend the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

**WHEREAS**, the requesting amendments are described as follows:

- Incorporating projects with funding that rolled forward from a prior year into the FY 2023/24 – FY 2027/28 TIP, as described in the attached information, to ensure that the TIP is consistent with FDOT's FY 2023/24 – FY 2027/28 Adopted Five Year Work Program; and

**WHEREAS**, the requested amendments described above are consistent with MetroPlan Orlando's project priorities and currently adopted Long Range Transportation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that the Florida Department of Transportation's amendment to the FY 2023/24 – FY 2027/28 TIP be approved as requested.

### CERTIFICATE

The undersigned, duly qualified serving in the role as chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

---

Commissioner Mayra Uribe, Chair

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:  
13<sup>th</sup> day of September 2023**

ATTEST:

---

Lisa Smith  
Sr. Board Services Coordinator & Recording Secretary



**TAB 4**





## **Board Action Fact Sheet**

**Meeting Date:** September 13, 2023

**Agenda Item:** X.C. (Tab 4)

**Roll Call Vote:** No

**Action Requested:** Approval of MPO Membership Apportionment Plan

**Reason:** Required by State and Federal Law. Must be submitted to FDOT by November 14, 2023.

**Summary/Key Information:** Action is requested to approve the MPO Membership Apportionment Plan. The Executive Committee met in-person on August 15, 2023. During this meeting, members considered alternative membership scenarios and recommended the apportionment methodology below:

- Update board voting seats based on federal requirement to include cities with population greater than 50,000 (2020 Census); and/or the two (2) largest cities by population in each county within the Metropolitan Planning Area.
- Update board voting seats based on jurisdictional population growth (1 voting seat / 150,000 population).
- Maintain one (1) voting seat for the Municipal Advisory Committee (MAC).
- Maintain four (4) voting seats for operating agencies: LYNX/SunRail, Central Florida Expressway Authority (CFX), Greater Orlando Aviation Authority (GOAA), and Sanford Aviation Authority.

The apportionment method resulted in two (2) new voting seats:

- One (1) new seat for City of St. Cloud.
- One (1) new seat for Orange County.

The proposed MetroPlan Orlando Board membership in this apportionment plan is 22 voting members and 5 non-voting advisors.

**MetroPlan Budget Impact:** None

**Local Funding Impact:** None

**Committee Action:**

CAC:	N/A
TSMO:	N/A
TAC:	N/A
MAC:	N/A

**Staff Recommendation:** Recommends approval

**Supporting Information:**

- 1) Board Resolution #23-13
- 2) MPO Membership Apportionment Plan



metroplan orlando  
*A REGIONAL TRANSPORTATION PARTNERSHIP*

# MPO Membership Apportionment Plan 2023

Draft

To be presented to the MetroPlan Orlando  
Board for approval on September 13, 2023

250 South Orange Ave, Suite 200 | Orlando, Florida 32801

[www.MetroPlanOrlando.gov](http://www.MetroPlanOrlando.gov) | (407) 481-5672

# Contents

Adopting Resolution.....3

Introduction .....4

Metropolitan Planning Area Boundary.....4

MPO Population.....4

Current and Proposed MPO Membership.....6

# Figures

Figure 1 | MetroPlan Orlando – Metropolitan Planning Area Boundary Map.....5

# Tables

Table 1 | MetroPlan Orlando – Comparison of Population (2010 – 2020) .....4

Table 2 | MetroPlan Orlando – Current & Proposed MPO Membership.....7

Legal Information

The preparation of this document has been financed in part through grants from the Federal Highway Administration and U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

MetroPlan Orlando is not liable for any direct, indirect, special, incidental, or consequential damages (such as, but not limited to, damages of loss of profits, business savings or data) related to the use of this document or information produced as a result of this document or its interpretation. This information is publicly available and is provided with no warranty or promises of any kind whatsoever, express or implied, including warranties for merchantability or fitness for a particular purpose. While every effort is made to confirm the accuracy of the information provided within this document and any analytical methods used to develop the information, no assurance of accuracy can be or is given. By using this document and the information in any way, the User is acknowledging this limitation, and is agreeing to use the document and the information therein at their own risk.

# Adopting Resolution



**Resolution No. 23-13**

## **Resolution of the MetroPlan Orlando Board Supporting the Adoption of the MPO Membership Apportionment Plan**

**WHEREAS**, the MetroPlan Orlando is the agency designated to conduct a continuing, coordinated, and comprehensive transportation planning process in Orange, Osceola, and Seminole Counties, Florida; and

**WHEREAS**, Section 134 Title 23 of the United States Code requires the designation of MPOs in urban areas, as defined by the United States Census Bureau; and

**WHEREAS**, Section 134 of Title 23 of the United State Code sets forth membership requirements for MPOs designated for transportation management areas with a population of 200,000 or more residents; and

**WHEREAS**, MetroPlan Orlando met on September 13, 2023 to review its voting composition and agreed on the composition presented herein; and

**WHEREAS**, Section 339.175(4)(a), Florida Statutes, requires the Governor to review the composition of the Metropolitan Planning Organizations membership in conjunction with the decennial census.

**NOW, THEREFORE, BE IT RESOLVED**, that MetroPlan Orlando approves the submittal of a MPO Membership Apportionment Plan to the Governor's Office.

### **CERTIFICATE**

The undersigned, duly qualified serving in the role as chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

\_\_\_\_\_  
Commissioner Mayra Uribe, Chairperson

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:  
Wednesday, September 13, 2023**

**ATTEST:**

\_\_\_\_\_  
Lisa Smith  
Sr. Board Services Coordinator & Recording Secretary



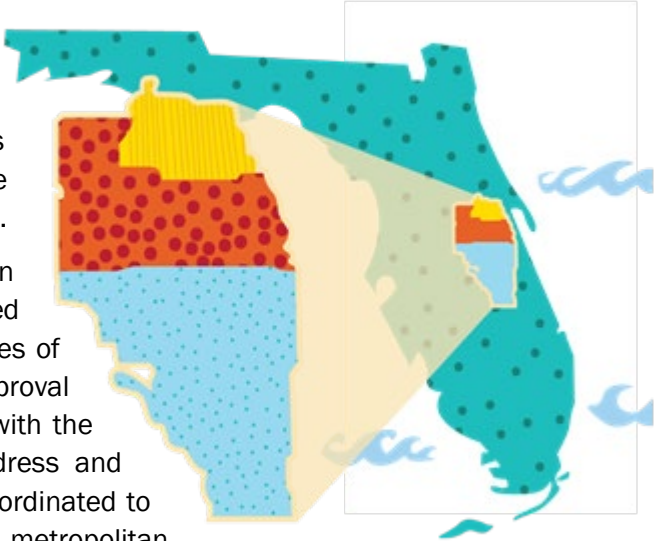
# Introduction

Federal laws and regulations require metropolitan planning organizations (MPOs) to be designated for each urban area with a population greater than 50,000 people [23 CFR 450.310(a), 23 USC 134(d)]. This designation is accomplished by agreement between the Governor and the affected units of local government. The federal rules allow the states and units of local government to largely determine the specific composition of the MPOs. In Florida, Section 339.175, Florida Statutes, provides the requirements for MPO membership composition and apportionment of the voting membership. Pursuant to these state and federal rules, the Orlando Urban Area Metropolitan Planning Organization was formally created in 1977. In August 1997, the MPO changed its name to MetroPlan Orlando.

## Metropolitan Planning Area Boundary

The boundaries of the metropolitan planning area are determined by agreement between the MPO and the Governor and, at minimum, encompass the entire existing urban area (as defined by the Census Bureau) plus the contiguous area expected to become urban within a 20-year forecast period (23 CFR 450.312).

MetroPlan Orlando’s metropolitan planning area includes Orange, Seminole, and Osceola counties in Florida. Landlocked, located in Central Florida, the planning area consists of three (3) charter counties and 22 incorporated cities and towns. The planning area is approximately 2,855 square miles with 30% designated as Urban by the U.S. Census Bureau.



A map of the MPO’s planning area boundary is provided in **Figure 1** on the following page. The map also identifies shared urban areas which cross metropolitan planning area boundaries of neighboring MPOs. In these instances, following this Plan’s approval by the Governor, MetroPlan Orlando will update agreements with the Central Florida MPO Alliance and surrounding MPOs to address and describe how the transportation planning processes will be coordinated to ensure the development of consistent plans across the metropolitan planning area boundaries, particularly in cases in which a proposed transportation investment extends across the boundaries of more than one metropolitan planning area. The planning processes will reflect coordinated data collection, analysis, and planning assumptions across metropolitan planning area boundaries.

## MPO Population

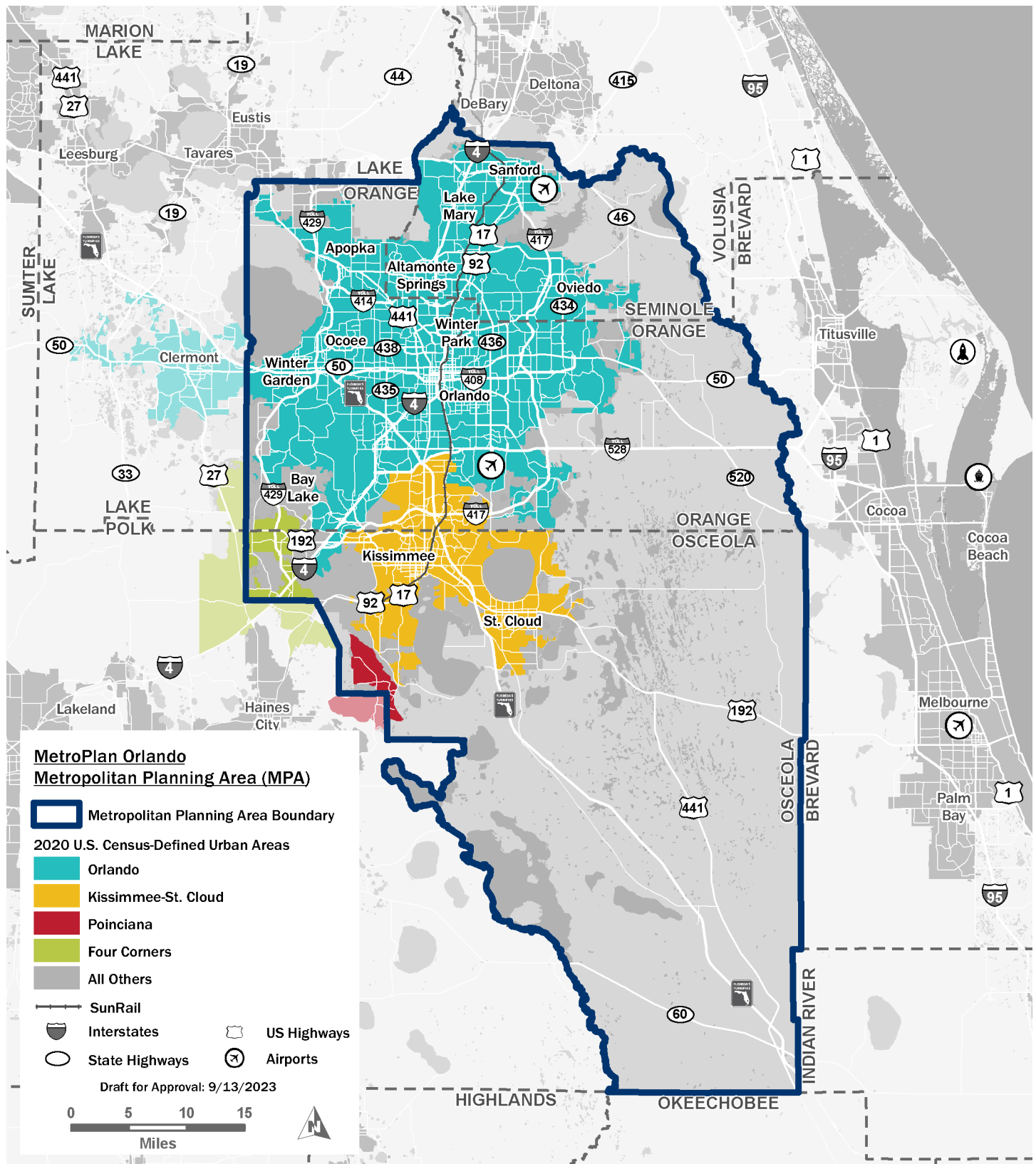
**Table 1** displays the change in population in the MetroPlan Orlando area which includes Orange, Osceola, and Seminole Counties. Between the 2010 Census and the 2020 Census, the 3-county area population increased by 24.6% (or 452,061 individuals).

Table 1 | MetroPlan Orlando – Comparison of Population (2010 – 2020)

MPA Area (Orange, Osceola, Seminole Counties, Florida)	2010 Population	2020 Population	Population Change	Percent Change
Total	1,837,359	2,289,420	+ 452,061	+ 24.6 %

Source: U.S. Census Bureau / FDOT, 2023

Figure 1 | MetroPlan Orlando – Metropolitan Planning Area Boundary Map



Source: U.S. Census Bureau / MetroPlan Orlando, 2023

# Current and Proposed MPO Membership

The MetroPlan Orlando Board is currently comprised of 20 voting members and five (5) non-voting advisors, as shown in **Table 2**, representing eight (8) local governments, the Municipal Advisory Committee, and representatives from LYNX/SunRail, Greater Orlando Aviation Authority (GOAA), Sanford Airport Authority, and Central Florida Expressway Authority (CFX). Currently the board's non-voting advisors include representatives from FDOT District 5, Kissimmee Gateway Airport, and MetroPlan Orlando's Community (CAC), Technical (TAC), and Transportation Systems Management & Operations (TSMO) Advisory Committees. The composition of the MetroPlan Orlando Board was agreed to by the MPO members in a membership Apportionment Plan approved by the Governor in 2013.

## Apportionment Methodology and Changes

The following process was followed in reconsidering and updating the MPO's Board Membership:

- MetroPlan Orlando staff provided a presentation at the April 14, 2023 Central Florida MPO Alliance meeting; content included information on 2020 Census impacts on urbanized and transportation management areas.
- MetroPlan Orlando staff provided a presentation at the May 10, 2023 MPO Board Meeting; content included information on federal/state law, timeline, and key aspects of re-apportionment. During this meeting, the Board recommended convening the MPO's Executive Committee to further discuss and make a proposal to the Board.
- In preparation for the Executive Committee meeting, MetroPlan Orlando staff provided informational materials to Executive Committee members and their staffs pertaining to federal and state guidance on MPO Apportionment and prepared a preliminary set of plausible alternative voting membership scenarios based on statutory requirements with consideration to regional population growth and historic partnerships.
- MetroPlan Orlando's Executive Committee met in-person on August 15, 2023. During this meeting, members considered alternative membership scenarios and recommended the apportionment methodology below.

### APPORTIONMENT METHOD

- Update board voting seats based on federal requirement to include cities with population greater than 50,000 (per 2020 Census); and/or the two (2) largest cities by population in each county within the Metropolitan Planning Area.
- Update board voting seats based on jurisdictional population growth (1 voting seat / 150,000 population).
- Maintain one (1) voting seat for the Municipal Advisory Committee (MAC).
- Maintain four (4) voting seats for operating agencies: LYNX/SunRail, Central Florida Expressway Authority (CFX), Greater Orlando Aviation Authority (GOAA), and Sanford Aviation Authority.

### CHANGES IN MPO BOARD MEMBERSHIP

The apportionment method described above resulted in two (2) new voting seats:

- One (1) new seat for City of St. Cloud
- One (1) new seat for Orange County

The proposed MetroPlan Orlando Board membership in this apportionment plan is 22 voting members and 5 non-voting advisors (see Table 2 on following page).

**Table 2 | MetroPlan Orlando – Current & Proposed MPO Membership**

Jurisdiction / Agency	Current Membership			Proposed Membership		
	Number of Voting Members	Number of Non-Voting Advisors	Percent of Total Votes	Number of Voting Members	Number of Non-Voting Advisors	Percent of Total Votes
Orange County	6	-	30 %	7	-	31.82 %
City of Orlando	2	-	10 %	2	-	9.09 %
City of Apopka	1	-	5 %	1	-	4.55 %
Seminole County	2	-	10 %	2	-	9.09 %
City of Sanford	1	-	5 %	1	-	4.55 %
City of Altamonte Springs	1	-	5 %	1	-	4.55 %
Osceola County	1	-	5 %	1	-	4.55 %
City of Kissimmee	1	-	5 %	1	-	4.55 %
City of St. Cloud	-	-	-	1	-	4.55 %
MAC Chair	1	-	5 %	1	-	4.55 %
LYNX (CFRTA)	1	-	5 %	1	-	4.55 %
Greater Orlando Aviation Authority (GOAA)	1	-	5 %	1	-	4.55 %
Sanford Airport Authority	1	-	5 %	1	-	4.55 %
Central Florida Expressway Authority (CFX)	1	-	5 %	1	-	4.55 %
Kissimmee Gateway Airport	-	1	-	-	1	-
CAC Chair	-	1	-	-	1	-
TAC Chair	-	1	-	-	1	-
TSMO Chair	-	1	-	-	1	-
FDOT D5 Secretary	-	1	-	-	1	-
<b>Total</b>	<b>20</b>	<b>5</b>	<b>100 %</b>	<b>22</b>	<b>5</b>	<b>100 %</b>

Source: MetroPlan Orlando

Note: Voting membership shall consist of at least five (5) but not more than 25 members, as defined in Florida Statute 339.175(3)(a).

**250 South Orange Avenue, Suite 200**

**Orlando, Florida 32801**

**(407) 481-5672**

**[www.MetroPlanOrlando.gov](http://www.MetroPlanOrlando.gov)**



**TAB 5**





**Summary of Proposed Changes to Internal Operating Procedures  
As of August 29, 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 22; contingent upon apportionment decisions</li> <li>• Office of Mayor no longer specified.</li> <li>• Orange County increased from 6 to 7. (Apportionment Scenario B.2)</li> <li>• City of St. Cloud added (Apportionment Scenario B.2)</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 <u>22</u> members who are representatives of: <ul style="list-style-type: none"> <li>• Orange County BCC (7)</li> <li>• Osceola County BCC (1)</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>• Seminole County BCC (2)</li> <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>• City of St. Cloud (1) – <i>NEW</i></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	<p><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></p>
<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.</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, <del>office at the first scheduled meeting of the new calendar year,</del></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 shall begin with the current Chairperson accepting nominations for the office of incoming Chairperson.</u></li> <li>• <u>When nominations are complete, the Chairperson shall 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 shall 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, shall 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 <b>20</b> to <b>22</b> ;
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 <b>University of Florida Bureau of Economic and Business Research (BEBR)</b>
Throughout	Replace Reedy Creek Improvement District with <b>Central Florida Tourism Oversight 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 1041-1051 No significant change	<b>Process for Approval of Emergency Amendments</b>  <i>Note: A proposed change to expand the authority of the Chairperson to address time-sensitive items requiring Board approval that may be needed in between board meetings was presented to the Executive Committee. We have since received a determination from FHWA and therefore withdrawn the proposed change. <u>The language has been reverted to the previously outlined process and is only applicable to TIP amendments.</u></i>
<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.

NOTE: The page numbers are subject to change upon approval and once all revisions are accepted in the document.



**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~~22 members who are representatives of:~~

- Orange County BCC (67)
- 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.

208  
209 (e) In the absence of all three board officers, the Immediate-Past Chairperson  
210 may preside over the meeting where a quorum is established. A temporary  
211 chairperson may also be elected by majority vote at said meeting to serve as  
212 Chairperson for the purpose of conducting the business of the MetroPlan  
213 Orlando Board.

214  
215 **(2) Board Officer Elections**

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

221  
222 (2) Each officer shall be from a different local government or transportation  
223 agency.

224  
225 (3) Each member so elected shall serve for one (1) year or until he/she is  
226 reelected or until his/her successor is elected. The Chairperson, Vice  
227 Chairperson and Secretary-Treasurer's terms of office shall be limited to two  
228 (2) consecutive one (1) year terms and neither shall be eligible again until  
229 two (2) additional years have elapsed, nor shall either be succeeded by a  
230 member from the same local government or agency for his/her respective  
231 office.

232  
233 (4) The Chairperson of the MetroPlan Orlando board shall preside over and  
234 facilitate the election of officers for the ensuing year.

235 (5) The newly elected officers shall be declared installed and shall assume the  
236 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 shall begin with the current Chairperson accepting nominations for the office of incoming Chairperson.
- When nominations are complete, the Chairperson shall 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 shall 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, shall 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.

## 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)~~ **22** 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.

359 (d) Local jurisdictions with population less than 5,000 shall  
 360 be allocated one (1) non-voting seat each.

361 (e) Local transportation agencies/authorities and school  
 362 districts shall be allocated one (1) vote each.

363

364 (3) The voting representation is three (3) voting representatives from  
 365 each of the following:

366 (a) Orange County  
 367 (b) Osceola County  
 368 (c) Seminole County  
 369 (d) City of Orlando

370

371 (4) The voting representation is two (2) voting representatives from  
 372 each of the following:

373 (a) City of Kissimmee  
 374 (b) City of Sanford

375

376 (5) The voting representation is one (1) voting representative from  
 377 each of the following:

378 (a) City of Altamonte Springs  
 379 (b) City of Apopka  
 380 (c) City of Belle Isle  
 381 (d) City of Casselberry  
 382 (e) City of Lake Mary  
 383 (f) City of Longwood  
 384 (g) City of Maitland  
 385 (h) City of Ocoee  
 386 (i) City of Oviedo  
 387 (j) City of St. Cloud  
 388 (k) City of Winter Garden  
 389 (l) City of Winter Park  
 390 (m) City of Winter Springs

391

392 (6) The non-voting representation is one (1) from each of the  
 393 following:

394 (a) Town of Eatonville  
 395 (b) City of Edgewood  
 396 (c) Town of Oakland  
 397 (d) Town of Windermere

398

(7) The voting representation is one (1) voting representative from each of the following transportation agencies/authorities and school districts:

(a) Central Florida Regional Transportation Authority/LYNX

(b) East Central Florida Regional Planning Council

(c) Greater Orlando Aviation Authority

(d) Kissimmee Gateway Airport

(e) Central Florida Expressway Authority

~~(f) Reedy Creek Improvement District Central Florida Tourism Oversight District~~

~~(g)~~(f) Sanford Airport Authority

~~(h)~~(g) Seminole County Public School District

~~(i)~~(h) Orange County Public School District

~~(j)~~(i) Osceola County Public School District

(8) Upon written petition to the Technical Advisory Committee, additional advisory, non-voting members may be appointed to the Technical Advisory Committee with the recommendation of the Technical Advisory Committee and the concurrence of the MetroPlan Orlando Board.

(9) In addition, there shall be non-voting advisors from each of the following agencies: the Florida Department of Transportation District V and the Florida's Turnpike Enterprise.

(b) Community Advisory Committee (CAC) whose 31 member committee shall consist of representatives from Orange, Seminole, and Osceola counties. Fifteen (15) shall be geographic seats appointed at-large from the jurisdictions as indicated below, and sixteen (16) shall be appointed by the MetroPlan Orlando Board:

(1) Geographic Appointees

Orange County	3 seats
Osceola County	3 seats
Seminole County	3 seats
Orange County municipalities	2 seats
Osceola County municipalities	2 seats
Seminole County municipalities	2 seats

Municipal appointments shall be from the two largest 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~~ Central Florida Tourism  
539 Oversight District  
540 ~~(d)(c)~~ Greater Orlando Aviation Authority  
541 ~~(e)(d)~~ Kissimmee Gateway Airport  
542 ~~(f)(e)~~ Orlando Sanford Airport  
543 ~~(g)(f)~~ MetroPlan Orlando appointee  
544  
545 (4) In addition, representatives from the following shall serve as non-  
546 voting advisors or members:  
547 (a) Florida Department of Transportation, District Five, non-voting  
548 advisor  
549 (b) Florida's Turnpike Enterprise, non-voting advisor  
550 (c) University of Central Florida, non-voting member  
551 (d) Orange County Community Traffic Safety Team (Chair or  
552 designee), non-voting member  
553 (e) Seminole County Community Traffic Safety Team (Chair or  
554 designee), non-voting member  
555 (f) Osceola County Community Traffic Safety Team (Chair or  
556 designee), non-voting member  
557  
558 (3) The purpose and functions of these standing advisory committees  
559 ~~Committees~~ shall be as follows:  
560 (a) Technical Advisory Committee:

- 561 (1) Be responsible for the review of transportation studies,  
562 reports, plans and/or programs and recommend action pertinent  
563 to the subject documents to MetroPlan Orlando.
- 564 (2) Develop priority recommendations to MetroPlan Orlando  
565 or other agencies responsible for plan and program  
566 implementation based upon the needs as determined by  
567 technical studies.
- 568 (3) Be responsible for assisting MetroPlan Orlando with  
569 coordinating public information activities concerning the studies.
- 570 (4) Serve as an advisory committee for the completion of all  
571 required transportation studies, plans development, and  
572 programming recommendations required under the public laws  
573 pertaining to all modes of transportation and transportation  
574 support facilities.
- 575 (5) Serve as an advisory committee to any and all duly  
576 constituted area-wide transportation authorities or boards, as  
577 well as area-wide planning boards or councils for physical  
578 development, health, social or comprehensive planning upon  
579 direct request of such authorities, boards or councils.
- 580 (6) Review, amend, comment and recommend bicycle and  
581 pedestrian facilities implementation plans to MetroPlan Orlando  
582 to guide in making road construction and improvement  
583 decisions.
- 584 (7) Study, pursue and encourage public and private funding  
585 for future bicycle and pedestrian related projects to further the  
586 implementation of the bicycle and pedestrian plans.
- 587 (8) Develop programs based on the four "E's" of bicycle and  
588 pedestrian planning (Engineering, Education, Enforcement and  
589 Encouragement) to encourage and foster the increased use of  
590 bicycling and walking as transportation throughout the Orlando  
591 and Kissimmee Urbanized Areas.
- 592 (9) Carry out bicycle and pedestrian related tasks requested  
593 by MetroPlan Orlando
- 594 (10) Assist in other functions as deemed desirable by  
595 MetroPlan Orlando.
- 596 (b) Community Advisory Committee:
- 597 (1) Advise MetroPlan Orlando on public opinion in  
598 formulating goals and objectives for shaping the urban  
599 environment.
- 600 (2) Participate in public information programs.

- 601 (3) Provide an effective citizens' review of the preliminary  
602 findings and recommendations for continuing study.
- 603 (4) Assist in other functions as deemed desirable by  
604 MetroPlan Orlando.
- 605 (c) Municipal Advisory Committee (MAC) shall be to involve those  
606 municipalities that are not voting members of MetroPlan Orlando  
607 in the transportation planning process, and to provide a forum  
608 for those municipalities to assess reaction to transportation  
609 planning proposals and to provide comment to the MetroPlan  
610 Orlando Board with respect to the concerns of the various  
611 municipalities' transportation needs.
- 612
- 613 (1) Advise the MetroPlan Orlando Board as to the opinion of  
614 municipalities in formulating goals and objectives for shaping  
615 the urban environment.
- 616 (2) Conduct public information programs through open public  
617 meetings.
- 618 (3) Provide an effective review of the preliminary findings and  
619 recommendations of all transportation studies, reports, plans  
620 and/or programs and making recommendations to the  
621 MetroPlan Orlando Board.
- 622 (4) Participate in the development and review of the Orlando  
623 Urban Area Metropolitan Transportation Plan.
- 624 (5) Assist in other functions as deemed desirable by the  
625 MetroPlan Orlando Board.
- 626 (d) Transportation Systems Management and Operations (TSMO)  
627 Committee
- 628
- 629 (1) Serve the MPO in an advisory capacity on TSMO matters  
630 relating to the update of the MPO's Congestion Management  
631 Process (CMP) of the MPO's Metropolitan Transportation Plan  
632 (MTP) and the coordination of TSMO with the regional ITS  
633 architecture.
- 634
- 635 (2) Be responsible for the development and review of all studies,  
636 reports, plans and/or programs germane to TSMO and to  
637 recommend action pertinent to the subject documents to  
638 MetroPlan Orlando.
- 639
- 640 (3) Develop priority recommendations to the MetroPlan Orlando  
641 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.

722       ~~(6) —The agency clerk shall conduct a roll call at the beginning of each~~  
723 ~~MetroPlan Orlando Board meeting to confirm a physical, in-person quorum is present.~~  
724 ~~Once a physical, in-person quorum has been reached, board members who may need~~  
725 ~~to join the meeting remotely may participate in the deliberations and also vote. Any~~  
726 ~~business transacted by the MetroPlan Orlando Board must be approved by not less~~  
727 ~~than a majority of the votes cast. The same shall be applicable to each MetroPlan~~  
728 ~~Orlando advisory committee. MetroPlan Orlando members must be present to cast a~~  
729 ~~vote. Any business transacted by MetroPlan Orlando must be approved by not less~~  
730 ~~than a majority of the votes cast.~~

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

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

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

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

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

755       (1)     Federal transportation legislation requires all Metropolitan Planning  
756 Organizations to establish a public involvement process in conjunction with the overall  
757 transportation planning process occurring within their respective urban areas.  
758 MetroPlan Orlando's public involvement policy objectives and performance measures  
759 are outlined in the organization's Public Participation Plan to ensure that the  
760 requirements and criteria established under the legislation are met. The legislation  
761 states that public involvement processes be proactive and provide information, timely  
762 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.

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

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

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

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

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

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

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

(g) MetroPlan Orlando's procedures for complying with federal requirements associated with Title VI of the Civil Rights Act of 1964 are outlined in the organization's *Title VI Program: Nondiscrimination and Language Plan*. Additionally, more information on the Title VI Complaint Procedure is contained in Section XII of these operating procedures.

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

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

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

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

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

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

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

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

(d) Who may submit an amendment request:



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

- (a) If a detailed analysis is deemed necessary, the preliminary review questions and following checklist of evaluation criteria, 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)  
~~(o)~~(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)~~(q) 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.

962 (e) The MetroPlan Orlando Board shall consider the  
963 recommendations of its subsidiary committees and shall  
964 exercise final approval or disapproval of the amendment  
965 request.

966 (4) MTP Amendment Process

967 ~~(e)~~

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

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

985 ~~(h)~~(c) Upon approval of the requested amendment, the  
986 MetroPlan Orlando staff will initiate appropriate ~~network~~  
987 changes to the Metropolitan Transportation Plan.  
988

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

991 (1) When amendments may be requested:

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

994 ~~(2)~~ —

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

997 ~~(4)~~(2) Amendments requesting additions, deletions or rescheduling must be  
998 requested in writing and shall be addressed to the MetroPlan Orlando Executive  
999 Director ~~or and~~ Director of Transportation Planning, copying the Manager of  
1000 Transportation Planning.

1001 ~~(5)~~(3) Project Requirements:

(a) If the amendment request involves a major improvement, it must also be included as part of MetroPlan Orlando's adopted Metropolitan Transportation Plan Cost Feasible Plan and TMA funding policies, and an amendment to the Metropolitan 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](http://www.metroplanorlando.gov).

#### Process for Approval of Emergency Amendments

In cases where 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 prior to ratification by the MetroPlan Orlando B~~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.~~

1083 (4) — For the purpose of these procedures the term “MBE” shall  
1084 mean Minority Business Enterprises; the term “USDOT” shall  
1085 mean the United States Department of Transportation; the term  
1086 “FTA” shall mean the Federal Transit Administration; and the  
1087 term “FHWA” shall mean the Federal Highway Administration.

1088 (b) — Purposes. It is the policy of MetroPlan Orlando that Minority  
1089 Business Enterprises shall have the maximum opportunity to participate in all  
1090 phases of its procurement activities and in contracting opportunities.  
1091 MetroPlan Orlando will use its best efforts to ensure that disadvantaged  
1092 business enterprises and women business enterprises are informed of current  
1093 and future procurement activity through contacts with print and electronic  
1094 media, including minority focused media, assistance agencies and through  
1095 direct contact. MetroPlan Orlando will provide assistance, when requested to  
1096 disadvantaged business enterprises and women business enterprises in  
1097 providing instructions on the preparation of bid specifications, procurement  
1098 policies, and general bid requirements. MetroPlan Orlando and its contractors  
1099 shall not discriminate on the basis of race, color, national origin or sex in the  
1100 award and performance of contracts.

1101 (2) — Affirmative Action Techniques to Assure MBE Participation.

1102 (a) — The MBE Program Liaison Officer will be responsible for carrying  
1103 out the following affirmative action techniques developed to assure MBE  
1104 participation in all MetroPlan Orlando procurement activities:

1105 (1) — Solicitation arrangements, times for the presentation of  
1106 bids, quantities and specifications and delivery schedules which  
1107 shall be designed so as to facilitate MBE participation.

1108 (2) — Upon request, MBE firms may be referred for certification,  
1109 financing or technical assistance to the appropriate agency.

1110 (3) — Information and communicate on programs on  
1111 contracting opportunities and procedures will be carried out in a  
1112 timely manner. Classified ads, in minority and majority focused  
1113 media, will be used to keep minority owned and controlled  
1114 businesses informed.

1115 (b) — When MetroPlan Orlando requires the regular purchase of goods  
1116 and services, the MBE Program Liaison Officer will follow those bidding  
1117 procedures listed in its Purchasing Policy defined in Resolution 05-01, or as  
1118 subsequently amended.

1119 (3) — MBE Certification and Directory. MetroPlan Orlando will utilize MBE  
1120 certifications and Directories (“Directories”) developed by local governments and  
1121 agencies for aiding its MBE procurement participation. These Directories are generally  
1122 arranged by service and vendor reference, and include a note as to whether or not the  
1123 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:~~

<del>MBE PARTICIPATION PERCENTAGE</del>	<del>EVALUATION POINTS EARNED</del>
<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.~~



1161 ~~(c) — MetroPlan Orlando will encourage joint ventures and~~  
1162 ~~subcontracts involving minority owned and controlled firms by assisting~~  
1163 ~~the prime contractor in identification of interested minority owned and~~  
1164 ~~controlled firms and making available the Directories.~~

1165 ~~(d) — Pre-bid conferences for all special contracts will be held, if~~  
1166 ~~necessary, at a minimum of two weeks prior to bid opening dates, to~~  
1167 ~~discuss bid specifications of the project. The MBE Program Liaison~~  
1168 ~~Officer will play an integral role in all pre-bid conferences by answering~~  
1169 ~~questions on MBE policy and offering individual assistance when~~  
1170 ~~necessary.~~

1171 ~~(6) Award Selection Procedures.~~

1172 ~~(a) — Contract Award MBE Requirements~~

1173 ~~(1) — MetroPlan Orlando's procurement procedure is to~~  
1174 ~~formally advertise bids for all expenditures exceeding~~  
1175 ~~\$25,000.00 and to award or let to the lowest and best~~  
1176 ~~responsive bidder.~~

1177 ~~(2) — A responsive bidder is defined as a potential contractor~~  
1178 ~~who possesses potential ability to perform successfully under the~~  
1179 ~~terms and conditions of a proposed procurement. If it is~~  
1180 ~~determined that a responsive bidder or contractor firm has the~~  
1181 ~~lowest bid and the best bid, but has not met the MBE Program~~  
1182 ~~contract goals, the bidder or contractor firm may still be awarded~~  
1183 ~~the contract.~~

1184 ~~(b) — To ensure that all obligations under contracts awarded to MBE~~  
1185 ~~firms are met, the contractor's MBE Program involvement efforts~~  
1186 ~~throughout the performance of the contract shall be reviewed. The~~  
1187 ~~contractor shall bring to MetroPlan Orlando's attention any situation in~~  
1188 ~~which regularly scheduled progress payments are not made to MBE~~  
1189 ~~subcontractors.~~

1190 ~~(c) — Contractors must make good faith efforts to replace a defaulting~~  
1191 ~~MBE subcontractor with another MBE firm. Any such substitution must~~  
1192 ~~be approved by MetroPlan Orlando before such subcontractor is signed.~~  
1193 ~~The contractor must first provide MetroPlan Orlando with copies of the~~  
1194 ~~new or amended contract and MBE certification forms from the~~  
1195 ~~substitute MBE firm.~~

1196 ~~(d) — There are no preconditions to subgrants or contracts pertaining~~  
1197 ~~to the use of MBE other than those previously stated in these~~  
1198 ~~Procedures.~~

1199 The Florida Department of Transportation Disadvantaged Business Enterprise  
1200 Program Plan and the Florida Department of Transportation Methodology for  
1201 Determining DBE Goal (49 CFR part 26.45) as adopted and amended from time

1202 to time is accepted as the umbrella under which MetroPlan Orlando will function  
1203 in the award of any and all contracts incurring the expenditure of federal funds.

1204

1205 XII. **Title VI Complaint Procedure**

1206 MetroPlan Orlando welcomes public participation in the transportation planning  
1207 process regardless of race, color, national origin, age, sex, religion, disability, or  
1208 family status.

1209

1210 Any person who believes they or a specific class of people have experienced  
1211 discrimination, as defined by the Title VI of the Civil Rights Act of 1964 and  
1212 other nondiscrimination authorities, may file a verbal or written complaint with  
1213 MetroPlan Orlando. The *MetroPlan Orlando Title VI Discrimination Complaint*  
1214 *Form* is available in English and Spanish, online and by request. A copy of the  
1215 form is also available in the *Title VI Program: Nondiscrimination & Language*  
1216 *Plan*. This form, whether completed by the individual filing the complaint or by  
1217 staff when reducing elements of a verbal complaint to writing, also serves as:  
1218 1) standard written notification transmitted to the Florida Department of  
1219 Transportation (FDOT) District Five Title VI Coordinator and 2) documentation  
1220 filed in the MetroPlan Orlando log of Title VI complaints.

1221

1222 If a complaint is received, MetroPlan Orlando's (MPO's) Title VI Coordinator will  
1223 follow these steps:

1224 (1) Verbal and non-written complaints will initially be addressed informally by  
1225 MetroPlan Orlando's Title VI Coordinator. If the issue has not been  
1226 satisfactorily resolved through this informal means, or if at any time the  
1227 person requests to file a formal written complaint, MetroPlan Orlando's Title  
1228 VI Coordinator shall refer the Complainant to the FDOT's District 5 Title VI  
1229 Coordinator for processing in accordance with approved state procedures.

1230 (2) MetroPlan Orlando's Title VI Coordinator will advise FDOT's District 5 Title VI  
1231 Coordinator within five (5) calendar days of receipt of the allegations. The  
1232 following information will be included:

- 1233 (a) Name, address, and phone number of the Complainant.  
1234 (b) Name(s) and address(es) of Respondent.  
1235 (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability,  
1236 religion, familial status or retaliation).  
1237 (d) Date of alleged discriminatory act(s).  
1238 (e) Date of complaint received by the recipient.  
1239 (f) A statement of the complaint.  
1240 (g) Other agencies (state, local or federal) where the complaint has been  
1241 filed.

1242 (h) An explanation of the actions the MPO has taken or proposed to resolve  
1243 the allegation(s) raised in the complaint.

1244 (3) Within ten (10) calendar days, MetroPlan Orlando's Title VI Coordinator will  
1245 acknowledge receipt of the allegation(s), inform the complainant of action  
1246 taken or proposed action to process the allegation(s), and advise the  
1247 complainant of other avenues of redress available, such as the FDOT's  
1248 Equal Opportunity Office (EOO).

1249 (4) Within sixty (60) calendar days, MetroPlan Orlando's Title VI Coordinator will  
1250 conduct and complete a review of the verbal or non-written allegation(s) and  
1251 based on the information obtained, will render a recommendation for action  
1252 in a report of findings to the head of the MPO.

1253 (5) Within ninety (90) calendar days of the verbal or non-written allegation(s)  
1254 receipt, the MPO Title VI Coordinator will notify the Complainant in writing of  
1255 the final decision reached, including the proposed disposition of the matter.  
1256 The notification will advise the Complainant of his/her right to file a formal  
1257 complaint with the FDOT's EOO, if they are dissatisfied with the final  
1258 decision rendered by the MPO. The MPO Title VI Coordinator will also  
1259 provide the FDOT's District 5 Title VI Coordinator with a copy of this decision  
1260 and summary of findings.

1261 (6) The MPO Title VI Coordinator will maintain a log of all verbal and non-written  
1262 complaints received by the organization. The log will include the following  
1263 information:

1264 (a) Name of Complainant.

1265 (b) Name of Respondent.

1266 (c) Basis of Complaint (i.e., race, color, national origin, sex, age,  
1267 disability, religion, familial status or retaliation)

1268 (d) Date verbal or non-written complaint was received by the MPO.

1269 (e) Date the MPO notified the FDOT's District 5 Title VI Coordinator of  
1270 the verbal or non-written complaint.

1271 (f) Explanation of the actions the recipient has taken or proposed to  
1272 resolve the issue raised in the complaint.

1273 An executed copy of the most recent Title VI/Nondiscrimination Assurance,  
1274 ~~dated May 13, 2020~~ is attached to these Internal Operating Procedures as  
1275 'Attachment A'.

1276

1277 These Internal Operating Procedures were formerly Rules 35I-1.005, 35I-1.006, 35I-  
1278 1.012, 35I-2.001, 35I-2.002, 35I-2.003, 35I-2.004, 35I-2.005, 35I-2.006, 35I-  
1279 2.007, 35I-2.008, 35I-2.009, Florida Administrative Code and are hereby readopted  
1280 as Internal Operating Procedures of MetroPlan Orlando  
1281

1282 Approved by MetroPlan Orlando this 18th-13th day of ~~November~~September,  
1283 2020~~93~~.

1284

1285

1286

Honorable ~~Bob Dallari~~Mayra Uribe

1287

Chairperson

1288

1289 ~~Cathy Goldfarb~~Lisa Smith, Senior Board Services

1290 Coordinator and Recording Secretary

1291

1292 (Supercedes previous revisions -. 02/2004, 04/2005, 6/2007, 7/2012, 12/2015,  
1293 07/2016), 11/2020)

1294

1295  
1296  
1297  
1298  
1299  
1300  
1301  
1302  
1303  
1304

## Attachment 'A' Assurances

**TAB 6**



**Federal Highway Administration**

Florida Division Office  
3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312  
(850) 553-2201  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

**Federal Transit Administration**

Region 4 Office  
230 Peachtree St, NW, Suite 1400  
Atlanta, Georgia 30303  
(404) 865-5600

August 31, 2023

Commissioner Mayra Uribe, Chair  
201 South Rosalind Avenue, 5<sup>th</sup> Floor  
PO Box 1393  
Orlando, FL 32802

Dear Commissioner Uribe:

Federal law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review and certify the metropolitan transportation planning process for each Transportation Management Area (TMA) every four years. A Metropolitan Planning Organization (MPO) with an urbanized area of 200,000 or more in population is referred to, in federal legislation, as a TMA. We recently conducted a review of the Orlando-Kissimmee TMA, more commonly referred to as the MetroPlan Orlando.

As a part of the TMA certification review process, FHWA and FTA utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. The certification review process is one of several methods used to assess: the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, as well as the degree of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

The review of MetroPlan Orlando's planning process included a site visit, conducted by representatives from the FHWA and the FTA on March 15, 2023. During the site visit, time was spent with the MPO staff, the Florida Department of Transportation (FDOT), and the transit agency to discuss the status of the MPO's "3-C" planning process. Throughout the site visit, opportunities were afforded to local elected/appointed officials and the general public to provide their insights on the MetroPlan Orlando's planning process. In addition to assessing the MPO's progress in addressing the findings from the previous certification review, the MPO's current and/or future implementation of the metropolitan transportation planning requirements was also considered.

Enclosed for your consideration is the final *TMA Certification Review Report* for the Orlando-Kissimmee TMA, which includes documentation of the various components of the FHWA/FTA certification review of MetroPlan Orlando. The report provides an overview of the TMA certification review process, summarizes the various discussions from the recent site visit, provides a series of review findings, and issues the FHWA/FTA certification action. In general, the review determined the existence of a “3-C” metropolitan transportation planning process that satisfies the provisions of 23 U.S.C. 134, 49 U.S.C. 5303/5305, and associated Federal requirements. The Federal Review Team identified seven (7) noteworthy practices, no corrective actions, and no recommendations to improve the current planning process of MetroPlan Orlando.


Based on the overall findings, the FHWA and the FTA jointly certify that the transportation planning process of the Orlando-Kissimmee TMA, which is comprised entirely by MetroPlan Orlando, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **August 2027**.

If you have any questions regarding the certification review process and/or the *TMA Certification Review Report*, please contact Joseph Sullivan at (850) 553-2248 or by email at [Joseph.Sullivan@dot.gov](mailto:Joseph.Sullivan@dot.gov) or Jean Parlow at (407) 867-6415 or by email at [Jean.Parlow@dot.gov](mailto:Jean.Parlow@dot.gov)

Sincerely,



FOR: James Christian, P.E.  
Division Administrator  
Federal Highway Administration



Yvette G. Taylor, PhD  
Regional Administrator  
Federal Transit Administration

Enclosure:  
Final TMA Certification Review Report

cc: Mr. Gary Huttman, MetroPlan Orlando MPO  
Mr. Joseph Sullivan, FHWA  
Ms. Jean Parlow, FHWA  
Mr. Carey Shepherd, FHWA  
Ms. Karen Brunelle, FHWA  
Ms. Cathy Kendall, FHWA  
Mr. Robert Sachnin, FTA, Region 4  
Ms. Rakinya Hinson, FDOT, District 5  
Mr. Mark Reichert, MPOAC  
Mr. Mike Neidhart, FDOT





# **2023 Certification Report**

**Orlando-Kissimmee  
Transportation Management  
Area**

**MetroPlan Orlando**

Prepared by:

**Federal Highway Administration**

**Florida Division**

**Federal Transit Administration  
Region 4**

**August 2023**

This Page Intentionally Left Blank

## Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), the development and issuance of a FHWA/FTA certification report and a certification review closeout presentation to the Metropolitan Planning Organization (MPO) governing board.

As a part of the TMA certification review process, FHWA and FTA utilize a risk-based approach containing various factors to determine which topic areas require additional evaluation during the certification review. The certification review process is only one of several methods used to assess the quality of a regional metropolitan transportation planning process, compliance with applicable statutes and regulations, and the level and type of technical assistance needed to enhance the effectiveness of the planning process. This certification review was conducted to highlight best practices, identify opportunities for improvements, and ensure compliance with regulatory requirements.

Transportation planning for the Orlando-Kissimmee TMA is conducted by MetroPlan Orlando. The last certification review was completed in August 2019. The Federal Review Team conducted a site visit for the current review of MetroPlan Orlando on March 15, 2023. The Federal Review Team recognizes seven (7) noteworthy practices, identifies no corrective actions, and offers no recommendations the MPO should consider for improving their planning processes. More information related to these findings can be found in the Findings/Conclusions section of this report.

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Orlando TMA, which is comprised entirely by MetroPlan Orlando, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **August 2027**.

This Page Intentionally Left Blank

# Table of Contents

## MetroPlan Orlando

Section I.	Overview of the Certification Process.....	2
Section II.	Boundaries and Organization (23CFR 450.310, 312, 314).....	3
A.	Description of Planning Area .....	3
B.	Metropolitan Planning Organization Structure .....	4
C.	Agreements .....	4
Section III.	Transportation Performance Planning (23 CFR 450.306(a), 306(d), 314(h), 324(f), 326(c), 326(d)).....	4
Section IV.	Scope of the Planning Process (23 CFR 450.306).....	4
A.	Transportation Planning Factors.....	4
B.	Air Quality .....	5
C.	Bicycle and Pedestrian Planning Activities .....	5
D.	Transit.....	5
E.	Intelligent Transportation Systems (ITS).....	5
F.	Freight Planning.....	6
G.	Security Considerations in the Planning Process .....	6
H.	Safety Considerations in the Planning Process .....	6
Section V.	Unified Planning Work Program (23 CFR 450.308).....	6
Section VI.	Interested Parties (23 CFR 450.316).....	6
A.	Outreach and Public Participation.....	6
B.	Tribal Coordination.....	7
C.	Title VI and Related Requirements .....	7
Section VII.	Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g)).....	7
Section VIII.	Congestion Management Process (CMP) (23 CFR 450.322).....	8
Section IX.	Long Range Transportation Plan (23 CFR 450.324).....	8
A.	Scope of LRTP .....	8
B.	Travel Demand Modeling/Data .....	8
C.	Financial Plan/Fiscal Constraint.....	8
Section X.	Transportation Improvement Program (TIP) (23 CFR 450.326, 328, 330, 332, 334) .....	9
Section XI.	Findings/Conclusions .....	9
A.	Noteworthy Practices .....	9
B.	Corrective Actions.....	11
C.	Recommendations .....	11
D.	Training/Technical Assistance .....	12
E.	Conclusion .....	12
<b>Appendices</b>		
Appendix A.	Summary of Risk Assessment .....	13
Appendix B.	Site Visit Participants.....	14
Appendix C.	TMA Certification Site Visit Agenda .....	15
Appendix D.	Public Engagement Notice .....	17
Appendix E.	Summary of Public Feedback.....	22
Appendix F.	Status of Previous Certification Findings .....	34
Appendix G.	Acronym List .....	36

# MetroPlan Orlando Metropolitan Planning Organization

## Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.336(b) and 49 CFR 613.100, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years.” This four-year cycle runs from the date of issuance of the previous joint certification report.

The primary purpose of a certification review is to formalize the continuing oversight and evaluation of the planning process. The FHWA and the FTA work cooperatively with the TMA planning staff on a regular basis. By reviewing and approving planning products, providing technical assistance, and promoting best practices, the formal assessment involved in a certification review provides an external view of the TMA’s transportation planning process.

A certification review generally consists of four primary activities. These activities include: 1) a “desk audit” which is a review of the TMA’s planning documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP); 2) a “site visit” with staff from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; 3) a Certification Report, which the Federal Review Team prepares, to document the results of the review process; and, 4) a formal presentation of the review findings at a future MetroPlan Orlando Board Policy meeting.

Certification of the planning process is a prerequisite to the approval of Federal funding for transportation projects in metropolitan areas. The certification review also helps ensure that the major issues facing a metropolitan area are being addressed. The review process is individually tailored to focus on topics of significance in each metropolitan planning area. Since 2018, to initiate the TMA certification review process, the Federal Review Team has utilized a risk-based approach containing various factors to determine which topic areas required additional evaluation during the certification review. **Appendix A** summarizes the risk evaluation, and the report notes in the relevant sections which topic areas were not selected for review due to existing stewardship and oversight practices after considering the risk factors.

The review for MetroPlan Orlando was held March 15, 2023. During this site visit, the Federal Review Team met with the staff of MetroPlan Orlando, FDOT, LYNX Transit staff, committee representatives, other partnering agencies, and the public. See **Appendix B** for a list of review team members and site visit participants, and **Appendix C** for the TMA Certification Meeting Agenda.

The purpose of the public engagement process is to inform the public of the Federal transportation planning requirements and allow the public an opportunity to provide input on the transportation planning process to the Federal Review Team. A public meeting for this certification review was held in person at the MetroPlan Orlando offices on March 15, 2023. Public feedback and

engagement on the MPO's planning process was also obtained virtually via a Zoom meeting during the in-person meeting following the initial announcement on March 1, 2023. For those that could not attend the public meeting or who did not want to speak or post publicly, contact information for the Federal Review Team was provided. Members of the public were given 30 days from the public meeting/site visit date to mail, fax or email their comments and/or request a copy of the certification review report. No additional comments were received by FHWA and FTA during the 30-day comment period.

A copy of the public engagement notices can be found in **Appendix D**. Screenshots of public input, minutes from the public meeting, including a listing of commenters and a summary of the public comments is provided in **Appendix E**.

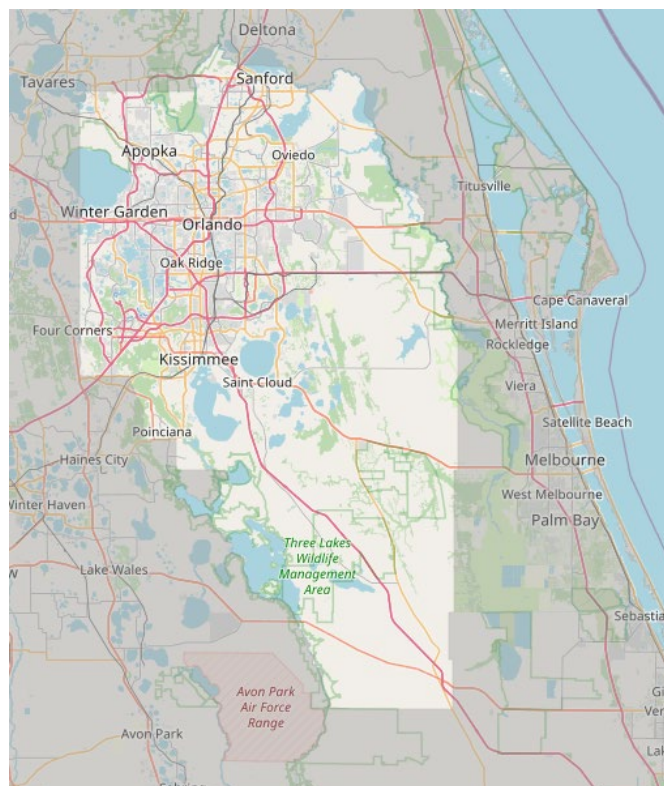
A summary of the 2019 corrective actions and recommendations and their status can be found in **Appendix F**.

An explanation of planning acronyms can be found in **Appendix G**.

## **Section II. Boundaries and Organization (23CFR 450.310, 312, 314)**

### **A. Description of Planning Area**

Observations: MetroPlan Orlando is located in Central Florida. The planning area boundary includes all of Orange, Osceola, and Seminole Counties, including the cities of Altamonte Springs, Apopka, Kissimmee, Orlando, and Sanford, all of which are within census defined urbanized areas. The MPO planning boundary is visually depicted in the following map:



## **B. Metropolitan Planning Organization Structure**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's boundaries and organization substantially satisfy the federal requirements as outlined in 23 CFR 450.310 and 312.

**Noteworthy Practices:** The Federal Review Team recognizes three (3) noteworthy practices regarding Metropolitan Planning Organization Structure. For more details about these noteworthy practices, please see Section XI.

## **C. Agreements**

Current Agreement(s)/Date(s) Adopted:

Municipal Advisory Committee bylaws approved 9/2/2021

Transportation Disadvantaged Local Coordinating Board bylaws approved 7/7/2022

Community Advisory Committee bylaws approved 11/18/2022

Intergovernmental Coordination and Review agreement 11/22/2021

FTA JPA adopted 10/25/2021

PL JPA expires 6/30/2024

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's agreements substantially satisfy the federal requirements as outlined in 23 CFR 450.314.

## **Section III. Transportation Performance Planning (23 CFR 450.306(a), 306(d), 314(h), 324(f), 326(c), 326(d))**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's transportation performance planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 314, 324, and 326.

## **Section IV. Scope of the Planning Process (23 CFR 450.306)**

### **A. Transportation Planning Factors**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's planning process substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b).



## **B. Air Quality**

Finding: The MetroPlan Orlando is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS).

## **C. Bicycle and Pedestrian Planning Activities**

Current Document Title: Technical Report 9: Pedestrian & Bicycle Plan

Date Adopted: 12/09/2020

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's bicycle and pedestrian planning activities substantially satisfies the federal requirements as outlined in 23 CFR 450.306(b), 324(f), and 326.

## **D. Transit**

Observations: Transit service in the MetroPlan Orlando area is provided by LYNX, also known as the Central Florida Regional Transportation Authority (CFRTA). LYNX is the designated recipient for FTA 5307 and 5310 funding, providing fixed route bus, ADA paratransit and vanpool service in Orange, Seminole, and Osceola counties. LYNX also operates a LYMMO BRT service in downtown Orlando.

SunRail provides commuter rail service in Volusia, Seminole, Orange, and Osceola counties. The service is currently operated by FDOT, with oversight by the Central Florida Commuter Rail Commission, a governing board of local government funding partners.

LYNX and MetroPlan Orlando participate in regional transportation planning activities, including the TIP, LRTP, performance-based planning, transportation disadvantaged planning, and transit studies. Coordination between the MPO and transit providers has helped facilitate an effective multimodal approach to the transportation planning process and programs.

Finding: The MPO's transit activities substantially satisfy the federal requirements as outlined in 49 CFR 613.100 as well as the transit supportive elements outlined in 23 CFR 450.

**Noteworthy Practice:** The Federal Review Team recognizes one (1) noteworthy practice regarding Transit. For more details about this noteworthy practice, please see Section XI.

## **E. Intelligent Transportation Systems (ITS)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's ITS activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 322, and 23 CFR 940.

## **F. Freight Planning**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's freight planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 316, 324, and 326.

## **G. Security Considerations in the Planning Process**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's security planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(f), 324(h), and 326.

## **H. Safety Considerations in the Planning Process**

Observations: MetroPlan Orlando incorporates components of the SHSP priorities, goals, countermeasures, and strategies and the Public Transportation Agency Safety Plan into the LRTP, includes safety projects in the TIP, and includes safety in project prioritization processes.

Finding: The MPO's safety planning activities substantially satisfy the federal requirements as outlined in 23 CFR 450.306, 324(h), and 326.

## **Section V. Unified Planning Work Program (23 CFR 450.308)**

Observations This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's UPWP substantially satisfies the federal requirements as outlined in 23 CFR 450.308.

## **Section VI. Interested Parties (23 CFR 450.316)**

### **A. Outreach and Public Participation**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's outreach and public participation activities substantially satisfy the federal requirements as outlined in 23 CFR 450.316.

**Noteworthy Practices:** The Federal Review Team recognizes two (2) noteworthy practices regarding Outreach and Public Participation. For more details about these noteworthy practices, please see Section XI.

## **B. Tribal Coordination**

Finding: There are no tribal lands within the MPO's planning boundaries requiring the MPO to provide tribal coordination.

## **C. Title VI and Related Requirements**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's Title VI and related activities substantially satisfy the federal requirements as outlined in 49 CFR 21, 49 CFR 27, 23 CFR 200, 23 CFR 450.316 and 336(a).

## **Section VII. Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))**

Current Document Title: 2045 Metropolitan Transportation Plan, Cost Feasible Plan, Strategies, Programs and Projects

Date Adopted: December 09, 2020

Observations: The MPO's 2045 LRTP includes a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities. The discussion focuses on policies, programs and strategies for future project development. The MPO developed the discussion in consultation with applicable Federal and State regulatory agencies.

For the adopted LRTP, the MPO also consulted with appropriate state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation by comparing their LRTP with State conservation plans and maps and comparing the LRTP to inventories of natural or historic resources.

MetroPlan Orlando has undertaken several multimodal, systems-level corridor planning studies in coordination with FDOT and public transit operators. MetroPlan Orlando utilized the results in the decision-making processes for project development purposes by identifying purpose and need statements, general travel corridor or modes, preliminary screening of alternatives, providing basic environmental setting descriptions, and preliminarily identifying environmental impacts and environmental mitigation, and providing the public a reasonable opportunity to review necessary documentation.

MetroPlan Orlando has not developed programmatic mitigation plans as part of their planning process. However, the 2045 LRTP followed a systematic approach to transportation resiliency and identified regional acute shock and chronic stressors.

Finding: The MPO's linking planning and NEPA activities substantially satisfy the federal requirements as outlined in 23 CFR 450.318, 320, 324(f)(10), and 324(g).

**Noteworthy Practice:** The Federal Review Team recognizes one (1) noteworthy practice regarding Linking Planning and NEPA. For more details about this noteworthy practice, please see Section XI.

## **Section VIII. Congestion Management Process (CMP) (23 CFR 450.322)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's congestion management process substantially satisfies the federal requirements as outlined in 23 CFR 450.322.

## **Section IX. Long Range Transportation Plan (23 CFR 450.324)**

Current Document Title: 2045 Metropolitan Transportation Plan, Cost Feasible Plan, Strategies, Programs and Projects

Date Adopted: 12/09/2020, Revised 12/14/2022

### **A. Scope of LRTP**

Observations: A review based on the 2018 FHWA/FTA LRTP Expectations Letter was conducted during the desk audit.

Finding: The general scope of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324.

### **B. Travel Demand Modeling/Data**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's travel demand modeling processes substantially satisfy the federal requirements as outlined in 23 CFR 450.324(e).

### **C. Financial Plan/Fiscal Constraint**

Observations: Fiscal constraint is demonstrated using tables and narrative. For the adopted LRTP, the FDOT provides an estimate of federal and state revenue available over the life of the plan, as well as an estimate of administrative, operations and maintenance costs over the life of the plan for the MPO to use. The revenue estimates are included in an appendix to the plan. The plan identifies funding revenue sources, project costs and project phases for projects from the effective date of the plan through the plan's horizon year. Year of Expenditure costs are used in the plan. The LRTP is fiscally constrained.

Finding: The financial plan/fiscal constraint of the MPO's LRTP substantially satisfies the federal requirements as outlined in 23 CFR 450.324(f)(11).

## **Section X. Transportation Improvement Program (TIP) (23 CFR 450.326, 328, 330, 332, 334)**

Observations: This topic area was not selected for additional review based on the results of the risk assessment process.

Finding: The MPO's TIP substantially satisfies the federal requirements as outlined in 23 CFR 450.326, 328, 330, 332, and 334.

## **Section XI. Findings/Conclusions**

The following represents a compilation of findings included in this 2023 certification review report. These findings, which are identified as noteworthy practices, corrective actions, and recommendations, are intended to not only ensure continuing regulatory compliance of MetroPlan Orlando's transportation planning process with federal planning requirements, but to also foster high-quality planning practices and improve the transportation planning program in this TMA. Corrective actions reflect required actions for compliance with the Federal Planning Regulations and must be completed within the timeframes noted. Recommendations reflect national trends or potential risks, intended to assist the MPO with improving the planning process. Noteworthy practices highlight efforts that demonstrate innovative ideas or best practices for implementing the planning requirements.

### **A. Noteworthy Practices**

- 1. Metropolitan Planning Organization Structure:** The Federal Review Team was impressed with the MPO's organizational structure, which not only promotes effective decision making but also serves as a comprehensive method for promoting the MPO and its products. As with other Florida planning agencies, the MPO has political, technical, bike/ped, citizens, and Transportation Disadvantaged (TD) committees/boards that work to engage the public, identify transportation needs and produce planning solutions. However, the MPO also has a Transportation Systems Management and Operations (TSMO) advisory committee, ensuring that congestion management and traffic operations are fully integrated into systemwide planning and decision making. This is particularly important as 20% of the MPO's Surface Transportation Block Grant Funding (TMA-SU) funding is allotted for TSMO related projects, and MPO staff also participate on a regional TSMO group for FDOT Districts 1, 5 and 7. Further, the MPO created both a Municipal Advisory Committee and a Vulnerable Users Safety Working Group. The first provides a voice to the elected officials of the area's cities and towns, those who might not otherwise have an opportunity to address issues impacting their service population. The latter demonstrates extra focus on and insight into safety, making Vision Zero more than a performance measure, rather a means of better integrating safety into the MPO's planning culture and decision making process.

2. **Metropolitan Planning Organization Structure:** The Federal Review Team also found the MPO's standing committees noteworthy. For example, while the federal regulations do not require public involvement by committee, the MPO Community Advisory Committee (CAC) is a model for the approach. Where most agencies struggle to obtain CAC membership that is representative of their demography, the MPO's CAC achieved parity with the demographics of its three-county area. In fact, the MPO received over 40 applications for the 5 available CAC seats. The MPO attributes this remarkable accomplishment to their long-term, extensive outreach to community organizations, vulnerable and traditionally underserved communities, and the assignment of a dedicated staff liaison to the CAC.
3. **Metropolitan Planning Organization Structure:** The Federal Review Team commends the MPO on an organizational structure that continues to engage its longstanding stakeholders, even as their individual careers or interests change. The Federal Review Team noted a number of those whose close connection with the MPO spans decades, through service on various committees or their work at different community interest organizations. For example, one MPO stakeholder recalled having first participated on an MPO steering group before joining the CAC two years later to represent underserved groups. Now, five years later, she is still on the CAC, an active proponent of safer bike/ped facilities. Another technical stakeholder noted their close involvement with the MPO for many years while they were employed first by the city and later the county. When they left local government service to work for a passenger rail company, they found it entirely natural to continue their involvement in transportation planning, effectively providing the MPO with another modal representative and regional partner.
4. **Transit:** The Federal Review Team praises MetroPlan Orlando for the continued expansion of Transportation Disadvantaged (TD) Program. The program has a dedicated coordinating board, bylaws in place, and grievance procedures to address and support those services. The program offers several opportunities that highlights safety and awareness, such as the Blind Experience, The White Cane Safety message, and TD Day.
5. **Outreach and Public Participation:** One of Florida's largest TMAs, the MPO has a long history of innovation in outreach and engagement techniques, generally highlighted as noteworthy practices by past Federal Review Teams. Since the last review, the MPO altered its PPP structure, streamlining the plan so it is a leaner document, more user friendly with key information positioned prominently and earlier. The MPO then hired a new staff position, a Communication Coordinator, so that it could expand outreach efforts and 'live the plan' through a regular, continued presence in the communities. The results are excellent and integrated into all MPO programs and activities. One item of particular note was launching an MPO LinkedIn account. Despite significant staff resources and limited community engagement, the platform includes many of the larger industry partners with whom the MPO can share and reshare news. Another successful practice was resurrecting the MPO YouTube channel to store meetings and other events, delivering in 2022 more than 50 meetings and 15 educational videos with a collective 13,600 views.

Further, there is a surge in participation by youth of varying ages, led by a popular MPO Youth Activity Book through which kids can write a letter to the MPO Executive Director with questions, suggestions, or just to share their visions for the future of transportation. The

MPO also produced a Science/Technology/Engineering/Arts/Math (STEAM) Day video to engage kids and their parents, with associated activities like street design, safety quizzes and a how-to guide for using maps. For older students, the MPO conducts bimonthly visits with the students of a local high school whose enrollment is 96% minority and 64% low income, focusing on building peer-to-peer safety campaigns and generally educating them on the MPOs roles and responsibilities.

6. **Outreach and Public Participation:** The Federal Review Team was also impressed with the practical manner in which the MPO assesses involvement strategies and adjusts to ensure it maintains a vibrant and growing program. The MPO had only a few months of pre-pandemic activities under the revised PPP before having to radically adjust for remote participation. However, with the return to a typical environment and while other organizations were striving for full hybrid engagement, the MPO took a pragmatic view, plainly stating that hybrid public involvement is resource intensive and that it is difficult to provide a fully interactive experience for both those attending in-person and those online. While the MPO continues to provide hybrid board and committee meetings, they separate in-person from remote public meetings when needed so that it can provide full staff attention to both. The MPO is also attempting to track remote participation to determine whether it is related to the increased volume of in-person attendance. These are heretofore unexplored aspects of public involvement that can inform the MPO's future public involvement strategies.
7. **Linking Planning and NEPA:** The Federal Review Team commends two specific elements of the MPO's linking planning and NEPA efforts. First, it recently kicked off a resilience capstone project with undergraduate students at a local Florida university. This is a savvy decision that will help brand the MPO and its role for a demographic that is hard to engage. The MPO also recognizes that the study principals are those most likely to be impacted long term by environmental changes, as well as those that are generally closer to and more passionate about the subject than those who traditionally participate in transportation decision making. Second, while most associate resilience with coastal impacts and responses, the MPO is working with the university students to focus on topics and issues of inland resilience and will result in a primer unrelated to saltwater inundation and sea level rise.

## **B. Corrective Actions**

There are no corrective actions identified.

## **C. Recommendations**

There are no recommendations offered.

## **D. Training/Technical Assistance**

At the conclusion of the site visit, the Federal Review Team asked the MPO staff if they had any training or technical assistance needs. MetroPlan Orlando identified technical assistance requests for the following topical areas:

1. Training in grant delivery, particularly for local partners who have less experience delivering Federal projects.
2. Census training and what the MPO should expect in developing modified urban boundaries.
3. Safety and safety data.

FHWA and FTA will work with the MPO to provide resources in these areas.

## **E. Conclusion**

Based on the overall findings of the certification review, the FHWA and FTA jointly certify that the transportation planning process of the Orlando-Kissimmee TMA, which is comprised entirely by MetroPlan Orlando, substantially meets the federal planning requirements in 23 CFR 450 Subpart C. This certification will remain in effect until **August 2027**.



## Appendix A. Summary of Risk Assessment

Florida TMA Certification Review Risk Assessment	
<b>MPO:</b>	<b>MetroPlan Orlando</b>
<b>Date of Assessment:</b>	<b>January 2023</b>
<b>Cert Review Report Date:</b>	<b>August 2023</b>
Topic Area	Selected for additional review?
Organization of MPO/TPO (23 CFR 450.310, 312, 314)	No
Transportation Performance Planning (23 CFR 306(a), 306(d), 314(h), 324(f), 326(c), 326(d))	No
Scope of the Planning Process (23 CFR 450.306) - Transportation Planning Factors	No
Scope of the Planning Process (23 CFR 450.306) - Air Quality	No
Scope of the Planning Process (23 CFR 450.306) - Bicycle and Pedestrian Planning Activities	No
Scope of the Planning Process (23 CFR 450.306) - Transit	Yes
Scope of the Planning Process (23 CFR 450.306) - Intelligent Transportation Systems (ITS)	No
Scope of the Planning Process (23 CFR 450.306) - Freight Planning	No
Scope of the Planning Process (23 CFR 450.306) - Security Considerations in the Planning Process	No
Scope of the Planning Process (23 CFR 450.306) - Safety Considerations in the Planning Process	No
Unified Planning Work Program (23 CFR 450.308)	No
Interested Parties (23 CFR 450.316) - Outreach and Public Participation	No
Interested Parties (23 CFR 450.316) - Tribal Coordination	No
Interested Parties (23 CFR 450.316) - Title VI and Related Requirements	No
Linking Planning and NEPA (23 CFR 450.318, 320, 324(f)(10), 324(g))	No
Congestion Management Process (23 CFR 450.322)	No
Long Range Transportation Plan (23 CFR 450.324)	No
Long Range Transportation Plan (23 CFR 450.324) - Travel Demand Modeling/Data	No
Long Range Transportation Plan (23 CFR 450.324) - Financial Plan/Fiscal Constraint	No
Transportation Improvement Program (23 CFR 450.326, 328, 330, 332, 334)	No
<p>*Note: With the exception of Transit, if all areas are a "No", then the top 3 areas will be reviewed.  The additional areas are: Linking Planning and NEPA, Scope of the Planning Process - Safety Considerations,  and LRTP Financial Plan/Fiscal Constraint</p>	

## **Appendix B. Site Visit Participants**

### **Certification Team in Attendance**

- Mr. Joseph Sullivan, FHWA
- Ms. Jean Parlow, FHWA
- Mr. Carey Shepherd, FHWA (Virtual)
- Ms. Aviance Webb, FTA (Virtual)

### **MetroPlan Orlando Staff in Attendance**

- Mr. Gary Huttman, MetroPlan Orlando
- Ms. Virginia Whittington, MetroPlan Orlando
- Mr. Alex Trauger, MetroPlan Orlando
- Mr. Slade Downs, MetroPlan Orlando
- Ms. Mary Ann Horne, MetroPlan Orlando
- Ms. Taylor Laurent, MetroPlan Orlando
- Mr. Eric Hill, MetroPlan Orlando
- Ms. Cathy Goldfarb, MetroPlan Orlando
- Mr. Mighk Wilson, MetroPlan Orlando
- Mr. Jason Sartorio, MetroPlan Orlando
- Ms. Cynthia Lambert, MetroPlan Orlando
- Ms. Leilani Vaiaoga, MetroPlan Orlando
- Ms. Lisa Smith, MetroPlan Orlando
- Ms. Sally Morris, MetroPlan Orlando
- Mr. Jason Loschiavo, MetroPlan Orlando

### **Others in Attendance**

- Commissioner Mayra Uribe, Orange County
- Ms. Kellie Smith, Florida Department of Transportation (FDOT) District 5
- Mr. James Boyle, LYNX
- Michelle Daly, LYNX
- Prahallad Vijayvargiya, LYNX
- Mr. Mark Reichert, MPOAC
- Romero Dill, FDOT
- Ms. Christine Kefauver, Brightline
- Ms. Sarah Elbadri, Congressman Maxwell Frost's Office
- Ms. Joanne Counelis, citizen, Lake Mary, Florida
- Ms. Crissy Martin, City of Orlando (virtual)
- Mayor David Henson, City of Casselberry (virtual)
- Ms. Emily Hanna, Bike/Walk Central Florida (virtual)
- Mr. Nabil Muhaisen, City of Orlando (virtual)
- Mr. Norm Hickling, ACCESS LYNX (virtual)
- Ms. Venise White, Florida Dept. of Health & Community Advisory Committee member (virtual)
- Ms. Tawny Olore, Osceola County (virtual)
- Mr. Brian Sanders, Orange County (virtual)
- Ms. Marilyn Baldwin, Transportation Disadvantaged Local Coordinating Board member (virtual)
- Mr. Rob Balmes (virtual)
- Palm Beach TPA (virtual)

## Appendix C. TMA Certification Site Visit Agenda

### MetroPlan Orlando Transportation Planning Organization TMA Certification Review

March 15, 2023

**MetroPlan Orlando TPO**  
250 S. Orange Ave  
Orlando, FL 32801

### AGENDA

Wednesday	March 15, 2023	
<b>Federal Certification Team Members</b>	<ul style="list-style-type: none"><li>➤ Joseph Sullivan (FHWA)</li><li>➤ Jean Parlow (FHWA)</li><li>➤ Carey Sheppard (FHWA)</li><li>➤ Aviance Webb (FTA)</li></ul>	
Time	Item	Lead
9:00 a.m.	Public Meeting (hybrid w/ virtual and in person)	Federal Team
10:00 a.m.	Welcome / Introductions <ul style="list-style-type: none"><li>➤ Roles/Responsibilities/Key Activities of MPO and Transit Agency Staff</li></ul>	Federal Team, MPO, Transit, FDOT
10:15 a.m.	Site Visit Overview <ul style="list-style-type: none"><li>➤ Purpose of the Certification Process</li><li>➤ Discussion of Risk Assessment</li><li>➤ Review schedule and close-out process</li></ul>	Federal Team
10:30 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"><li>➤ Federal TMA Certification</li><li>➤ State/MPO Annual</li></ul>	Federal Team, MPO, Transit, FDOT
10:40 a.m.	<b>Break</b>	
10:45 a.m.	MPO Overview including changes within MPO since last TMA Certification <ul style="list-style-type: none"><li>➤ Demographics</li><li>➤ Boundaries</li><li>➤ Political</li><li>➤ Process Changes</li></ul>	Federal Team, MPO, Transit, FDOT
10:55 a.m.	Share Best Practices and Lessons Learned	MPO

	<ul style="list-style-type: none"> <li>➤ What is the MPO most proud of over the last four years?</li> <li>➤ What challenges have you encountered and addressed?</li> </ul>	
<b>11:45 a.m.</b>	<b>Break for Lunch</b>	
<b>1:00 p.m.</b>	Technical Topic: Impacts of the 2020 Census on TMA operations.	Federal Team, MPO, Transit, FDOT
<b>1:30 a.m.</b>	Technical Topic: Safety Considerations in the Planning Process	Federal Team, MPO, Transit, FDOT
<b>2:00 p.m.</b>	Technical Topic: Linking Planning and NEPA	Federal Team, MPO, Transit, FDOT
<b>2:30 p.m.</b>	Technical Topic: Financial Plan/Fiscal Constraint	Federal Team, MPO, Transit, FDOT
<b>3:00 p.m.</b>	Technical Assistance & Training <ul style="list-style-type: none"> <li>➤ Future Needs</li> </ul> Additional Questions <ul style="list-style-type: none"> <li>➤ Anything else the MPO would like to share with the Federal Team that hasn't been discussed?</li> </ul>	Federal Team, MPO, Transit, FDOT
<b>3:30 p.m.</b>	<b>Break</b>	
<b>3:45 p.m.</b>	Preliminary Findings Discussion Among Federal Team	Federal Team
<b>4:45 p.m.</b>	Preliminary Findings Discussion with MPO staff	Federal Team, MPO, Transit, FDOT
<b>5:00 p.m.</b>	<b>Adjourn Site Visit</b>	

## Appendix D. Public Engagement Notice

The federal certification public meeting and comment opportunities were publicly noticed using the following methods, in compliance with MetroPlan Orlando's Public Participation Plan:

- On MetroPlanOrlando.org:
  - Event item in Calendar section:  
<https://metroplanorlando.org/meetings/federal-certification-public-meeting-03-15-23>
  - 3/1/23 News post titled *How Are We Doing? Be Part of Our Federal Certification with USDOT* <https://metroplanorlando.org/public-meetings/how-are-we-doing-be-part-of-our-federal-certification-with-usdot-2/>
  - 3/15/23 News post titled *Send Written Comments for Federal Certification by April 14* <https://metroplanorlando.org/public-involvement/send-written-comments-for-federal-certification-by-april-14/>
- Social media posts on Facebook, Twitter and LinkedIn
- Constant Contact emails:
  - To MetroPlan Orlando's community database of public contacts - <https://conta.cc/3KJPcUP>
  - To MetroPlan Orlando board and committee members - <https://conta.cc/3ZO8kFB>
- On message board inside of MetroPlan Orlando office

Screenshots of graphics and communication materials are included below.

### How to Comment Graphic

**Join Us!**  
Federal Certification Public Meeting

**DETAILS: METROPLANORLANDO.ORG/CERT**

  **March 15, 2023**  
**9 a.m.**

**How to Comment**

 <b>In Person at MetroPlan Orlando office</b>	 <b>Virtually on Zoom</b>
--	---

**Can't make it?**

 Submit a written comment by April 14 to [comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link: <https://www.fhwa.dot.gov/fldiv>

## MetroPlanOrlando.org – Calendar Section [\[link\]](#)

### Federal Certification Public Meeting

March 15 @ 9:00 am - 10:00 am

Every four years, MetroPlan Orlando undergoes a mandatory federal certification with representatives from the Federal Highway and Federal Transit administrations. A team representing these USDOT agencies will visit March 15, 2023 to confirm we are following transportation planning laws and regulations.

#### HOW TO COMMENT

As part of the certification process, a hybrid public meeting will be held on March 15, 2023 at 9 a.m. You can participate in person at the MetroPlan Orlando office (250 S. Orange Ave., Suite 200, Orlando, FL 32801) or virtually through Zoom (link below).

We welcome input on transportation policies and MetroPlan Orlando's planning work. Comments will be taken into consideration by the federal team in the certification review report.

You can comment at the public meeting in two ways:

1. In person at the MetroPlan Orlando office
2. Virtually through Zoom at the link below

#### Zoom Virtual Public Access

Please click the link below to join the webinar on Zoom:

<https://us02web.zoom.us/j/81634350498?pwd=cVQ0eUJkR2hVY1d5SHJMc3hE3U00>

Webinar ID: 816 3435 0498

Passcode: 555160

Or Telephone: US +1 305 224 1968 or +1 312 626 6799 or +1 646 931 3860 or +1 929 436 2866

#### Can't make it to the public meeting?

You can submit written comments through April 14 in two ways:

1. Via email to [comment@metroplanorlando.org](mailto:comment@metroplanorlando.org)
2. Directly to the federal team via their website: <https://www.fhwa.dot.gov/fidv>

### Join Us! Federal Certification Public Meeting

DETAILS: [METROPLANORLANDO.ORG/CERT](https://metroplanorlando.org/cert)



March 15, 2023  
9 a.m.

### How to Comment



In Person at  
MetroPlan  
Orlando office



Virtually  
on Zoom

#### Can't make it?



Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fidv>

#### QUESTIONS?

Contact any of the people below

Cynthia Lambert, Public Information Manager at MetroPlan Orlando  
407-481-5672 x320 | [clambert@metroplanorlando.org](mailto:clambert@metroplanorlando.org)

Joseph P. Sullivan, Environmental Protection Specialist at Federal Highway Administration (FHWA) – Florida Division  
850-553-2248 | [Joseph.Sullivan@dot.gov](mailto:Joseph.Sullivan@dot.gov)

Avianca Webb, Community Planner at FTA Region 4, Atlanta, GA  
404-865-5489 | [Avianca.webb@dot.gov](mailto:Avianca.webb@dot.gov)

#### NEED ACCOMMODATIONS TO PARTICIPATE?

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 or email at least three days prior to the event. Lisa Smith, [L.Smith@metroplanorlando.org](mailto:L.Smith@metroplanorlando.org), 407-481-5672 x307

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 o por correo electrónico por lo menos tres días antes del evento. Lisa Smith, [L.Smith@metroplanorlando.org](mailto:L.Smith@metroplanorlando.org), 407-481-5672 x307

#### LOCATION

MetroPlan Orlando Boardroom/Virtual Public Access  
250 S. Orange Ave., Suite 200  
Orlando, FL 32801

#### Phone:

(407) 481-5672

[GOOGLE CALENDAR](#) [ICAL EXPORT](#)

#### AGENDA



Federal Certification 2023 - MetroPlan Orlando - Public  
Meeting Agenda 3-16-23

[VIEW](#)





## Samples of Social Media Posts: Facebook, Twitter, LinkedIn

**Join Us!**  
Federal Certification Public Meeting

DETAILS: [METROPLANORLANDO.ORG/CERT](https://metroplanorlando.org/cert)

  **March 15, 2023**  
**9 a.m.**

**How to Comment**

 In Person at  
MetroPlan  
Orlando office

 Virtually  
on Zoom

**Can't make it?**  
Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fldiv>


MetroPlan Orlando  
Published by Sprout Social · March 1 ·

How are we doing? Every four years, MetroPlan Orlando undergoes an important certification process to confirm we're meeting federal requirements. Reviewers from the U.S. Dept. of Transportation will be at our office on March 15 at 9 a.m. to evaluate our work and listen to your comments on the planning process. Learn more about how you can submit a comment for the certification review: [MetroPlanOrlando.org/cert](https://metroplanorlando.org/cert)

Edit

Like Comment Share



Comment as MetroPlan Orlando

 MetroPlan Orlando  
766 followers  
1mo ·


How are we doing? Every four years, MetroPlan Orlando undergoes an important certification process to confirm we're meeting federal requirements. Reviewers from the U.S. Dept. of Transportation will be at our office on March 15 at 9 a.m. ...see more


**Join Us!**  
Federal Certification Public Meeting

DETAILS: [METROPLANORLANDO.ORG/CERT](https://metroplanorlando.org/cert)

  **March 15, 2023**  
**9 a.m.**

**How to Comment**

 In Person at  
MetroPlan  
Orlando office

 Virtually  
on Zoom

**Can't make it?**  
Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fldiv>

MetroPlan Orlando @MetroPlan\_Orl · Mar 2

Did you know we get certified every four years by @USDOT to confirm we're following federal transportation planning laws? You can have a voice in the process at a meeting on 3/15! More details: [MetroPlanOrlando.org/cert](https://metroplanorlando.org/cert)

**Join Us!**  
Federal Certification Public Meeting

DETAILS: [METROPLANORLANDO.ORG/CERT](https://metroplanorlando.org/cert)

  **March 15, 2023**  
**9 a.m.**

**How to Comment**

 In Person at  
MetroPlan  
Orlando office

 Virtually  
on Zoom



**Can't make it?**  
Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fldiv>

MetroPlan Orlando @MetroPlan\_Orl · Mar 13

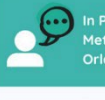
Did you know we get certified every four years by @USDOT to confirm we're following federal transportation planning laws? You can have a voice in the process at a meeting on 3/15! More details: [MetroPlanOrlando.org/cert](https://metroplanorlando.org/cert)


**Join Us!**  
Federal Certification Public Meeting

DETAILS: [METROPLANORLANDO.ORG/CERT](https://metroplanorlando.org/cert)

  **March 15, 2023**  
**9 a.m.**

**How to Comment**

 In Person at  
MetroPlan  
Orlando office

 Virtually  
on Zoom

**Can't make it?**  
Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fldiv>



1 2 151

MetroPlan Orlando @MetroPlan\_Orl · Mar 21

Remember, you can still make a public comment as part of our Federal Certification process. Deadline for written comments is Friday, April 14. Details: [bit.ly/3mQZ0CI](https://bit.ly/3mQZ0CI)

**It's Not Too Late**  
For Federal Certification Public Input


**TELL US HOW WE'RE DOING**

We are seeking comments as part of the Federal Certification process. If you missed our March 15 public meeting, you can still take part. Please send a written comment by **April 14.**

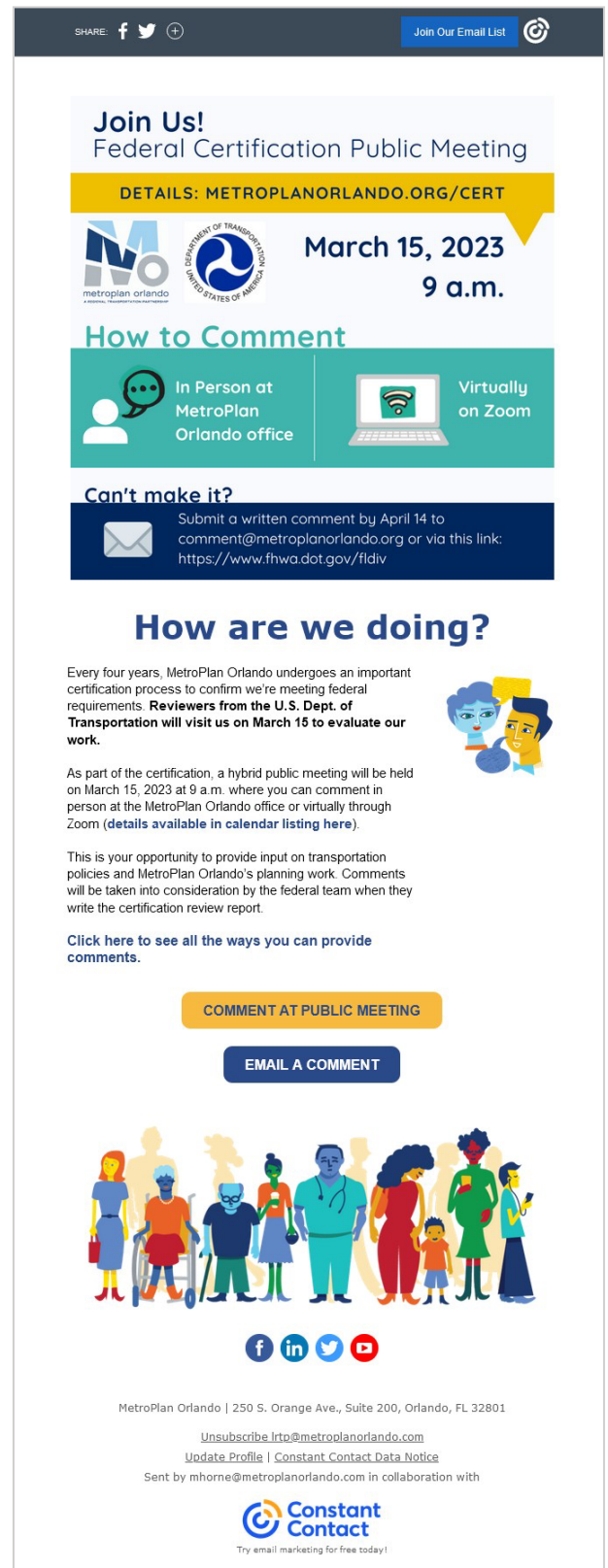
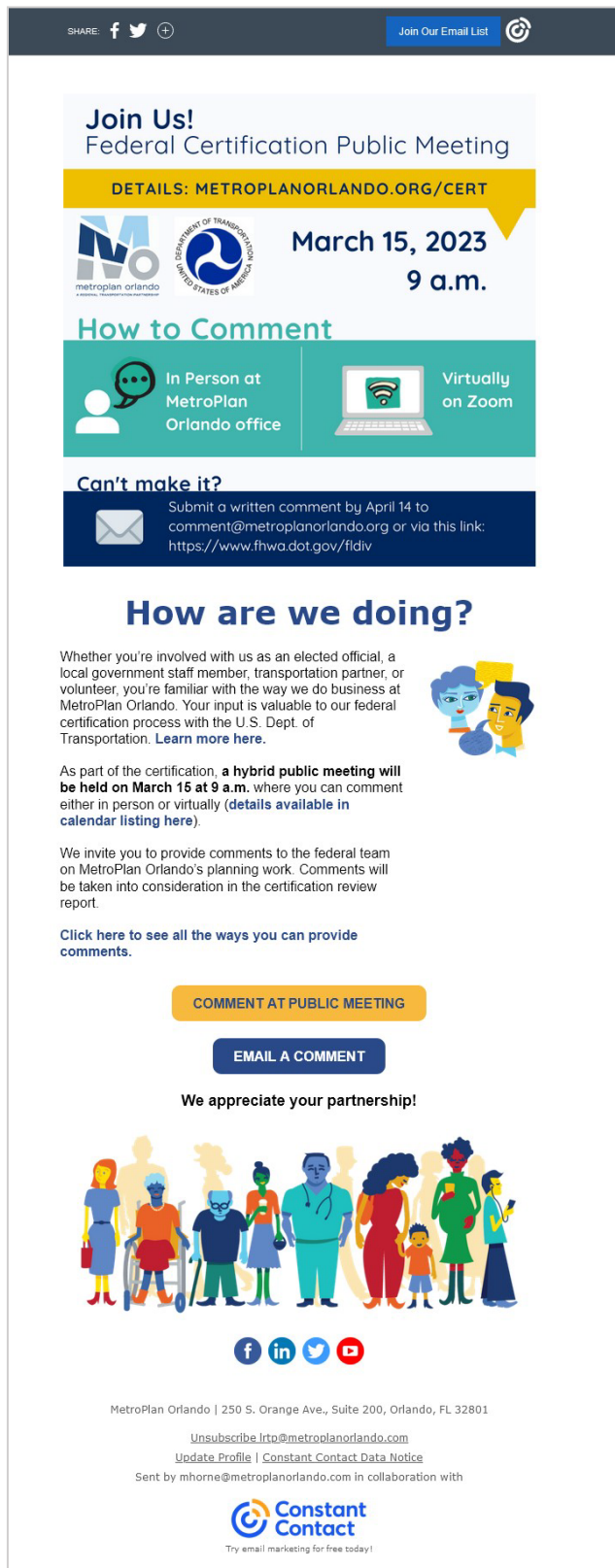
**Here's how:**

 Submit a written comment by April 14 to  
[comment@metroplanorlando.org](mailto:comment@metroplanorlando.org) or via this link:  
<https://www.fhwa.dot.gov/fldiv>





## Constant Contact Email Screenshots [link 1 & link 2]



## **Appendix E. Summary of Public Feedback**

FHWA and FTA would like to thank everyone who participated in and contributed comments for the MetroPlan Orlando TMA Certification Review. Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their transportation planning area. The comments received through social media and the public meeting included support of MetroPlan Orlando's processes and accolades for the work its staff is conducting. A few comments suggested improvements for transit options. Other comments identified project specific concerns which were shared with the appropriate entities for follow up. Additional comments were received during the 30-day public comment period following the public meeting date. We have reviewed all comments and have taken them into consideration throughout the writing of this report. The public meeting minutes and the public comments received begin below.

### **Summary of Hybrid Public Meeting**

The federal certification public meeting was held on March 15, 2023 at 9:00 am. A total of 35 attendees were at the meeting (22 in-person and 13 virtual). There were 16 verbal public comments. Summaries of each comment are found in the Record of Verbal Public Comments section below.

During the meeting, Mr. Joseph Sullivan from FHWA explained why certification is conducted and said the discussion that day was regarding the planning process. He noted that the certification process required a public comment component. Mr. Gary Huttman, MetroPlan Orlando executive director, spoke briefly about MetroPlan Orlando's three core products: the Metropolitan Transportation Plan, Prioritized Project List and Transportation Improvement Program, and how they enable solid community participation. In addition, he detailed the type of participation being sought at the public meeting. Mr. Huttman reviewed the ways to make public comments.

This was followed by a public comment session on MetroPlan Orlando's process where audience members made oral comments both in person and virtually. Mr. Sullivan thanked all the speakers, noting that he appreciated their input. He then closed the public comment portion of the certification. He congratulated Mr. Huttman and turned the public meeting over to him for final comments.

The public meeting adjourned at 10:26 a.m. Link to recording:

[https://drive.google.com/file/d/1NtcHk-MK\\_6tf8YdMnwEKd5M2eFjlzhGc/view?usp=share\\_link](https://drive.google.com/file/d/1NtcHk-MK_6tf8YdMnwEKd5M2eFjlzhGc/view?usp=share_link)

## **Record of Verbal Public Comments**

*The following comments were received at the 3/15/23 public meeting.*

Comment#:	Name:	Date Received:	Comment Method:
1	Cmsr. Mayra Uribe	3/15/23	In Person

Commissioner Mayra Uribe, Orange County Government, commented that she was born and raised in Orange County and 23 years ago she attended MetroPlan Orlando meetings because she knew MetroPlan Orlando was the epicenter of where regional transportation came together. Once she became an elected official, she advocated to be on the MetroPlan Orlando board and is currently serving her second term as Chair. Commissioner Uribe commented on MetroPlan Orlando's inclusivity, diversity, access, information and willingness to listen to the community and elected officials. She added that she also sits on the Transportation Disadvantaged Local Coordinating Board that sets the field for what others seek to follow. Additionally, she commented that she serves on the MPOAC and noted that MetroPlan Orlando is a model for other M/TPOs who observe the organization. Commissioner Uribe commented that she hopes to continue to move in this fashion with leadership and staff, everyone is welcome, and she has nothing but good things to say about the agency and she was honored to be a part of the process.

Comment#:	Name:	Date Received:	Comment Method:
2	James Boyle	3/15/23	In Person

Mr. James Boyle, LYNX, commented that he has been part of the planning process for 35 years in various capacities and knows how it works. He noted that it has been a pleasure to work with MetroPlan Orlando staff who are very professional and competent. They practice continuous communication and are very collaborative on several projects. Communication is always open, and they have meetings on a regular basis. Staff does a great job, and he felt welcome at MetroPlan Orlando from his first day and he looks forward to many more years working together.

Comment#:	Name:	Date Received:	Comment Method:
3	Christine Kefauver	3/15/23	In Person

Ms. Christine Kefauver, Brightline, commented that she has worked with MetroPlan Orlando in a few different capacities over the years besides her current position at Brightline. She noted Brightline recently made history with a test run of 130 mph on the Cocoa to Orlando connection. She commented that engagement with MetroPlan Orlando has been phenomenal, they are the convener of conversation and as a three-county MPO, they do so much to communicate and collaborate in the community. Ms. Kefauver noted that Brightline couldn't move forward without the public-private partnership as they look to connect intercity rail. She added that she works closely with Tampa on their Brightline connection and Tampa looks to duplicate Central Florida because of all they have been able to accomplish, and they look to the three-county MPO as the foundation for their success.

Comment#: 4	Name: Joanne Counelis	Date Received: 3/15/23	Comment Method: In Person
----------------	--------------------------	---------------------------	------------------------------

Ms. Joanne Counelis commented that 24-hour bus and train service is needed holidays, weekends, and nights. A bus stop is needed at Country Club Road and Estella and Oviedo Boulevard.

Comment#: 5	Name: Kellie Smith	Date Received: 3/15/23	Comment Method: In Person
----------------	-----------------------	---------------------------	------------------------------

Ms. Kellie Smith, FDOT District 5, thanked MetroPlan Orlando for their continued partnership and willingness to engage, such as with the Central Florida MPO Alliance that brings together all the MPOs in the region along with Polk County. She commented that they have shared goals on community-centric projects that enhance safety and mobility for users and this has been evident in the stimulus and Moving Florida Forward projects ensuring that there is planning consistency to move those projects forward and provide feedback.

Ms. Smith thanked Mr. Jason Loschiavo for his financial leadership. They always have smooth sailing on invoices and there are never any issues with MetroPlan Orlando's financials. She called attention to Alex and Eric for their planning leadership, Cynthia and Virginia for their community engagement practices and the board and committees that are always engaged and supportive and give a lot of feedback.

Comment#: 6	Name: Mark Reichert	Date Received: 3/15/23	Comment Method: In Person
----------------	------------------------	---------------------------	------------------------------

Mr. Mark Reichert, MPOAC, commented that MetroPlan Orlando is one of the leading MPOs in the state, highly professional, great to work with, a model for the three-C process and a great resource when there are issues of statewide concern. He added that MetroPlan Orlando is always willing to help, they are a key player in MPOAC, not only staff, but board members as well. Mr. Reichert noted that MetroPlan Orlando is a fine example of how a metropolitan planning organization should be run.

Comment#: 7	Name: Sarah Elbadri	Date Received: 3/15/23	Comment Method: In Person
----------------	------------------------	---------------------------	------------------------------

Ms. Sarah Elbadri commented that she is here representing three hats, the first being MetroPlan Orlando's Community Advisory Committee (CAC), which she served on for six years. CAC, she noted, not only has representatives from jurisdictions, but also advocates for multimodal transportation, underserved, transportation disadvantaged, and the business community. MetroPlan Orlando does a great job in training committee members to be leaders and run a Robert's Rules of Order meeting. She added that MetroPlan Orlando has been a leader in providing access to meetings and has continued

access options past the pandemic. Ms. Elbadri provided comments in her role working for Congressman Maxwell Frost, who has a passionate interest in housing and transportation, noting that MetroPlan Orlando has been a great partner in convening conversations on the topics. Finally, Ms. Elbadri commented that she is a founding board member of the non-profit Orlando Bike Coalition that works for world-class bicycle infrastructure in the community.

MetroPlan Orlando does a great job of listening to the community. An example of this is the Safe Streets and Roads for All grant recently received for \$3.7 million to address bicycle and pedestrian safety issues, not only for the large jurisdictions, but the smaller ones as well. She added that MetroPlan Orlando is amazing, their staff is fantastic, and she couldn't recommend them more.

Comment#: 8	Name: Crissy Martin	Date Received: 3/15/23	Comment Method: Virtual
----------------	------------------------	---------------------------	----------------------------

Ms. Crissy Martin, City of Orlando, commented that transportation has never been as necessary as today with the influx of population. MetroPlan Orlando, she added, has been a great partner to the City of Orlando when looking to find funding and grants along with letters of support that are always generated quickly. Ms. Martin noted that the City of Orlando appreciates the attention to the municipalities and efforts in assisting to move projects such as Corrine Drive ahead. MetroPlan Orlando was there to move the process ahead, through the federal funding process and all parties were brought together to hammer out details. MetroPlan Orlando staff has always been available to meet with City of Orlando staff and educate and inform them from the process MetroPlan Orlando goes through to what can be done to invigorate their process. She thanked MetroPlan Orlando from the City because MetroPlan Orlando is such an asset and the City appreciates all MetroPlan Orlando does.

Comment#: 9	Name: Mayor David Henson	Date Received: 3/15/23	Comment Method: Virtual
----------------	-----------------------------	---------------------------	----------------------------

Mayor David Henson, Municipal Advisory Committee (MAC) member, commented that as a member of one of the advisory committees, he feels very engaged, and very welcomed. His input on the committee is valued and he enjoys the process. MetroPlan Orlando is outstanding in their outreach.

Comment#: 10	Name: Emily Hanna	Date Received: 3/15/23	Comment Method: Virtual
-----------------	----------------------	---------------------------	----------------------------

Ms. Emily Hanna, Bike/Walk Central Florida, commented that they are the local non-profit advocacy organization that administers several pedestrian safety and bicycle-related programs. MetroPlan Orlando has been an incredible partner through all the programs, services and advocacy Bike Walk Central Florida provides. MetroPlan Orlando has been committed to pedestrian safety for more than 10 years, helping launch the region's first pedestrian safety program, Best Foot Forward, in June 2012. Because of MetroPlan Orlando's support of the program, more than 30 active partners participate in one of the largest grassroots coalitions in the state, if not in the country, that is solely focused on getting drivers to stop for pedestrians in crosswalks. As a result, pedestrians will choose to use those



crosswalks, which improves predictability and makes roads safer. Notable achievements of the program, due to MetroPlan Orlando's support, are: working with local law enforcement partners, educating drivers on state drivers yield law, and issuing over 11,000 warnings and citations across the region. The program collects data at over 230 crosswalks that assists local planners and engineers with increasing visibility of those crosswalks. In addition, the program has attended or presented at over 700 community meetings and events, often supported by MetroPlan Orlando. None of this would be possible without the leadership and support of MetroPlan Orlando. In addition to support of Best Foot Forward, MetroPlan Orlando has embraced Bike/Walk Central Florida's advocacy and expertise by including them on various studies and working groups, most recently the Safe Streets and Roads for All Grant. Bike/Walk Central Florida applauds MetroPlan Orlando staff's hard work as they pursued this very competitive grant. We hope FHWA and FTA recognize MetroPlan Orlando's hard work and echo the in-person and online comments that show MetroPlan Orlando's commitment to safety, and we get to continue to work with MetroPlan Orlando on making our roads safer.

Comment#: 11	Name: Nabil Muhaisen	Date Received:	Comment Method: Virtual
-----------------	-------------------------	----------------	----------------------------

Mr. Nabil Muhaisen, City of Orlando, commented that he previously worked for the City of Kissimmee and represented them for seven years on the Technical Advisory Committee (TAC) and Transportation System Management & Operations Advisory Committee (TSMO). Through his dealings with MetroPlan Orlando, he couldn't help but notice the attention given to associates from each of the staff. He has always felt accommodated and provided with important details and his interactions with staff were rewarding and helpful. Mr. Muhaisen shared a couple of specific experiences. The first was in the grant process.

Municipalities are eager to grab at the money. MetroPlan Orlando staff was instrumental in educating the group, going beyond the call of duty to accommodate. He was impressed when they offered to attend his municipal government and provide a workshop. He commented that they took advantage of the offer and successfully applied for a grant. He was impressed that staff called to alert him that a deadline was approaching. The second time was during the pandemic. MetroPlan Orlando staff was ready and provided Zoom training and fully informed every one of their plans to proceed virtually with Zoom operations as if nothing had happened. These are just a couple of examples he has had dealings with all staff and hats off to them.

Comment#: 12	Name: Norm Hickling	Date Received: 3/15/2023	Comment Method: Virtual
-----------------	------------------------	-----------------------------	----------------------------

Mr. Norm Hickling, ACCESS LYNX, commented they run the paratransit service and this is where they work very closely with MetroPlan Orlando in performing those services. ACCESS LYNX covers the 2,500 square mile, three-county region of 2.2 million people, many of which are transportation disadvantaged and mutually we take this very seriously. The partnership is truly a partnership between MetroPlan Orlando and LYNX. Sometimes there are candid conversations to come up with the best solutions, how to move forward and how to plan to meet the challenges we see. ACCESS LYNX worked together with MetroPlan through the pandemic, and emergency situations such as the

hurricanes. We are always able to communicate with MetroPlan Orlando and have their understanding and feedback and advice. The two meetings that they really engage in are the Transportation Disadvantaged Local Coordinating Board and the Quality Assurance Task Force. They know addressing needs going into the future that they are getting good solid feedback because MetroPlan Orlando has been engaged, reached out to the community, made themselves available to the community, and makes ACCESS LYNX better in performing their services.

Comment#: 13	Name: Venise White	Date Received: 3/15/23	Comment Method: Virtual
-----------------	-----------------------	---------------------------	----------------------------

Ms. Venise White, Community Advisory Committee (CAC) member, commented that she has participated since 2015 in collaborative initiatives with MetroPlan Orlando, including the SR 50 Bus Rapid Transit Health Impact Assessment Steering Committee on behalf of the Seminole County Health Department. As a result of the direct impact of transportation on public health policies, she became well versed in conducting health impact assessments and participating in other complete street policies and projects, even submitting transportation and health related grants for local communities in Seminole County. Since 2016, she has served as a multimodal advocate on CAC, amplifying the voice of public health and sometimes the underserved. She has shared resources and gained partnerships and friends with the staff and members of the CAC who all have been instrumental in her professional growth. Following her appointment to the State Office of Minority Health, Ms. White commented that she resigned from a number of boards but has remained on CAC because she understands the value they contribute on incorporating public health into transportation planning. She added that she observed and actively participated in prioritizing plans that really made a difference not only for the communities and counties that they serve but personally. As a new cyclist, she was able to complete a triathlon and Bike Five Cities after Cycling Savvy training and understanding complete streets and the right way and wrong way of being a pedestrian and cyclist. Through those relationships and through the teachings at CAC, she gained that confidence. Ms. White commented she has shared her recreational achievements through the years, taking pictures along the trails and sharing updates as the trails became connected. She sees the real-life impacts of the planning done at MetroPlan Orlando. She added a thank you from the Florida Public Health Association where she currently serves as president. She is proud to see the language of public health in all that MetroPlan Orlando does, making a difference for all of the people we plan for and serve.

Comment#: 14	Name: Tawny Olore	Date Received: 3/15/23	Comment Method: Virtual
-----------------	----------------------	---------------------------	----------------------------

Ms. Tawny Olore, Deputy County Manager at Osceola County, reported that Osceola is the fastest growing county in Florida and one of the top 10 fastest growing counties in the United States. Infrastructure is very important to them, and they are working furiously to meet the needs of the growing population. Osceola County couldn't address the needs without MetroPlan Orlando, who not only provides funding, but also expertise. One of the programs they use is signal retiming because you can't keep adding capacity and transportation mobility means all of the signals are working properly. MetroPlan Orlando has worked in the past to get the region ready for autonomous vehicles, even conducting a study on how to prepare for autonomous vehicles. Osceola County, she added, was the first

to approve a vision zero plan and they needed to come up with an action plan. In speaking with MetroPlan Orlando, they found out that MetroPlan Orlando was pursuing the Safe Streets and Roads for All grant which would help them with an action plan. In addition, MetroPlan Orlando helped them with 10th Street in St. Cloud, conducting a complete streets feasibility study for that corridor so they could move ahead. Ms. Olore commented that they have so many needs in their fast-growing area and every time asked, MetroPlan Orlando has stepped up with solutions and funding. She added that she is sure FHWA and FTA are aware of recent funding shortfalls and MetroPlan Orlando is always there looking for additional funding to ensure projects move ahead. Kudos to Gary and staff.

Comment#: 15	Name: Brian Sanders	Date Received: 3/15/23	Comment Method: Virtual
-----------------	------------------------	---------------------------	----------------------------

Mr. Brian Sanders, Orange County, commented that Orange County has a lot of growth and infrastructure needs. They are the largest organization within MetroPlan Orlando's partner agencies. He wanted to congratulate MetroPlan Orlando for operating such a professional organization that advocates for federal funding for the local partners. MetroPlan Orlando staff is always very professional, collaborative, and seeks consensus. It's a fantastic experience being a part of MetroPlan Orlando. MetroPlan Orlando staff are participating in the project development. An example, he noted, recently Orange County and the City of Apopka had a number of infrastructure needs and MetroPlan Orlando came forward and facilitated that project development with them and for them. It was a tremendous experience. MetroPlan Orlando participated in public outreach, development of the project, and came up with innovative ideas along the way. It was a very successful project, and they are looking forward to seeing it move into construction. Just the sheer number of projects and funding lines that MetroPlan Orlando staff has to keep up with in order to maintain the organization, he doesn't know how they do it. He is here to congratulate Gary and staff for running such a tremendous organization and being that advocate that they truly need and benefit from as their advocate for federal funding. Great job Gary and staff.

Comment#: 16	Name: Marilyn Baldwin	Date Received: 3/15/23	Comment Method: Virtual
-----------------	--------------------------	---------------------------	----------------------------

Ms. Marilyn Baldwin, Transportation Disadvantaged Local Coordinating Board (TDLCB) member, commented she has had the good fortune to work with MetroPlan Orlando for over 20 years. MetroPlan Orlando always does a wonderful job making sure that citizens with disabilities have access to the public meetings. She is legally blind with limited vision and MetroPlan Orlando always provides agendas and other materials in the large print format she needs. They make sure that citizens with other disabilities are able to fully participate in the program. MetroPlan Orlando allows and involves persons with disabilities in community training, community outreach and they attend annual TD legislative days and the annual training conference. One of the things MetroPlan Orlando does that she is tremendously proud of is the Blind Experience. For about the past six years, MetroPlan Orlando has come along with the National Federation of the Blind Central Florida and the Greater Orlando Council of the Blind for an annual training program for local elected officials called the Blind Experience. Local elected officials and citizens are encouraged to take a walk under blindfold so that they understand why the Florida



White Cane Law is so important for our blind pedestrians. For those who may not know, the White Cane Law says that each car or vehicle must make a complete stop if they approach a person who is blind or physically disabled is trying to cross the intersection or highway.

MetroPlan Orlando assists with technical support for this program every year, helps them to receive proclamations from elected officials and just does an outstanding job on our local coordinating board and really takes time to study and plan an issue. I am stepping down from fifteen years chairing our Quality Assurance Task Force, but I continue to work on the Quality Assurance Task Force Working Group. MetroPlan Orlando doesn't treat persons with disabilities like a group of people they have to serve but they genuinely do care about providing transportation services and planning for those services, as Mr. Norm Hickling said, for some of our most vulnerable citizens. To give an idea of what MetroPlan Orlando does, Ms. Lisa Smith when our meetings are over and beforehand will come down and assist us with getting on and off our vehicles. Ms. Virginia Whittington is just fantastic. I couldn't ask for a more professional person to work with and under the leadership of Gary Huttman, I know that for years to come MetroPlan Orlando will continue to do an outstanding job for our disability and disadvantaged community. I want to say congratulations, they do an outstanding job, they find opportunities to go out in the community and advocate for paratransit services for persons with disabilities. I want to say congratulations, thank you MetroPlan Orlando.

### **Record of Written Public Comments**

*Written comments are included below as received at the [comment@MetroPlanOrlando.org](mailto:comment@MetroPlanOrlando.org) throughout the public comment period.*

Comment#:	Name:	Date Received:	Comment Method:
17	Rob Harper <a href="mailto:rhharper@cfl.rr.com">rhharper@cfl.rr.com</a>	3/1/23	Email:

*Email Subject: how are you doing?*

When it applies to the nightmare traffic situation at Welch Road and Rock Springs Road, you're doing extremely poorly (read: "nothing"). And the traffic will only get worse as long as the Apopka city fathers continue to give carte blanche to every developer that wanders into City Hall.

Can you get the State AG to start an investigation into possible illegal payoffs and kickbacks from developers to city commissioners? Please?

Regards,  
Rob  
Harper

Comment#: 18	Name: Ted Szymankiewicz <a href="mailto:tszy46@gmail.com">tszy46@gmail.com</a>	Date Received: 3/1/23	Comment Method: Email
-----------------	--	--------------------------	--------------------------

*Email Subject: Jurisdiction, Regulation and Enforcement of Vehicular Traffic in Orange County*

Gentlemen:

As you have been studying the traffic situation on Corrine Drive for several years involving the City of Orlando and Orange County, you should be knowledgeable as to who has jurisdiction, regulatory and enforcement powers of vehicular traffic. Our neighborhood, commonly known as the "Beeman Park Area", is having a serious safety problem with over sized delivery trucks e.g. tractors, 48 foot trailers with a forklift attached. I have contacted the County's Traffic Engineering Department (Mr. Frank Yoakiel, 407-836-8073) and he reports that he does not know who or what department(s) in the County has jurisdiction, regulation and enforcement powers over vehicular traffic in residential areas. He claims that neither Traffic Engineering nor he knows who has such authority. Moreover he continues to not return my phone calls. The most recent of which was on February 17, 2023 at approximately 3:45 pm EST.

I find that hard to believe. As I know the County is one of your traffic planning team members, will you provide me with the name, title, and direct phone line who has such authority in order that I may talk with someone or department that I may contact to address my issue?

My Name is Ted Szymankiewicz and my phone number is 407-896-1378. You may contact me via telephone or at the above email address.

Thanking you in advance for your assistance and anxiously looking forward to discussing the issue with you and or the County.

Ted

Comment#: 19	Name: Kelly Brock <a href="mailto:kbrock@casselberry.org">kbrock@casselberry.org</a>	Date Received: 3/1/23	Comment Method: Email
-----------------	--	--------------------------	--------------------------

*Email Subject: Comments for MetroPlan Orlando's Federal Certification with US DOT*

MetroPlan Orlando has been critical to the Central Florida region in helping advance transportation initiatives, including for the City of Casselberry as we strive to create a more equitable, complete-street oriented transportation network.

In particular, MetroPlan has improved its policies and processes in recent years to more objectively apply performance measures and evaluation criteria to prioritize the region's projects. MetroPlan has played a leading role in advancing efforts for a more equitable and holistic approach to transportation, including complete streets and safe systems approaches to policy, planning, and funding. MetroPlan has also made great strides in advancing complete street projects.

MetroPlan is transparent in its policies and processes and provides multiple and varied opportunities for the public to provide input. MetroPlan also does a great job in informing the public and partner staff and elected officials about various transportation issues, challenges, and solutions.

Finally, MetroPlan has played a key role in bringing regional partners together to cooperate on important initiatives, as exemplified in the recent award of a Safe Streets and Roads for All Grant, which brought together all three counties and 22 municipalities in a joint application to help the entire region formulate a comprehensive Vision Zero Safety Action Plan.

Regards,

Kelly Hans Brock (he/him)

Ph.D., P.E., CFM, LEED AP, ENV SP

Public Works & Utilities

Director City of Casselberry

95 Triplet Lake Drive

Casselberry, FL 32707

(407) 262-7725 ext 1235

kbrock@casselberry.org

Comment#: 20	Name: Joe Napp <a href="mailto:joenaplachowski@gmail.com">joenaplachowski@gmail.com</a>	Date Received: 3/1/23	Comment Method: Email
-----------------	---	--------------------------	--------------------------

*Email Subject: All you do is surveys*

You have been sending me emails and surveys for probably 15 plus years

Mills and Rollins and Lake Shore is still dangerous to cross and nothing has ever been done on Corrine I still have to walk in street

So unless you have done something for my area 32803  
you might say you're kind of a worthless committee

Comment#: 21	Name: Howard Blaz <a href="mailto:howardbla@gmail.com">howardbla@gmail.com</a>	Date Received: 3/3/23	Comment Method: Email
-----------------	--	--------------------------	--------------------------

*Email Subject: Urban Sprawl vs Public Transportation*

I come from Chicago where public transportation was figured into city planning PRIOR to implementation of construction. Highways had space in medians for light rail; commercial streets were laid with space for streetcars (and later, bus stops).

Comment#: 22	Name: William 'Bill' Wharton <a href="mailto:WWharton@seminolecountyfl.gov">WWharton@seminolecountyfl.gov</a>	Date Received: 3/21/23	Comment Method: Email
-----------------	---	---------------------------	--------------------------

*Email Subject: USDOT Federal Certification*

USDOT Federal Certification Team,

I am the Transportation Planning Manager for Seminole County and the Chairman for MetroPlan Orlando's Technical Advisory Committee (TAC) for the current year. I have served on the TAC almost continuously for the past 18 years.

The core of the MetroPlan staff has been stable for most of that time and always have been professional in carrying out their duties. As you know, all the local jurisdictions that are part of MetroPlan vie for limited funds allocated through MetroPlan. In my opinion, in carrying out their duties in funding local projects MetroPlan staff relies on and follows the labyrinth of laws, rules, and requirements, in equitability processing and providing funds for the local transportation projects.

Please feel free to contact me with any questions.

-Bill

Bill Wharton

Transportation Planning Manager  
Engineering Division | Public  
Works 407- 665-5730

100 E. 1st Street, Sanford, FL 32771  
[WWharton@seminolecountyfl.gov](mailto:WWharton@seminolecountyfl.gov)  
[www.seminolecountyfl.gov](http://www.seminolecountyfl.gov)

Comment#: 23	Name: Jeffrey B. Campbell <a href="mailto:jeffrey.b.campbell.cp6i@statefarm.com">jeffrey.b.campbell.cp6i@statefarm.com</a>	Date Received: 4/10/23	Comment Method: Email
-----------------	--	------------------------------	--------------------------

*Email Subject: Comment for Federal Certification*

Let me start by saying thank you to MetroPlan Orlando and its dynamic team for being the glue that holds together this regional transportation partnership. I will also say, congratulations on the establishment and maintenance of an inclusive process that has lasted for many years.

The mission, to provide leadership in transportation planning, by engaging and including the public, as well as fostered partnerships, has been a huge success and has made for a great working relationship.

I am truly honored to have served for the past 9 years, as a member of what is now the Community Advisory Committee, CAC, (previously the Citizen's Advisory Committee). Approximately 16 months ago, I became the Chairman of this committee. This has allowed me to have an even closer look into this process which champions this region's long-term vision for our transportation systems. I am extremely proud to be part of this process!

From my chair, we get to see the communications process, flowing in both directions. It flows from the leadership partners to the Committee. In turn, the Committee gets to offer feedback and a perspective that can be heard, considered, and even incorporated into the plan where possible. This inclusive process constantly looks to make sure the opinions of all demographics are integrated. This allows the concerns of the traditionally underserved communities, such as people of color, those with disabilities, youth/seniors, and people affected by poverty, to be included and heard. The process even recognizes that this diverse group of people, that make up our region or communities, need options to share their ideas, feelings, and input. Therefore, they are offered various ways to give their feedback, including in person, as well as virtual opportunities to contribute. As a native Floridian who has resided in this region for decades, I'm impressed and appreciative that the citizens are included, when making our transportation plan that will carry us into the future.

Again, thank you to the team and its leadership at MetroPlan Orlando for their dedicated service to our region and for maintaining such an inclusive process over the years.

Jeffrey B. Campbell

Chairman-Community Advisory Committee

## Appendix F. Status of Previous Certification Findings

The following is a summary of the previous corrective actions and recommendations made by the Federal Review Team to the MetroPlan Orlando. The MPO's last certification review report was published in 2019.

### A. Corrective Actions

No Corrective Actions identified in the 2019 Certification Review report.

### B. Recommendations

1. **Transportation Performance Planning:** During the desktop review, it was noted that FTA Transit Asset Management (TAM) targets were not included in the TIP, although targets were recently endorsed by the MPO. The FRT recommends that when MetroPlan amends their existing TIP or adopts a new TIP, that TIP reflect the TAM targets adopted by the MPO and describe how the projects in the amended or new TIP help meet the TAM targets. Please note that future TIP and LRTP approval cycles may be contingent on the inclusion of TAM targets and progress towards achieving them.

**Update:** The FY2022-23 – 2026-27 Orlando Urban Area TIP, adopted on July 27, 2022, reflects the TAM targets adopted by the MPO. The TIP describes how projects in the TIP helps meet the TAM targets. The performance measures adopted by the MetroPlan Orlando Board (including support of FDOT's Targets for the federal performance measures) are summarized in MetroPlan Orlando's Tracking the Trends 2022 update (<https://metroplanorlando.org/trends>). These performance measures were used for project prioritization and the indicators will be used for scoring how well the region's transportation network is performing.

2. **Transportation Improvement Plan:** The interactive TIP map can be an opportunity to utilize visualizations and convey information in a transparent, easy to understand format. During the desktop review, it was noted that the "welcome screen" has text for the Broward TIP Viewer and MPO, which could confuse members of the public and stakeholders. Furthermore, it appears that the interactive TIP was not functioning when the FRT attempted to view it as part of the desktop audit. The MPO should correct this information to reflect the MPO's information and the most current Interactive TIP map.

**Update:** The TMA developed an interactive TIP map which is located at <https://metroplanorlando.org/tipmap>. The welcome page has been edited and does not include for the Broward TIP Viewer or MPO. The mapping tool was functioning during this review.

3. **Transportation Improvement Plan:** To build off the 2020-2024 Draft Project Priorities web map information, consider adding project descriptions into the attributes to help the public better understand proposed project details. Consideration should be given to the use of GIS to spatially identify disadvantaged populations (including Limited English Proficiency) relative to projects to better assess benefits and burdens.

**Update:** 2045 MTP and Prioritized Project List includes project descriptions and needs types. GIS interactive maps are available to visualize cost feasible priority projects and to include corridor and area specific data, metrics, and socioeconomic information at the segment and project level. Using online Data Viewer, users can view project and corridor details– The GIS interactive tool is located online at <https://metroplanorlando.org/maps-tools/dataviewer/>. See the Network Prioritization, 2045 MTP, and Demographics tabs for details.

4. **Long Range Transportation Plan:** To ensure requirements are met in the next iteration of the LRTP 2045, the FRT recommends the MPO include all phases for locally funded projects for the counties of Orange, Osceola, and Seminole.

**Update:** The adopted 2045 LRTP includes/shows all phases (PD&E through CST/CEI) for all local funded projects in year of expenditure – this information is detailed in Tables 16, 17 and 18 of the adopted cost feasible plan – Table 16 starts on page 140 - <https://metroplanorlando.org/wp-content/uploads/2045-MTP-Cost-Feasible-Plan-Adopted-Dec-2020-Revised-Dec-2022.pdf#page=140>

## Appendix G. Acronym List

ADA – Americans with Disabilities Act	NTI – National Transit Institute
AQ – Air Quality	PEA – Planning Emphasis Area
CAAA – Clean Air Act Amendments of 1990	PL – Metropolitan Planning Funds
CFP – Cost Feasible Plan (of the LRTP)	PPP – Public Participation Plan
CFR – Code of Federal Regulations	RA – Regional Administrator
CMAQ – Congestion Mitigation and Air Quality	RTIP – Regional Transportation Implementation Plan
CMP – Congestion Management Process	RTP – Regional Transportation Plan
DA – Division Administrator	SAFETEA-LU – Safe, Accountable, Efficient Transportation Equity Act: A Legacy for Users
DBE – Disadvantaged Business Enterprises	RPC – Regional Planning Commission
DHHS – Department of Health and Human Services	SFY – State Fiscal Year
EJ – Environmental Justice	SHA – State Highway Administration
ETDM – Efficient Transportation Decision Making	SHSP – Strategic Highway Safety Plan
EPA – Environmental Protection Agency	SIP – State Implementation Plan
FAST Act – Fixing America’s Surface Transportation Act	SOP – Standard Operating Procedures
FDOT – Florida Department of Transportation	SOV – Single Occupancy Vehicle
FHWA – Federal Highway Administration	SPR – State Planning and Research
FTA – Federal Transit Administration	STIP – Statewide Transportation Improvement Program
FY – Federal Fiscal Year	STP – Surface Transportation Program
GIS – Geographic Information Systems	TAM – Transit Asset Management
HSIP – Highway Safety Improvement Program	TAMP – Transportation Asset Management Plan
HPMS Reviews – Highway Performance Monitoring System	TAZ – Transportation Analysis Zone
ISTEA – Intermodal Surface Transportation Efficiency Act	TCM – Transportation Control Measure
ITS – Intelligent Transportation Systems	TDM – Transportation Demand Management
LEP – Limited English Proficiency	TDP – Transit Development Plan
LRTP – Long Range Transportation Plan	TEA-21 – Transportation Equity Act for the 21 <sup>st</sup> Century
M&O – Management and Operations	TIP – Transportation Improvement Program
MAP-21 – Moving Ahead for Progress in the 21 <sup>st</sup> Century	Title VI – Title VI of the 1964 Civil Rights Act
MOA – Memorandum of Agreement	TMA – Transportation Management Area
MOU – Memorandum of Understanding	TMIP – Travel Model Improvement Program
MPA – Metropolitan Planning Area Boundary	TPA – Transportation Planning Agency
MPO – Metropolitan Planning Organization	TPCB – Transportation Planning Capacity Building Program
MPOAC – Metropolitan Planning Organization Advisory Council	TPM – Transportation Performance Management
NAAQS-National Ambient Air Quality Standards	TPO – Transportation Planning Organization
NEPA – National Environmental Policy Act	UAB – Urban Area Boundary
NHI – National Highway Institute	UPWP – Unified Planning Work Plan
NHS – National Highway System	U.S.C. – United States Code
	UZA – Urbanized Areas
	VMT – Vehicle Miles Traveled



**TAB 7**





metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

September 13, 2023

To: Commissioner Mayra Uribe, Board Chair  
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I met with the River to Sea TPO Executive Director on July 18 to discuss truck parking issues
- I attended the MPOAC Policy Committee meeting on July 19 in St Pete Beach
- I attended the Orange County Health Summit on July 20
- I met with the Florida Greenways & Trails on July 20 to discuss SB 106
- I attended the CraneRIDES Event in Altamonte Springs on July 21
- I met with Mayor Dowless on July 24
- I met with FDOT work program staff on July 25
- I met with FDOT D5 Secretary Tyler on July 25 to discuss MetroPlan Priority Projects for the next work program cycle
- Staff attended the City of Orlando Charging Station Event on July 25
- I attended the Florida Metropolitan Planning Partnership Meeting on July 26
- I attended the MPOAC Staff Directors meeting on July 27
- I attended the MPOAC Governing Board meeting on July 27
- I attended the MPOAC Governing Board Dinner on July 27
- I attended the AMPO Policy Committee meeting on July 31
- I attended the AMPO 3<sup>rd</sup> Quarter Moderators Coordinating Meeting on July 31
- I attended the US 192 Safety Improvements Public Meeting on August 3
- I met with MetroPlan Board Alternate Tim Weisheyer on August 7
- I met with Glen Gilzean from the Central Florida Tourism Oversight Board on August 7
- I met with Commissioner Uribe for an Executive Committee briefing on August 7
- I met with Osceola County staff on August 7 to discuss board apportionment
- I participated in the City of Orlando Safety Event to Stop on Red on August 8
- I met with Commissioner Zembower for an Executive Committee briefing on August 8
- I met with Commissioner Grieb for an Executive Committee briefing on August 9
- I met with Commissioner Janer for an Executive Committee briefing on August 10
- I attended the TDLCB Meeting on August 10
- I met with Mayor Demings for an Executive Committee briefing on August 11
- I met with City of Orlando staff on August 14 to discuss board apportionment

- I met with FDOT District 5 Leadership on August 14
- I met with the MetroPlan Orlando Personnel Committee on August 15
- I met with the MetroPlan Orlando Executive Committee on August 15
- I attended the AMPO Presenter/Moderators prep meeting on August 21
- I attended the CAC meeting on August 23
- I attended the SunTrails meeting with FDOT on August 23
- I attended an AMPO meeting on August 23
- I attended the TSMO Meeting on August 25
- I attended the TAC meeting on August 25
- I attended the New Harmon Road Event in Apopka on August 29
- I met with the FDOT Safety Administrator on August 29
- I conducted a MetroPlan Director's Annual Review on August 30
- I attended the MAC Meeting on September 7
- I met with Seminole County Commissioner Dallari on September 7
- I met with Commissioner Zembower for our MetroPlan agenda review on September 7
- I met with MetroPlan Chair Commissioner Uribe for our MetroPlan agenda review on September 7
- I met with Commissioner Janer for a quarterly briefing on September 7
- I met with Commissioner Grieb for our MetroPlan agenda review on September 7
- I met with Board Member Tom Green for our MetroPlan agenda review on September 8
- I met with Mayor Demings for our MetroPlan agenda review on September 8
- I attended the College of Community Innovation & Education Leadership & Deans Advisory Council event on September 8
- I met with Commissioner Lockhart for our MetroPlan agenda review on September 11
- I met with Commissioner Cordero for our MetroPlan agenda review on September 11
- I met with Commissioner Castano for our MetroPlan agenda review on September 11

#### FDOT

- I continue regular monthly meetings with FDOT leadership

#### Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- AMPO's Annual Meeting is scheduled for September 26-29 in Cleveland, Ohio
- I will be moderating a session on Corridor Planning on Tuesday, September 26. Our Regional TSMO program will be one of the items presented and discussed
- The MetroPlan Orlando Strategic Health Plan will also be presented at the National AMPO Conference

#### National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- NARC's Executive Director's Council & Board Retreat is scheduled for October 29-November 1 in Boise, Idaho



## *Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

### **Orange, Osceola and Seminole Counties Project Status Update as of July 31, 2023**

The following is a brief status update on major FDOT road construction projects in Orange, Osceola, and Orange counties as of the July cutoff. The next cutoff date is August 31, 2023. Information is also available on [www.cflroads.com](http://www.cflroads.com). For questions, please contact Melissa S. McKinney at 386-943-5077 or via email at [melissa.mckinney@dot.state.fl.us](mailto:melissa.mckinney@dot.state.fl.us).

#### **ORANGE COUNTY**

##### **Upcoming Projects:**

##### **445211-1 S.R. 426 from east of S.R. 424 (Edgewater Drive) to west of I-4**

- Contract: E56B6
- Contractor: Ranger Construction Industries, Inc.
- Project Cost: \$2.4 Million
- Project Start: August 2023
- Estimated Completion: Early 2024
- The purpose of the project is to repave this segment of Fairbanks Avenue (S.R. 426) from east of Edgewater Drive (S.R. 424) to west of Interstate 4 (I-4) to extend the life of the existing roadway. Pedestrian safety improvements are also planned, including upgrading pedestrian crosswalks, reconstructing sidewalk curb ramps, pedestrian signals, and adding a new sidewalk at the intersection with Wymore Road. Other work includes traffic signal upgrades and necessary drainage modifications. Fairbanks Avenue within the project limits provides two travel lanes in each direction with a center, two-way left turn lane along most of the corridor. No changes to the lane configuration are planned.

##### **445303-1 S.R. 436 from north of Old Cheney Highway to south of University Park Drive**

- Contract: E57B5
- Contractor: Ranger Construction Industries, Inc.
- Project Cost: \$7 Million
- Project Start: August 2023
- Estimated Completion: Fall 2024
- This project plans to construct improvements along State Road (S.R.) 436 from north of Old Cheney Highway to north of University Park Drive in Orlando. This project proposes to repave the roadway and implement strategies to increase safety for all users along the project corridor. Safety improvements include speed management enhancements such as lane width reduction, a barrier curb, right turn lane elimination, driveway modifications, and traffic-calming landscaping. The project will also focus on cyclist safety with separated and designated bicycle facilities and particular emphasis on pavement

markings. A midblock crossing with a Pedestrian Hybrid Beacon (PHB) will be constructed at University Park Drive.

**445707-1 S.R. 436 at Pershing Avenue Traffic Signal Improvements**

- Contract T5775
- Project Start: August 2023
- Estimated Completion: Fall 2023
- Update: Contractor is making signal improvements at the intersection of State Road 436 (Semoran Boulevard) and Pershing Avenue.

**445767-1 Orange Blossom Trail at Colonial Drive Signal Reconstruction**

- Contract T5783
- Project Start: August 2022
- Estimated Completion: Summer 2024
- Update: Contractor is installing mast arms for traffic signal improvements, including milling, and resurfacing the roadway, improving the sidewalk, signs, and lighting to comply with Americans with Disabilities Act (ADA) requirements.

**Current Projects:**

**432193-5 I-4 Ultimate Terry Avenue Road Project**

- Contract T5745
- Project Start: November 2022
- Estimated Completion: Fall 2024
- Update: Contractor is building a new section of Hicks Avenue between Gore Street and Anderson Street to the north. Crews will also build two roundabouts at the intersections between Hicks Avenue and Carter and Conley streets. New on-street parking and sidewalks are included in the project.

**437634-1 S.R. 551 (Goldenrod Road) from S.R. 408 to S.R. 50**

- Contract T5718
- Contractor: Southland Construction, Inc.
- Project Cost: \$11.5 million
- Project Start: August 2021
- Estimated Completion: Fall 2024
- Update: The Contractor has completed Phase 1A (west side of Goldenrod Road) and is currently in Phase 1B (east side of Goldenrod Road). Current activities include roadway widening and pavement, drainage, water main utilities, concrete curb and gutter, sidewalks, driveways, and signalization. The bi-directional turn lane is closed to accommodate the construction. Motorists are being shifted to the west side of SR 551.

**441113-1 I-4 at Daryl Carter Parkway Interchange**

- Contract T5724
- Project Start: November 2022
- Estimated Completion: Summer 2025
- Update: Contractor is converting the Daryl Carter Parkway overpass, between Central Florida Parkway and State Road 535, into a diverging diamond interchange. The

interchange will give motorists an alternate route to reach retailers and restaurants in the Lake Buena Vista area.

**442880-1 S.R. 500 / U.S. 441 S.R. 500 / U.S. 441 from S.R. 429 Connector to Jones Avenue Resurfacing**

- Contract: E58A2
- Contractor: Hubbard Construction Co.
- Project Cost: \$7.5 million
- Project Start: May 2022
- Estimated Completion: Summer 2023
- Update: The Contractor continues working on mowing, litter removal, and street lighting throughout the project limits.

**443514-1 S.R. 436 at S.R. 552 (Curry Ford Road) Traffic Signal Upgrade**

- Contract T5762
- Project Start: April 2023
- Estimated Completion: Fall 2023
- Update: Contractor is rebuilding the existing signal at the intersection to accommodate mast arms with additional signal heads and safety features.

**443816-1 Princeton Street from Chantelle Road to John Young Parkway**

- Contract E56B2
- Project Start: May 2023
- Estimated Completion: Spring 2024
- Update: Contractor is upgrading the traffic signal system, adding drainage improvements, signs, and shoulder widening. This also includes curb ramp reconstruction and pavement markings.

**444175-1 I-4 Off-Ramp at C.R. 423 (John Young Parkway) to L.B. McLeod Road**

- Contract E55B2
- Project Start: June 2023
- Estimated Completion: Early 2024
- Update: Contractor is making improvements that include milling and resurfacing of the travel lanes, turn lanes, traffic signals, paved shoulders, and medians on southbound C.R. 423 from the westbound S.R. 400 (I-4) off-ramp to L.B. McLeod Road in Orange County.

**444315-1 & 444315-3 I-4 at Sand Lake Road Interchange**

- Contract E59A6
- Project Start: April 2023
- Estimated Completion: Spring 2027
- Update: Contractor is converting Sand Lake Road between International Drive and Turkey Lake Road, into a diverging diamond interchange. The interchange will improve the flow of traffic along Sand Lake Road as well as the traffic entering and exiting Interstate-4. The project also extends the westbound and eastbound express lanes from S.R. 435 (Kirkman Road) to west of S.R. 482 (Sand Lake Road.)

**445693-1 S.R. 50 (Colonial Drive) from Thornton Avenue to Mills Avenue**

- Contract T5772
- Project Start: May 2023
- Estimated Completion: Spring 2024
- Update: Contractor is making drainage improvements, upgrading illuminated street signs, and the existing traffic signals with steel mast arms. The extension of the eastbound left-turn lane to Mills Avenue, pedestrian signals upgrades, and updating the existing curb are also included.

**445695-1 S.R. 50 (Colonial Drive) at Westmoreland Drive**

- Contract T5766
- Project Start: April 2023
- Estimated Completion: Summer 2023
- Update: Contractor is milling, resurfacing, adding new traffic separators, reconstructing curb ramps to comply with Americans with Disabilities Act (ADA) requirements, pavement markings, intelligent transportation systems and utility adjustments, and replacement of existing strain pole signalization with new mast arm configured signalization.

**445715-1 S.R. 438 (Silver Star Road) at Powers Drive**

- Contract T5769
- Project Start: June 2023
- Estimated Completion: Early 2024
- Update: Contractor is upgrading the traffic signal system, pedestrian paths, and improving the drainage system at the intersection of Silver Star Road and Powers Drive.

**445771-1 Orange Blossom Trail at Oak Ridge Road**

- Contract T5776
- Project Start: June 2023
- Estimated Completion: Early 2024
- Update: Contractor is adding pavement markings, signs, and sod, improving pedestrian signals, and resurfacing Orange Blossom Trail.

**446020-1 S.R. 435 (Kirkman Road) from north of Vineland Road to north of Windhover Drive**

- Contract E58A7
- Project Start: December 2022
- Estimated Completion: Fall 2023
- Update: Contractor is making improvements that include milling, resurfacing, base work, sidewalk, and drainage improvements. Curb and gutter, traffic signals, including signs and pavement markings are also included in the project.

**447395-1 Orange Blossom Trail (U.S. 441) from Holden Avenue to 34<sup>th</sup> Street**

- Contract E52B4
- Project Start: August 2022
- Estimated Completion: Summer 2023
- Update: Contractor is performing milling and resurfacing, curb reconstruction, sidewalk reconstruction, raised mid-block crosswalk construction, pedestrian refuge construction, curb return reconstruction, in-road lighting, pedestrian hybrid beacons, signalization, signing, striping, and lighting.

**447807-1 Smart Orlando Downtown Advance Traffic Operations Performance (SODA TOP)**

- Contract E59A5
- Project Start: June 2022
- Estimated Completion: Fall 2023
- Update: Contractor is installing hardware and software to provide Transit Signal Priority (TSP) operations for signalized intersections and LYNX Buses in Orange County.

**OSCEOLA COUNTY****Upcoming Projects:**

None.

**Current Projects:****443958-1 & 444329-1 I-4 from Polk County line to west of S.R. 417**

- Contract T5728
- Project Start: November 2021
- Estimated Completion: Summer 2023
- Update: Contractor is milling and resurfacing, creating base work, shoulder treatment, drainage improvements, shoulder gutter, lighting, overhead sign structures, guardrail, bridge culvert widening, bridge rail retrofit, pavement removal, and signing and pavement marking.

**445210-1 John Young Parkway (U.S. 17-92) from east of Ham Brown Road to south of Portage Street**

- Contract E50B0
- Project Start: September 2022
- Estimated Completion: Spring 2024
- Update: Contractor is resurfacing the existing highway, installing new pedestrian sidewalks, shoulder widening, reconstructing curb ramps, and upgrading traffic signals.

**449424-1 U.S. 192/U.S. 441 Multiple Bridge Rehabilitation at various locations**

- Contract E55B3
- Project Start: March 2023
- Estimated Completion: Summer 2023
- Update: Contractor is rehabilitating multiple bridges with surface treatment, joint repairs, and other incidental construction over Mill Slough, over Blue Cypress Creek, and over Bass Slough in Osceola County.



## **SEMINOLE COUNTY**

### **Upcoming Projects:**

#### **445221-1 State Road (S.R.) 426 from Mystic Lake / Starwood Drive to Eyrie Drive**

- Contract: E56B8
- Contractor: P&S Paving, Inc.
- Project Cost: \$6.7 Million
- Project Start: Late Summer 2023
- Estimated Completion: Fall 2024
- This project aims to resurface S.R. 426 from Mystic Lake Drive / Starwood Drive to Eyrie Drive, including safety improvements for cyclists and pedestrians. These safety improvements include reconstructing curb ramps to meet current Americans Disability Act (ADA) standards, enhancements to pedestrian crossings, upgrading pedestrian signal equipment, and enhancing pedestrian lighting at the signalized intersections. Installing speed feedback signs will provide feedback to drivers when the posted speed is exceeded.

### **Current Projects:**

#### **441140-1 SR 436 from Northlake Boulevard/Cranes Roost Boulevard to Boston Avenue**

- Contract: T5749
- Contractor: Masci General Contractor, Inc.
- Project Cost: \$13.9 Million
- Project Start: June 2023
- Estimated Completion: Spring 2025
- Update: The project consists of resurfacing S.R. 436 from Northlake Boulevard/Cranes Roost Boulevard to Boston Avenue. Additional work includes sidewalk additions and reconstruction, curb ramps reconstruction, drainage improvements, signing and pavement markings, bicycle keyhole additions, traffic signal upgrades, and pedestrian lighting improvements.

#### **415030-6 Oviedo Ultimate S.R. 426 / C.R. 419 from Pine Avenue to Avenue B**

- Contract: T5736
- Contractor: Masci General Contractor, Inc.
- Project Cost: \$20 million
- Project Start: January 2022
- Estimated Completion: Fall 2024
- Update: The Contractor is working on erosion control, excavation, drainage operations, water main, subgrade, base, concrete gravity wall, street lighting, and signalization. Utility work is ongoing throughout the project for Duke Energy & AT&T. An active detour along Geneva Drive will be in place until Fall 2023. Several alternate routes can be used, from Central Avenue to Franklin Street and Broadway Street to Oviedo Boulevard. The local property access will be maintained. Station Street is closed to through traffic to perform drainage and full-depth reconstruction road work. Local traffic will still be allowed access to Station Street.

**436679-1, 436679-2, 436857-1 Resurfacing / Widening U.S. 17-92 from north of Lake Mary Boulevard to the north of Airport Boulevard, along with intersection improvements at Airport Boulevard**

- Contract: T5686
  - Contractor: Masci General Contractor, Inc.
  - Project Cost: \$10.4 Million
  - Project Start: March 2021
  - Estimated Completion: Fall 2023
- Update: The Contractor is currently working on pipe video, concrete curb gutter, lighting, traffic signal work, permanent sign installation, and asphalt pavemen

## Memorandum

August 14, 2023

**To:** MetroPlan Orlando Advisory Committee Members

**From:** Mighk Wilson, Senior Planner

**Subject:** August 2023 Bicycle & Pedestrian Activity Update

### City of Winter Park

The City will be continuing the Denning Drive Trail from Webster Avenue to Solana Avenue. The project is anticipated to start sometime this summer.

### City of Casselberry

Construction of the Sunset Drive Livable Street Improvements project is advancing faster than expected, with substantial construction completion anticipated before the end of 2023. This project includes a shared use path that will help significantly extend Casselberry's trail network.

The City recently held a well-attended public meeting for the Central Casselberry Connectivity Improvements project in order to garner public feedback and help narrow down design concepts.

The City has also begun design of its next road rehabilitation project for various streets, which along with resurfacing will include several sidewalk, accessibility, and safety improvements.

### Seminole County

Celery/Mellonville Trail (Lake Monroe Loop)  
Limits: Sanford Riverwalk to SR 415  
Status: Design complete. ROW acquisition in process. Project may be split into two phases.

EE Williamson Rd. Trail Connector  
Limits: East of I-4 Bridge to CR 427/Ronald Reagan Blvd  
Status: Construction underway. 75% complete.

CR 419 at Snowhill Rd. Sidewalk  
Limits: Snowhill Rd. to 7<sup>th</sup> Street  
Status: Design complete. Project to be re-bid for construction services in March 2023, bid evals ongoing.

Oxford Rd. Drainage & Sidewalk  
Limits: Derbyshire Road to East Blvd.  
(sidewalk on west side only)  
Status: Utility coordination underway. County and City of Casselberry to enter into an ILA for shared work effort.

Old Lake Mary Rd. Sidewalks  
Limits: Windtree Ct. to W 25<sup>th</sup> Street  
Status: Resubmittal 90% design plans under review by County (utility conflict with FPL). ROW negotiations ongoing.

Orange Blvd./CR 431 Safety Improvements  
(includes Ped/Bike enhancements)  
Limits: SR 46 to Monroe Rd.  
Status: Design and ROW acquisition in process.

Cross Seminole Trail Connector Ramps at US 17-92

Limits: Cross Seminole Trail at US 17-92.  
Connect sidewalks on US 17-92 to the Trail.  
Status: FDOT approved bid package. FDOT LAP draft agreement under review by County.

Wymore Rd. Drainage, Bike & Ped Improvements

Limits: Orange County line to Spring Valley Rd  
Status: Construction start Jan 2023.  
Construction 35% complete.

Central Seminole Trail – North Section (formally Power Corridor Trail Study)

Limits: SR 434 at Winter Park Drive to Cross Seminole Trail at US 17-92 via Power Easement  
Status: Negotiations with property owners for easements underway.

Seminole Wekiva Trail Tunnels at SR 434 and SR 436

Limits: One underpass at SR 434 at Orange Blvd. and a second underpass at SR 436 at Laurel St.  
Status: Design Work Order executed.

SR 434 Improvements to include Roundabouts and Bike/Ped/Trail improvements

Limits: SR 417 to Franklin St.  
Status: Design plans at 60%. Coordination with FDOT continues.

Goldie Manor Area Sidewalks

Limits: Various streets in the neighborhood.  
Status: Completed.

CR 426/Geneva Drive Sidewalks

Limits: Lake Charm Dr. to approximately 600 ft. east  
Status: ROW coordination ongoing.

Forest Lake Dr. Sidewalk

Limits: Academy Dr. to SR 436.  
Status: Project complete.

Oranole Road/Linneal Beach Sidewalks

Limits: Orange County Line to Playa Way.  
Status: 60% design plans to begin March 2023.

Lake of the Woods Blvd. Crosswalk and Sidewalk Gaps

Limits: US 17-92 to Oxford Rd.  
Status: Design at 30%.

North Street Corridor Improvement Phase I

Limits: Raymond Ave. / west North St. / north Palm Springs Drive  
Status: Design plans at 90%. ROW negotiations with FDOT ongoing.

Riverview Ave. – Sidewalks

Limits: SR 46 to existing sidewalk at Narcissus Ave.  
Status: Working on ROW certifications to complete final design package.

Sanford Ave. and Rosehill Trail – RR Crossing

Limits: East side of Sanford Ave., north of Rosehill Trail to north of CSX RR crossing.  
Status: Design complete. Coordination with CSX continuing on several work products.

## Air Quality Monitoring: Ozone Attainment Status

January - July

As of August 14, 2023

Seminole State College (#C117-1002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2023	63	5-May
2022	62	3-Apr
2021	60	28-May
2020	62	16-Mar

2022 3-Year Attainment Average: 61

2023 Year-to-Date 3-Year Running Average: 62

Change **1**

Osceola Co. Fire Station - Four Corners (#C097-2002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2023	61	5-May
2022	62	22-Apr
2021	60	23-Mar
2020	72	10-May

2022 3-Year Attainment Average: 65

2023 Year-to-Date 3-Year Running Average: 61

Change **(4)**

Lake Isle Estates - Winter Park (#095-2002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2023	69	10-Jun
2022	60	3-May
2021	62	28-May
2020	65	17-Mar

2022 3-Year Attainment Average: 62

2023 Year-to-Date 3-Year Running Average: 64

Change **2**

Skyview Drive (#L095-0010)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2023	65	10-May
2022	62	3-May
2021	54	21-Mar
2020	61	11-May

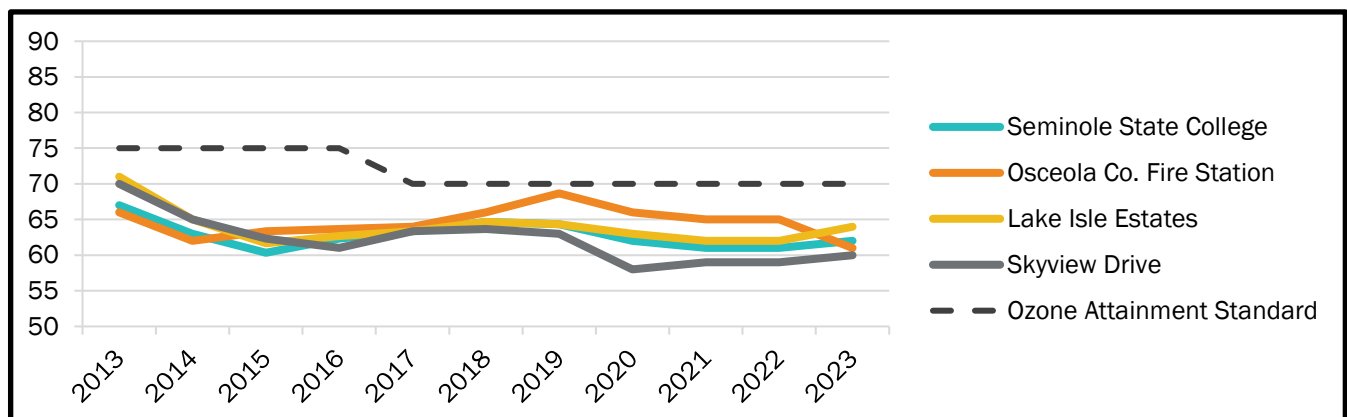
2022 3-Year Attainment Average: 59

2023 Year-to-Date 3-Year Running Average: 60

Change **1**

## 10-Year Historic Ozone Attainment Status

(Displayed in Parts per Billion)



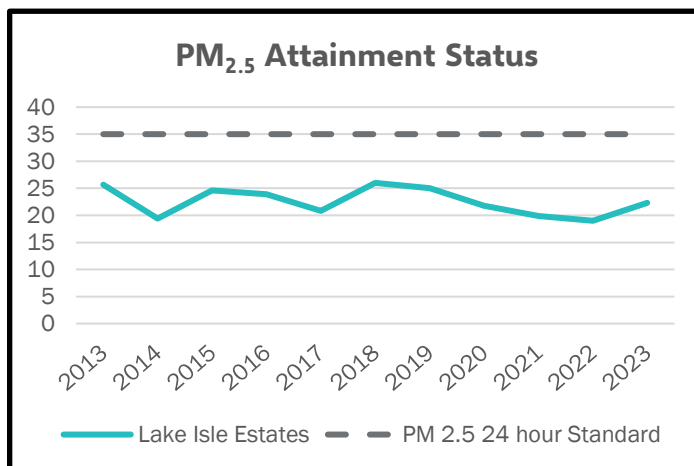
Source: Florida Department of Environmental Protection

## Air Quality Monitoring: Particulate Matter 2.5 Attainment Status

As of August 14, 2023

Lake Isle Estates - Winter Park (#095-2002)		
Year	Daily Average PM <sub>2.5</sub> (micrograms per cubic meter)	Date
2023	22	2-Mar
2022	19	10-Aug
2021	20	5-Feb
2020	22	15-Apr

PM <sub>2.5</sub> 24 hour NAAQ Standard	35
98th percentile, 3 year average - 2023	20
98th percentile, 3 year average - 2022	20

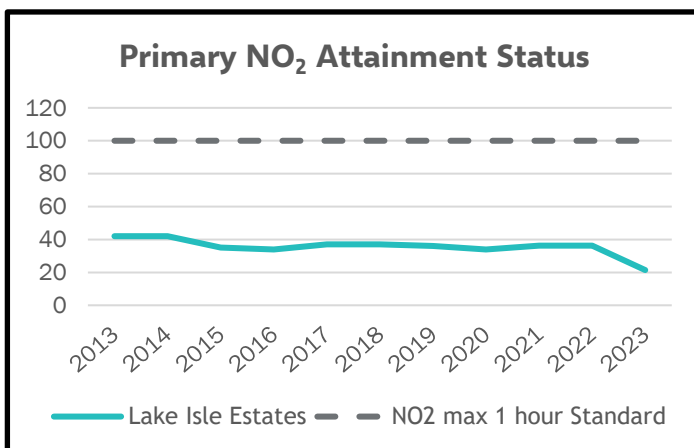


## Air Quality Monitoring: Primary NO<sub>2</sub> Attainment Status

As of August 14, 2023

Lake Isle Estates - Winter Park (#095-2002)		
Year	Primary NO <sub>2</sub> max one hour average (Parts per Billion)	Date
2023	21	26-Jul
2022	36	28-Nov
2021	36	6-Apr
2020	34	10-Dec

NO <sub>2</sub> max 1 hour average NAAQ Standard	100
98th percentile, 3 year average - 2023	31
98th percentile, 3 year average - 2022	35



Source: Florida Department of Environmental Protection

August 15, 2023

Secretary John Tyler  
Florida Department of Transportation, District 5  
719 South Woodland Blvd, DeLand FL, 32720

**Subject: Confirmation of Requested Administrative Modification for FM# 437472-3, FM# 443395-2, FM# 444681-2, FM# 444785-1, FM#446903-2, FM# 447388-2, and FM# 451987-2**

Secretary Tyler:

This correspondence serves as confirmation that MetroPlan Orlando's FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP) has been administratively modified per the request of the Florida Department of Transportation on August 7, 2023 to include the details below:

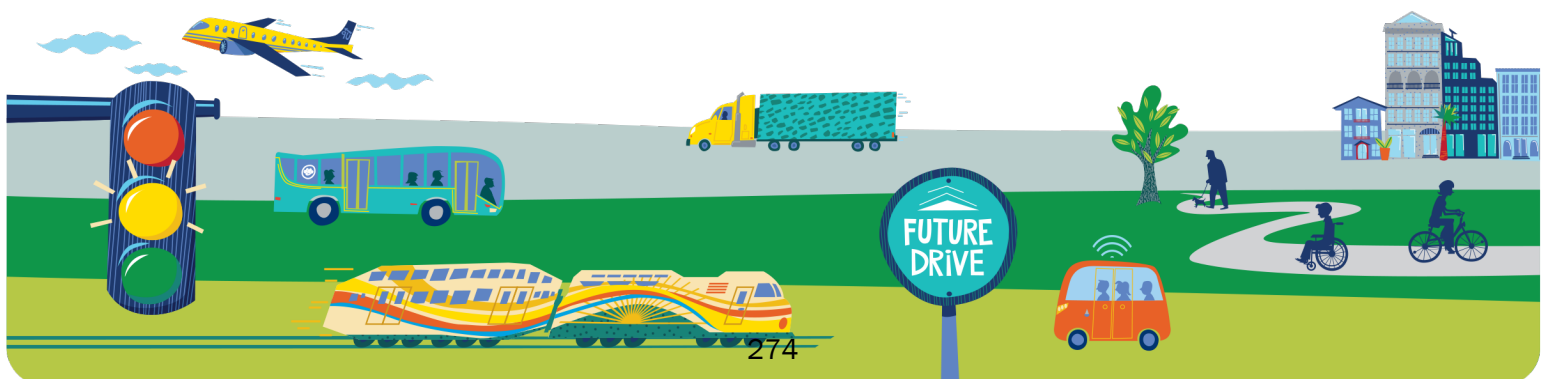
FM#	Project Description	Project Limits	Length	Phase	Fund Source	Amount	FY
437472-3	Connect Kissimmee Complete Streets	N/A	N/A	CST	SU	\$ 577,000	2024
443395-2	Aloma & Hungerford Elementary School Sidewalk Gaps SRTS	N/A	N/A	CST	SR2T	\$ 60,379	2024
444681-2	Longwood South Pedestrian	W of SR 434 to N of Ronald Regan CR 427	N/A	CST	TALU	\$ 20,000	2024
444785-1	St. Cloud Sidewalks (Delaware Ave., Vermont Ave., Columbia Ave.)	N/A	N/A	CST	TALU	\$ 62,720	2024
446903-2	East Church Ave.	North Ronald Regan to US 17/92	N/A	PE	SU	\$ 428,490	2024
447388-2	UPS Expansion Phase 1	N/A	N/A	CST	SU	\$ 70,100	2024
451987-2	Town of Windermere Safe Route to School Project Phase 1	N/A	N/A	CST	CD22	\$ 120,000	2024

MetroPlan Orlando staff will be uploading the necessary documentation to the MPO Document Portal. Please let us know if you require any additional information on this matter.

Sincerely,



Gary Huttman, AICP  
Executive Director



July 5, 2023

Dr. Jinghui Yuan  
Oak Ridge National Laboratory (ORNL)  
2360 Cherahala Blvd  
Knoxville, TN 37932

**Subject: Interoperable and Lightweight Deployment of Human-Like Eco-Driving for Vehicle Fleets in Real-World Urban Driving Environments**

Dr. Jinghui Yuan:

On behalf of MetroPlan Orlando, the federally designated Metropolitan Planning Organization for the Orlando and Kissimmee Urbanized Areas, I offer this letter of commitment to work with and support ORNL's proposal (Control Number 0021-1528) to U.S. Department of Energy Vehicle Technologies Office Fiscal Year 2023 Research Funding Opportunity (DE-LC-0000021), area of interest 5A (AOI 5A).

MetroPlan Orlando's intent, if the proposal is awarded for funding by the U.S. Department of Energy, is to collaborate with the Oak Ridge National Laboratory (ORNL) research team. We will support ORNL to deploy their human-like eco-driving application in the City of Orlando. MetroPlan Orlando commits to working closely with and supporting your team, which may include in-kind matches, bi-monthly meetings, advice and technical assistance and knowledge transfer, including presentations to our committees.

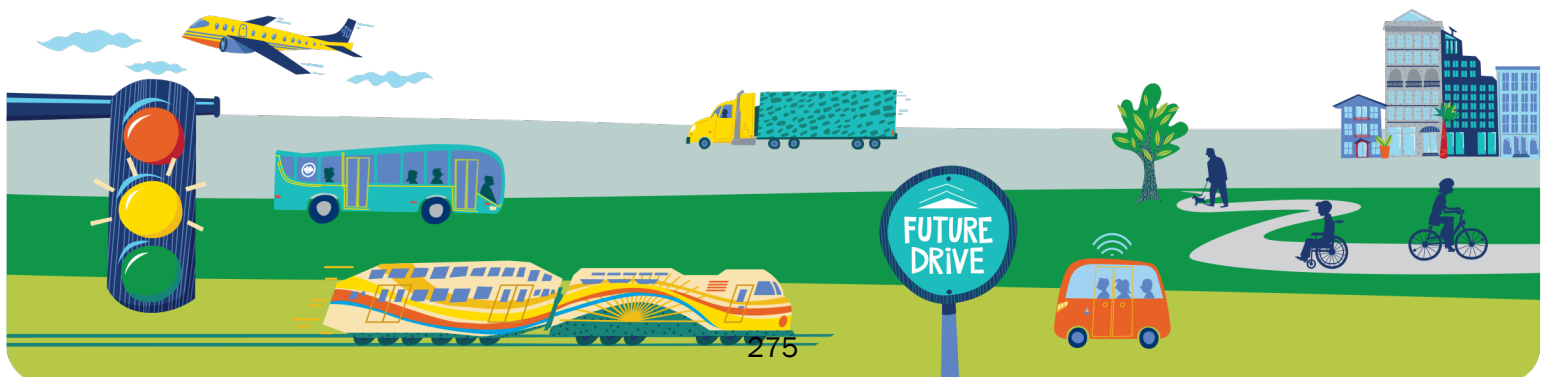
As the Metropolitan Planning Organization for the Orlando Urbanized Area, we are considered a leader in innovation and use of information, communication, and technology in transportation. An award for your proposal will complement our 2045 Metropolitan Transportation Plan and enhance our effort to build a safe and efficient multimodal transportation system.

Let me know if you have any questions or comments.

Sincerely,



Gary Huttman, AICP  
Executive Director





July 14, 2023

The Honorable Pete Buttigieg  
Secretary  
US Department of Transportation  
1200 New Jersey Ave, SE  
Washington, District of Columbia 20590  
United States

RE: Central Florida I-4 Truck Parking Facilities

Dear Secretary Buttigieg:

On behalf of MetroPlan Orlando, the federally designated metropolitan planning organization for the Orlando and Kissimmee Urbanized areas in Central Florida, I am pleased to support the Florida Department of Transportation (FDOT) 2023 Infrastructure for Rebuilding America (INFRA) grant request. This project is included in the MetroPlan Orlando 2045 Long Range Transportation Plan and is the Number One Ranked project in the Board's Priority Project List. The I-4 Truck Parking project will address a critical need for parking as identified by the US Department of Transportation, the FDOT and the American Transportation Research Institute.

The Central Florida I-4 Truck Parking Facilities project addresses the serious need for additional parking along the I-4 corridor. Ultimately it will provide safe parking for truckers and enable them to meet their rest requirements. The I-4 corridor within FDOT District 5 has the highest unmet truck parking demand in the state with only 36 existing public truck parking spaces, while the existing demand is 481 spaces. This project will provide an additional 769 truck parking spaces at four separate locations in Volusia, Seminole, and Orange Counties. Once completed, the proposed facilities will connect to the statewide Truck Parking Availability System that provides drivers with valuable, real-time parking information.

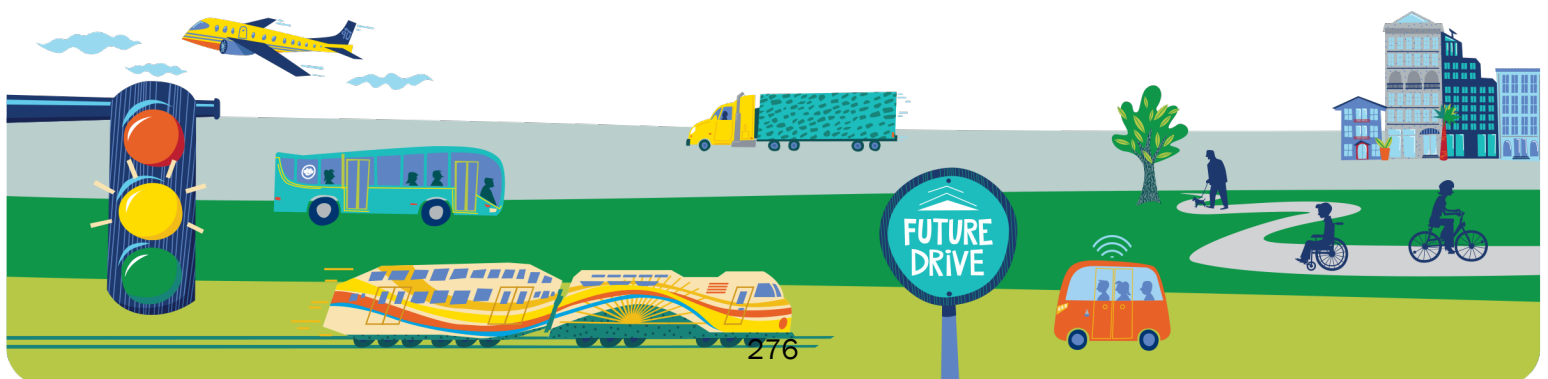
The new Central Florida I-4 Truck Parking Facilities will have the capacity to serve as emergency response staging areas during hurricane season and for other extreme weather events throughout the year. Following an emergency event, the facilities will also be used as a relief supply staging area for both the Orlando and Daytona metropolitan areas.

I encourage and thank you for your favorable consideration of the Central Florida I-4 Truck Parking Facilities INFRA Grant application.

Sincerely,



Gary Huttman, AICP  
Executive Director



July 21, 2023

The Honorable Pete Buttigieg  
Secretary  
US Department of Transportation  
1200 New Jersey Ave, SE  
Washington, District of Columbia 20590  
United States

Dear Secretary Buttigieg:

On behalf of MetroPlan Orlando, the federally designated metropolitan planning organization for Orange, Osceola, and Seminole Counties, including the Orlando and Kissimmee Urbanized areas in Central Florida, I am pleased to support Orange County's application to the U.S. Department of Transportation's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program. MetroPlan Orlando endorses their proposed work to implement a county-wide Real-Time Flood Forecasting (RTFF) Predictive Model. This tool has potential for our region and the entire State of Florida as we experience hurricanes and other significant storm events.

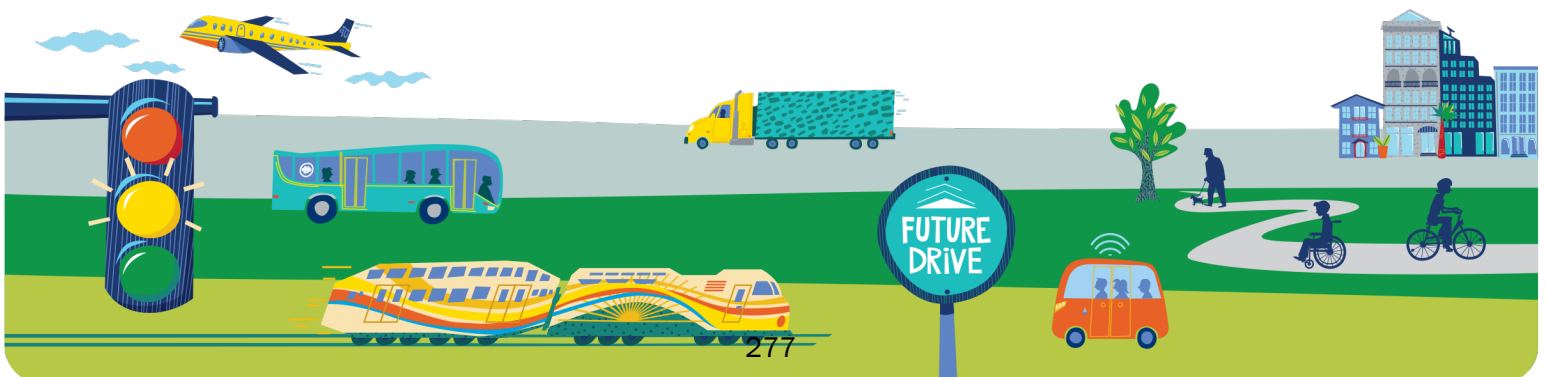
The predictive power of accurately forecasting flood events that impact the transportation system has significant value for our state as we continue to experience the growing effects of climate change in Florida. Storms are getting stronger and more frequent and often result in major damage across communities. Making data-informed decisions for resiliency in transportation will help with evacuations prior to the storm events, and very likely reduce damage to property and people's lives. The RTFF will assist us in our planning efforts to prioritize transportation investments in locations where the funds will have the greatest impact to enhance the resiliency of the transportation system. We are interested in the development and impact of this tool in Orange County and its potential to be replicated elsewhere in the region and state.

I believe the benefits of this project will be significant for residents who are impacted by flooding issues. I encourage and thank you for your favorable consideration of the Orange County application.

Sincerely,



Gary Huttman, AICP  
Executive Director



August 1, 2023

The Honorable Pete Buttigieg  
Secretary  
US Department of Transportation  
1200 New Jersey Ave, SE  
Washington, District of Columbia 20590  
United States

RE: Osceola County's PROTECT Grant Application

Secretary Buttigieg:

On behalf of MetroPlan Orlando, the federally designated metropolitan planning organization for Orange, Osceola, and Seminole Counties, including the Orlando and Kissimmee Urbanized areas in Central Florida, I am pleased to support Osceola County's application to the U.S. Department of Transportation's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program.

Osceola County is experiencing the effects of climate change with more frequent, more intense hurricanes, as well as more frequent heavy rainfall that causes inland flooding. In September 2022, Hurricane Ian ravaged Florida; Osceola County was severely affected. Over 19 inches of rain fell, causing extensive flooding in multiple neighborhoods and required the closure of numerous roads for several days.

Natural hazards, such as hurricanes, disproportionately impact marginalized and impoverished communities. As a racial majority minority county with the seventh fastest growing population in the United States (second in Florida), Osceola County is particularly vulnerable to the effects of climate change. Inland flooding caused by storms and heavy rainfall exacerbates the difficult challenges the County faces with transportation.

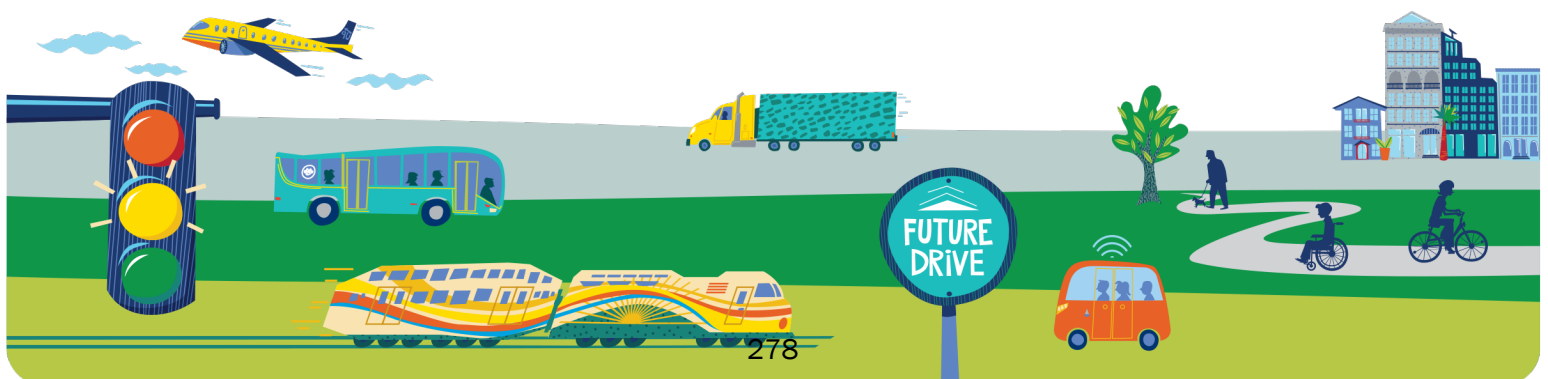
Funding from the PROTECT program will provide an opportunity for Osceola County residents to benefit from planning activities that build resiliency. The County plans to fund three drainage basin studies to identify key flooding issues reported by residents and propose solutions with emphasis on green or gray nature-based solutions. The basins to be studied are Mill Slough, Polynesian Isle, and The Manor. Two of the basins are located within historically disadvantaged communities.

These studies will lead to stronger, more informed options for resiliency against flooding that impacts transportation, consistent with the goals of the PROTECT program. We fully support Osceola County's proposal and encourage your full and fair consideration.

Sincerely,



Gary Huttman, AICP  
Executive Director



August 7, 2023

The Honorable Ron DeSantis  
Governor  
The Capitol  
400 S. Monroe Street  
Tallahassee, Florida 32399-0001

**RE: Moving Florida Forward Infrastructure Initiative**

Dear Governor DeSantis:

On behalf of the MetroPlan Orlando Board, I'm conveying our members' enthusiastic support for the *Moving Florida Forward Infrastructure Initiative*. Our Board urges you to fund this initiative in the state budget during the 2024 legislative session to advance critical transportation projects.

I-4 connects the major activity centers of our region and carries traffic from 2.5 million residents, millions of visitors, and trucks that deliver goods and services. It also connects the greater Orlando area's central business district to other regions of Florida. All market indicators show that strong growth will continue, with more than one million new residents expected by the year 2045.

*Moving Florida Forward* can jumpstart two costly Central Florida projects that have been in our plans for years with little movement, based on a lack of available funds:

- **I-4 from ChampionsGate to Osceola Parkway**: This segment of I-4 in Osceola County experiences some of the worst recurring congestion in the corridor. Through traditional funding, the project won't be cost feasible for another two decades. The initiative would allow the project to be constructed within approximately the next five years.
- **Poinciana Parkway Extension Connector from CR 532 to SR 429**: Poinciana residents have some of the longest commute times in the country. This new toll road would provide much-needed access. The project is in early phases of study, and the initiative would significantly advance construction.

The *Moving Florida Forward Infrastructure Initiative* proposes an unexpected and welcome major investment in transportation. The MetroPlan Orlando Board supports additional funding for transportation and would welcome your assistance in making this proposal a reality for Central Florida. We look forward to working in partnership with FDOT to complete the above projects.

Sincerely,



Orange County Commissioner Mayra Uribe  
MetroPlan Orlando Board Chair

C: Senate President Kathleen Passidomo  
Speaker Paul Renner  
Central Florida Legislative Delegation  
FDOT Secretary Perdue





# Altamonte Springs Launches a New Autonomous Vehicle Pilot

The City constantly plans for the future. With 94 million cars coming through Altamonte Springs every year, creating alternative ways for our residents to get around is key. Having different options available to connect you to where you want to go ensures that your quality of life is enriched and that property values remain stable.

Focusing on convenience and ways to save you time, the City pioneered a number of high-profile projects over the years so we are "future-ready." Altamonte Springs' leadership believes that mobility alternatives are essential to meeting the needs of our community. The City:

- Founded the Central Florida Commuter Rail Authority, which is now SunRail.  
*Did You Know?* The commuter rail authority's first office was in Altamonte Springs City Hall.
- Developed the first demand-response pilot in the U.S. in partnership with the Federal Transit Administration, Federal Highway Administration and the State of Florida.
- Launched the first community-wide mobility partnership in the world with Uber.
- Created the Municipal Mobility Working Group to expand the Uber pilot program to Seminole and Orange County cities, eventually moving 186,000 residents.

The State of Florida's Department of Transportation (FDOT) chose the City to serve as a testbed to pilot an autonomous vehicle (AV) shuttle program and provide data on how to implement the technology in other municipalities. Altamonte Springs was selected by the state because of our history of successful innovation.

To onboard this new pilot project, the FDOT awarded a service development grant which provides 50% of \$2.4 million for the first three years of operation from funds that can only be spent on testing this type of transportation technology.

## CraneRIDES

Later this summer and into the fall, the City is launching CraneRIDES, a cutting-edge AV shuttle pilot aimed at providing convenient and sustainable transport options to connect people to major activity centers. Residents and visitors who live, work and play in Altamonte Springs can hop on to experience the future of this emerging technology. Though Altamonte Springs is at regional crossroads where millions drive through each year, now residents and visitors will have alternatives to get around easily while saving time by avoiding congested roads or having to park multiple times. AV shuttle stops will be convenient to your destination.

In addition to providing convenience for residents and visitors, CraneRIDES also promotes sustainable economic development in the City by connecting people with businesses, residential communities and employment centers.



This forward thinking is why Altamonte Springs was:

- Voted 19th Best Small City in the U.S. for Starting a Business by WalletHub.
- Ranked 33rd Best Place to Live in the U.S. by Money magazine.
- One of only three cities in Florida and the only Central Florida city in the top 50 by Money magazine.

## How It Works

The City selected Beep to operate CraneRIDES. Beep, headquartered in Lake Nona, is a leading provider of electric autonomous shuttles. This emerging transportation technology provides passengers with a safe, reliable, clean, sustainable and efficient transit option.

Initially, two shuttles are programmed to travel on a fixed route through Uptown Altamonte, stopping at four locations adjacent to popular shopping and recreation destinations. Riders are able to track the shuttle locations in real-time with the RideBeep app. The shuttles are 100% electric and carry more passengers than a traditional automobile. A trained attendant rides in each shuttle to enhance the rider experience. They can answer questions, resolve technical issues and drive the vehicle with an onboard controller, if needed.

The corridor is marked with high-visibility signage and shuttle icons painted on the pavement. The AV shuttle is restricted to streets with lower traffic flow and within the defined project area and route. The shuttles will not operate on S.R. 436 or cross over I-4.

## What's to Come

CraneRIDES will be built over multiple phases. The future phases expand the AV shuttle route to key destinations. Year One is anchored by the Altamonte Mall near Seasons 52, with initial stops at the Renaissance Centre, Cranes Roost Boulevard near the Cortland Uptown Altamonte apartments and AMC Theatre. Miller's Ale House, Bahama Breeze, Palm Springs Center and the AdventHealth Altamonte campus are connected in Year Two. In Year Three, the route will extend to the Altamonte SunRail station, Central Parkway, Emerson Plaza, Sanctuary at CenterPointe and future restaurants and retail.

Altamonte Springs is already a great place to live. Now, we are even better. With this initiative, the City takes the next step forward by investing in our future and proving local governments can think outside the box and work effectively with global technology partners to deliver convenient alternative transit solutions to our community.

## Shuttle Features:

- The AV shuttle travels up to 15 mph on the pre-defined route.
- The climate-controlled AV shuttle holds eight (8) passengers or five (5) passengers and one (1) wheelchair passenger. The shuttle is compliant with all applicable Americans with Disabilities Act (ADA) regulations.
- Internal announcements are delivered in visual and audible formats in English and Spanish.
- An attendant is on the shuttle to provide a high-quality passenger experience.

## Uptown Altamonte Stops:

- Altamonte Mall
- Renaissance Centre
- Cranes Roost
- AMC Theatre

## Schedule:

- Sunday - Thursday | 10 a.m. - 2 p.m. & 5 - 9 p.m.
- Friday & Saturday | 10 a.m. - 2 p.m. & 5 - 10 p.m.

**For More Info: [Altamonte.org/CraneRIDES](https://Altamonte.org/CraneRIDES) | (407) 571-8031**

# SAFETY CENTRAL

DISTRICT 5 MOVING TO ZERO



District 5 Office of Safety Newsletter

## SUMMER TIME SAFETY

from Lorie Matthews  
Transportation Support Director



For those of you that do not know, I am Lorie Matthews the Transportation Support Director for District 5. In 2000 I came to work in the District Office and lived on a boat for two years. As we are now in summer, I wanted to take a moment to remind everyone to enjoy time with friends and family, but do so safely. As you head to the waters for recreational activities drive safely, focus on the road, and most importantly make sure you have all your required boating safety equipment as you hit the waterways.

### MINIMUM SAFETY EQUIPMENT FOR BOATS IN FLORIDA

The Florida law states that you must have the following safety equipment for any Class A recreational boat under 16 feet in length including canoes and kayaks:

- Boat lighting equipment and ventilation system.
- A sound-producing device, such as a bell, whistle, or horn.
- Fire extinguishers of the right size and type for the boat.
- Visual Distress Signals if on coastal waters or high sea.
- One U.S. Coast Guard approved life jacket (PFD) for everyone on board.

If you plan to boat on a Class 1 recreational vessel ranging from 16 feet to less than 26 feet in length, you will also need the following:

- One U.S. Coast Guard approved throwable Type IV device.

- All passengers under the age of 6 must wear a PFD while underway.
- Backfire Flame Control.
- If on coastal waters or high seas, you will need approved visual distress signals for nighttime and daytime use.

These same requirements and more must be met for Class 2 and Class 3 recreational vessels.

### SWIMMING SAFELY

- Swim in designated areas supervised by lifeguards.
- Provide close attention to the children you are supervising.
- Stay within an arm's reach of inexperienced swimmers.
- Have young children or inexperienced swimmers wear U.S. Coast Guard-approved life jackets around water, but do not rely on life jackets alone.
- If a child is missing, check the water first. Seconds count.
- Know how and when to call 9-1-1 or the local emergency number.
- Have appropriate equipment, such as reaching or throwing equipment, a cell phone, life jackets and a first aid kit.

While safety messages can come from many directions, one common thread is that the goal is always zero fatalities and serious injuries so that everyone goes home safely. every night, but also that we all have an individual opportunity to create a safe environment for ourselves and those around us.

### THE DAUGHTER TEST

Target Zero Team member Rick Vallier gives insight into how his family impacts the work he does as an engineer.

PAGE 6

### 2022 MOBILITY WEEK BIKE LANE DESIGN CONTEST WINNERS

Fourteen students from seven elementary schools across District Five were named winners.

PAGE 12

### OPERATION SOUTHERN SLOWDOWN

FDOT and law enforcement partners across central Florida kick-off an initiative targeting speeders on central Florida roadways.

PAGE 18



# TARGET ZERO DISTRACTED DRIVING



Influencing safe driving was the objective of District 5's Distracted Driving Awareness focus in June. FDOT created a resource site ([www.TargetZeroFL.com/Distracted](http://www.TargetZeroFL.com/Distracted)) "to make drive time YOU time!"

Drivers can access 'Do Not Disturb' auto replies for mobile devices, playlists that can be set before driving, as well as fun and engaging tip cards with practical advice on managing time, stress, and commitments. Through educational surveys and safety giveaways (reflective vests are all the rave), FDOT took Central Florida by storm!

Local organizations helped reinforce the message of distracted driving as part of the Target Zero initiative to reduce the number of serious injuries and deaths across Florida to ZERO. Public partners included the cities of Eustis, Ocala, St. Cloud, sheriff's offices in District 5's 9 counties, the Florida Highway Patrol, and MPOs, including the River-to-Sea TPO, Space Coast TPO and Metroplan Orlando. Pop-up events were also organized



throughout the community with the help of private partners and coalitions, like the Orlando Sportsplex, the Ocala Polo Club, and the Florida Teen Safe Driving Coalition. From block parties to bicycle tours, no endeavor was off limits! Special thanks also goes out to our media partners, who helped us kickoff the month with a press conference valued at \$1.1M in earned media and 9M impressions.



## Distracted Driving Media Event

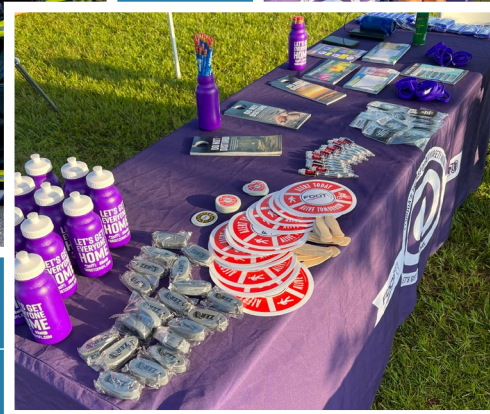




## Just Drive - Hands Free Florida

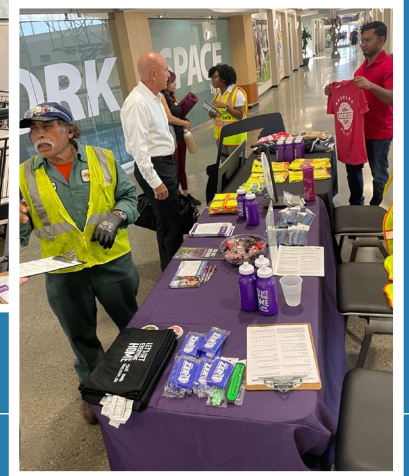
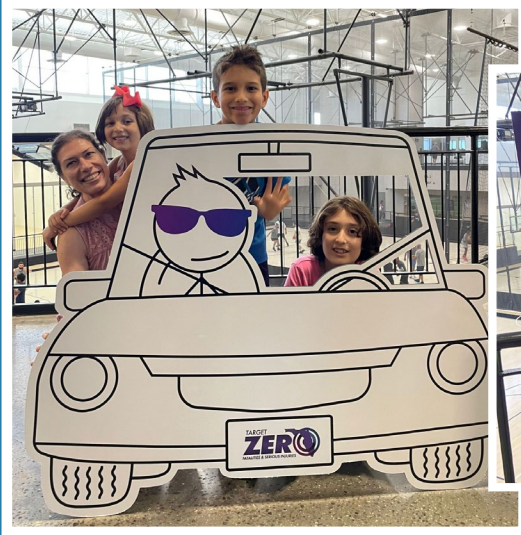


## Marion County PTSD Awareness Event





## Sportsplex Event



## Eustis First Friday



## Summer Safety Event





## Marion County Polo Event



## Space Coast TPO Open House



## Mock DUI Osceola County



# The Daughter Test

By Rick Vallier, P.E.

Target Zero Team Member  
Engineering Division, Orange County Public Works

On one of the beautiful afternoons in early May this year, I took off work a few hours early to take my daughter to the DMV for her driver's test. Lydia is the oldest of my four children and has been chauffeuring me evenings and weekends for the last year. She was now getting into the car with the driving examiner to begin the test, without me.



“  
... does it meet  
the daughter  
test ... if your  
daughter was  
driving, would  
she be safe?”

As I was standing with other parents waiting for our children's driver's test to be completed, I remembered a question a District Design Engineer asked me many years earlier, shortly after my daughter's birth. I had a meeting with him to discuss a proposed design variation and he asked me a memorable question, "does it meet the daughter test?" He was quiet for a few seconds, and then explained, "if your daughter was driving, would she be safe?" The question this experienced engineer asked me hit the target. As I walked back to my workstation, I would never again look at my work at the FDOT the same.

I still ask that question when making engineering decisions, but it was more real to me than ever waiting at the DMV for my daughter to return from the driver's road test. I wasn't in the car with Lydia to tell her to slow down and use her blinker. I couldn't press the imaginary brake pedal on the passenger side or tell her stories about when her dad was learning to drive. She eventually completed the test and the examiner said to me in passing, "she will do well if she continues to drive this way." Target Zero is a lofty goal and will take every bit of engineering, coordination with other agencies, and motivation to change driver behavior we can contribute. I want to be part of getting us there – I have three more children that will be taking the driver's exam in the next few years.





# VOLUNTEERING

## Be Safe!

**Joseph Fontanelli**  
*FDOT D5, Consultant Project Manager*

"How hard would you work if you knew the efforts you put into your project would save a life? What if that life was somebody you worked with, somebody you knew, somebody you loved?"

I got asked that question once and it really put into perspective for me why I and the entire team take our work with Target Zero so seriously. As a father, and a member of the FDOT team I have so much to offer and such great stories to tell. What better way to share my experience than at a Pop-Up event? I use these events to share good news and to promote safety. After all, the more people that are aware, the more people that will make it home safely to their families each day.



On Saturday, May 20th, I had the opportunity to participate in our District 5 Vision Zero Pop-Up event during the Flagler Beach Second Annual Dog Surfing Competition. Many people attended this fun-filled event and appreciated hearing about what FDOT was doing to improve safety on A1A and throughout Central Florida.

This was not my first time participating in a Target Zero Pop-Up event. I previously joined our team at Andy Ramono Park in Daytona Beach and at Lake Eola in Orlando. I began doing these events to create awareness of the projects I was managing and to solicit public feedback. After a couple of these events, I realized there was so much more information to share. While we spoke to many individuals that questioned what we were doing and why we were doing it, most of my conversations ended on a positive note. There were a lot of times that I got, Wow! I didn't know you guys did that!



Believe me, people are impressed by how seriously we take our jobs and how much emphasis we place on safety.

I started working at District 5 and FDOT about five years ago, and like many of the people I have had the pleasure of interacting with, I had little awareness of what FDOT did as an organization – especially when it comes to safety. Whether it is a new safety initiative or product rollout, most people have never heard of it, or more importantly, why we are doing it. FDOT has taken the time and effort to print information flyers, create commercials, and even tweet to inform the public on how to use our new traffic safety control devices. And, while these messages are helpful, I find one-on-one, personal messages are the way to go. I'm doing my best to spread the safety message and really find Pop-Up events a great way to do it. If just one additional person makes it home for dinner because they've listened to my safety message at an event, it's worth it to me.

# CONGRATULATIONS

## FDOT District Five Project Receives Honorable Mention from Bike Walk Central Florida

13th Street (U.S. 192) from Florida Ave to Michigan Avenue Pedestrian Safety project received an honorable mention in the Outstanding Bicycle & Pedestrian Safety for small corridors (less than 1 mile) category.



[bikewalkcentralflorida.org/woa-awards/](http://bikewalkcentralflorida.org/woa-awards/)

# Safe Systems Projects Come in all Shapes and Sizes

Florida Department of Transportation's (FDOT) District Five continues to strive to align projects with the Safe System Approach that understands humans make mistakes, are vulnerable and can only tolerate certain forces in crashes before yielding serious and fatal injuries. Safe system projects come in all shapes and sizes, and the "Traffic Signal" at FDOT's Regional Transportation Management Center (RTMC) is a perfect example of this. As described below, the Traffic Signal at RTMC addresses the following Safe System elements: **Safe Roads, Safe Road Users, and Safe Vehicles.**



## Traffic Signal at Regional Transportation Management Center

In the summer of 2022, FDOT's Regional Transportation Management Center (RTMC) developed the "Traffic Signal" as part of its Workforce Development Program. The signal is intended to provide a safe area in which technicians can get hands-on training in more than twenty different technology-based systems and vendors without being suspended 18 feet above ongoing traffic.

Technicians are trained both in a classroom and directly with the "Traffic Signal" at the RTMC parking lot. The signal is outfitted with the most vehicle detection technologies within District Five, including an accessible pedestrian system (APS) and a passive pedestrian activation system. The signal heads at the RTMC are positioned at a height lower than 18 feet for technicians to get used to working on the signal heads in a safer, more controlled environment while in training.

The RTMC is also serving as a key regional partner by working towards a safer and more efficient transportation network by opening the "Traffic Signal" to local maintaining agencies, consultants, and various users in the industry, providing

these partners an opportunity to the same innovative and safe training methods. In total, the system can represent equivalent technology for seventeen local maintaining agencies with District Five, allow regional partners to conduct training and learn about various systems, and test new technologies in a safe environment.

The innovative technology of the "Traffic Signal" is an investment in continuing to meet the demand of Central Florida's maintenance needs by investing in the training of qualified technicians in a way that does not expose them to the roadside prematurely where there is a danger of vehicle collisions. As a facility, the RTMC is continuing to work with new technologies which advance safety initiatives throughout the District everyday.



**Figure 1: "Traffic Signal" at RTMC**

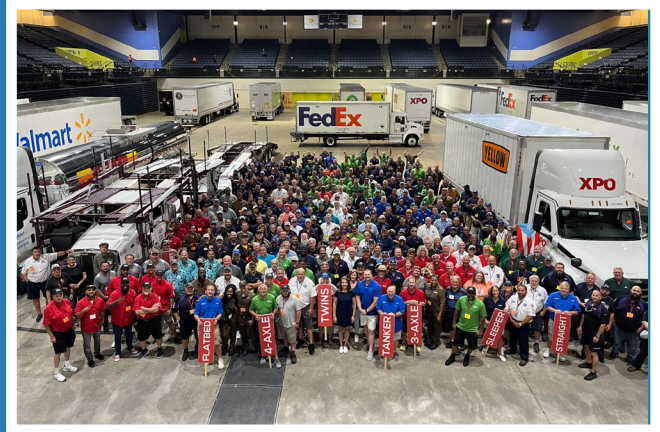


# The Need For Truck Parking

## Why are we doing Truck Parking Projects?

As the number of people and the amount of goods continue to increase in Florida, freight traffic continues to be an essential part of our state's growth and economy. Many of us forget truck drivers' vital role in our daily life, from our morning coffee to our favorite pair of shoes. Without them, our stores would not be able to supply the needs of our families. Truck drivers are essential, and a safe and efficient environment to do their jobs helps both us and them. The trucking industry is indispensable to the American economy. Besides many other roles and responsibilities, truck drivers are responsible for delivering raw materials to where they will be manufactured and finished products to where they will be sold. Big and small businesses depend on truck drivers to safely transport their items across the nation while maintaining efficient delivery times.

- Truck parking is an especially critical issue in the trucking industry. According to the 2021 Trucking Industry Report, published by the American Transportation Research Institute, commercial drivers ranked limited truck parking as the number one national and statewide issue.
- Truck parking is important because truck drivers need somewhere safe to pull over to take a break, eat a quick meal, sleep, or finish their logbooks.
- The drive time of truck drivers is regulated to avoid driving drowsy and allow time to rest so the availability of parking is essential. However, the lack of truck parking spaces forces the drivers to spend time searching for parking when they are most fatigued.
- When truck parking facilities are full, drivers often park in unauthorized locations such as exit ramps, highway shoulders, and neighborhood streets.
- The lack of truck parking is not just a safety and compliance issue but also an economic one. The app Trucker Path has reported that nationally 40% of truck drivers spend over an hour searching for a place to park.
- This equates to \$5.1 billion in annual revenue loss, including wasted fuel, time lost, maintenance, and associated crashes.



Secretary Perdue stopped by the FDOT table at the Florida Truck Driving Championships in Daytona Beach. He is joined by Alice Giuliani, Mark Trebitz, and Megan Owens from District Five.

**The District Five PLEMO office attended the World Truck Driving Championship in Daytona Beach in June, talking with drivers and passing along safety messaging and project information about upcoming truck parking facility projects.**

# It's Back to School and Crossing Guards Rule!

**Dana Crosby**

FDOT Program Administrator  
Florida School Crossing Guard Training Program

Florida school crossing guards play an important role in helping children cross streets safely at key locations on their way to and from school. The primary function of a school crossing guard is to help children cross the street as they walk or bicycle while promoting the use of safe crossing skills.

## Spread the word!

Many crossing guard agencies around the state report record numbers of vacancies in their school crossing guard positions. Crossing guards play a critical role in keeping our students safe. In Florida, these are typically paid positions that fall under your local police or sheriff's departments, although some are outsourced to private companies. The pay rate is competitive, and hours and possible benefits vary by agency. The hours are generally part-time and revolve around the school year, giving one plenty of time to pursue other interests. While it can be a challenging job, most find it highly rewarding, enjoyable, and a chance to give back to your local community by making a difference in a child's life.



Florida School Crossing Guards truly are a key element in keeping our school crossings safe for Florida's children. Let's all help them make it a safe school year!

**It's back to school time, and your local school crossing guard is ready for a new school year! Please remember to:**

- Slow down-especially in school zones.
- Watch for children!

## Did you know?

*You must STOP for your school crossing guard.*

- Any violator not stopping for a school crossing guard employing the STOP paddle has failed to obey a traffic control device!
- Any violator not stopping for a crossing guard in the crosswalk has failed to stop for pedestrians in a crosswalk!

## Did you know that HB 657 Enforcement of School Zone Speed Limits passed?

*It did!*

- This now authorizes a county or municipality to enforce the speed limit in school zone through speed detection systems.





# Boosters Aren't For Babies

*Carrisa Johns*  
**Occupant Protections Specialist**  
**Orange County Sheriff's Office**



As we're settling into the routine of the new school year, and with National Child Passenger Safety Month quickly approaching, it's a great time to make sure our precious cargo is riding as safely as possible.

Everyone knows how important car seat safety is for newborns and small children. However, as children get older, sometimes our school age kids aren't always riding as safe as they should be

in our vehicles. I've been working in the field of Child Passenger Safety for over 20 years now, and one thing I am certain of is that parents and caregivers aren't misusing their car seats because they don't love and care for these children. Most of the time it's simply a case of "you don't know what you don't know." Take booster seats for instance, a lot of caregivers

don't realize just how long booster seats should be used. Some are quick to transition in and out of the booster stage. Booster seats are the stage of car seat that I've seen the least utilized for the kids who really need them.

Vehicle safety belts were designed with adult passengers in mind. It's not until children reach a certain size and can sit properly in the vehicle safety belt that they are actually ready to ride without the booster seat. Boosters raise the child's body so that the vehicle shoulder belt fits properly across the child's shoulder/collar bone and the vehicle lap belt fits across the hips/upper thighs like it would on an adult. If you've noticed a child tucking the vehicle shoulder belt behind their backs or under their arms, this is a sure sign that the belt isn't fitting them correctly and they can benefit from use of a booster seat. Proper safety belt fit is important for the child's protection in a crash. It keeps the vehicle safety belt in contact with the stronger parts of the child's body rather than soft tissue which can result in life threatening injuries.

In Florida, children must be at least 4 years old to begin riding in a booster seat. Best practice is to not transition to a booster until they outgrow their forward-facing harness car seat. They will then use a booster until the vehicle safety belt fits them properly. A child can safely ride without a booster seat when all of the following criteria has been met:

1. The child can sit with their feet flat on the floor.
2. The child can sit with their knees bent over the edge of the vehicle seat.
3. The child can sit with their bottom all the way back in the vehicle seat.
4. The child can sit with their back flat against the vehicle seat without slouching.
5. The vehicle lap belt is on the top of the child's thighs, not on their soft stomach area.
6. The vehicle shoulder belt is resting between the child's neck & shoulder.

If you've made it this far in the article, then you might be thinking of the children in your life who could still benefit from the use of a booster seat. To ride safely, most kids need a booster until they are 4'9" or taller which could be between 8-12 years old depending on the child. For more information on booster seats and all car seats, visit: [www.nhtsa.gov/campaign/right-seat](http://www.nhtsa.gov/campaign/right-seat). September is National Child Passenger Safety Month, to find a certified Child Passenger Safety Technician near you to get your child's car seat checked, visit: <https://cert.safekids.org/get-car-seat-checked>.

## Safety Facts

46%

**OF CAR SEATS AND BOOSTER SEATS ARE  
USED INCORRECTLY**



# 2022 MOBILITY WEEK Bike Lane Design Contest Winners!

As part of the 2022 Mobility Week Bike Lane Design Contest, elementary school students across several counties in Central Florida designed their own bike lane icon for the chance to have it painted on the street near their school! This contest took place during Mobility Week, which celebrates safe, sustainable, and multimodal transportation choices.



Fourteen winners from seven schools in District Five were chosen from the contest, and for the past few weeks, FDOT has been celebrating each winner with an art reveal, presentation of certificates and a brief road safety presentation in their classrooms.

**Thank you to all the schools who participated, and congratulations to our winners!**

## WADSWORTH ELEMENTARY SCHOOL BIKE CHALLENGE WINNERS



**Annalise Quesenberry**  
Going Green with Lightning Speed  
Pre-K to 2nd Grade



**Sofia Ospanova**  
Biking on the Rainbow  
3rd to 5th Grade





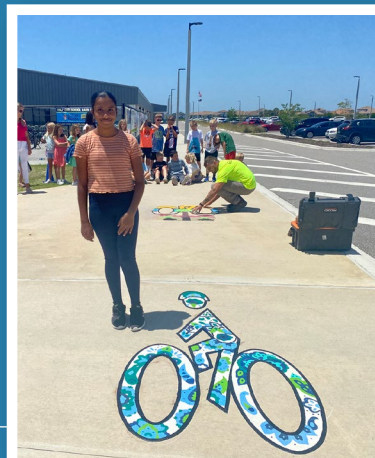
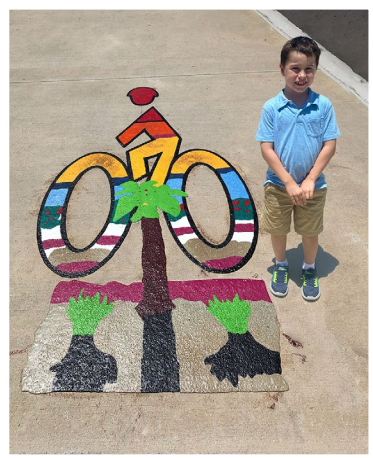
**VIERA ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Brayden Swantek**  
Beautiful Sunrise in Florida  
Pre-K to 2nd Grade



**Shruthi Ganesh**  
Indian Paisley Art  
3rd to 6th Grade



**OAKCREST ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Clementine Adkins**  
A Colorful Ride  
Pre-K to 2nd Grade



**Olivia Marr**  
Wall Flower  
3rd to 5th Grade



**MCINNIS ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Emmanuel Luna**  
Rainbow Cycle  
Pre-K to 2nd Grade



**Xylia Paulino**  
Bobcat Leader  
3rd to 5th Grade



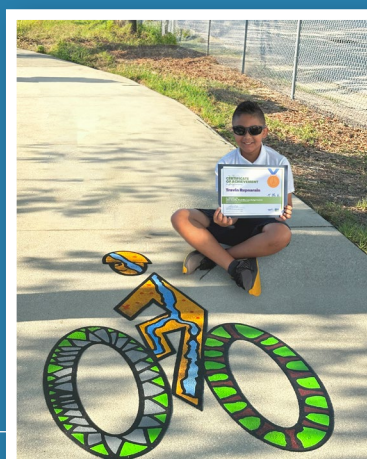
**LOST LAKE ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Ebella Eliscar**  
Safety Trooper  
3rd to 5th Grade



**Paresh Rupnarain**  
Save the Earth  
3rd to 5th Grade





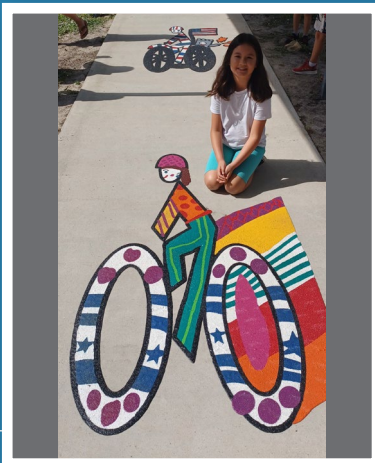
**GENEVA ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Livia Choi**  
Rainbow Road  
Pre-K to 2nd Grade



**Bentley Pecor**  
The American Dirtbike  
3rd to 5th Grade



**CASSELBERRY ELEMENTARY SCHOOL  
BIKE CHALLENGE WINNERS**



**Matthew Castro Rodriguez**  
The Neon Bike  
3rd to 5th Grade



**Ava Quisenberry**  
Biker of Florida  
3rd to 5th Grade



# GETTING TO ZERO TOGETHER

**Safety Starts With Us – Vision Zero Partners**

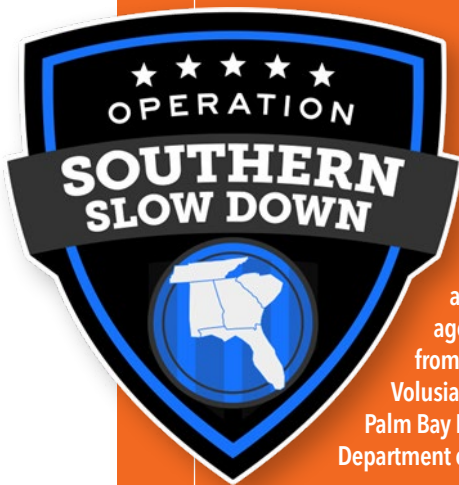






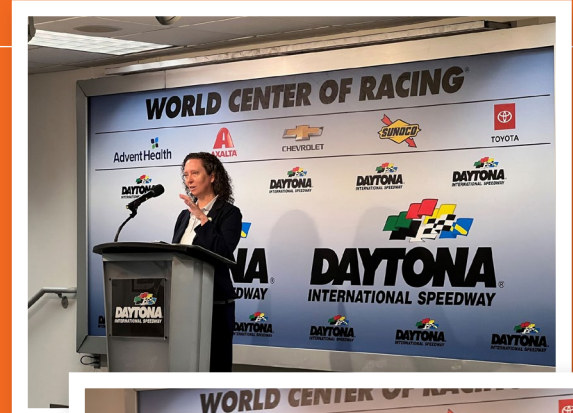
# OPERATION SOUTHERN SLOWDOWN

The Florida Department of Transportation (FDOT), in collaboration with the Florida Highway Patrol, NASCAR and local law enforcement agencies, kicked off "Operation Southern Slow Down," a joint effort with the National Highway Traffic Safety Administration (NHTSA) and the southeastern states of Alabama, Georgia, South Carolina, and Tennessee at the Daytona International Speedway on July 17.

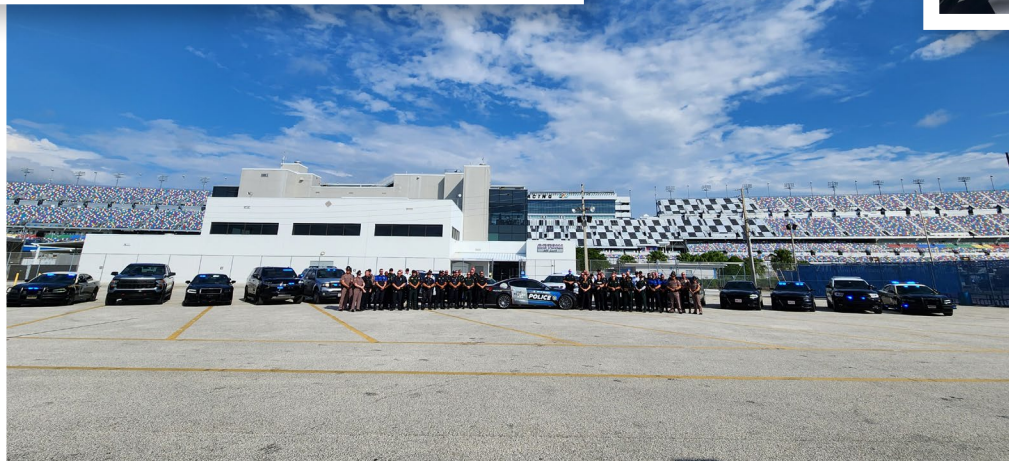
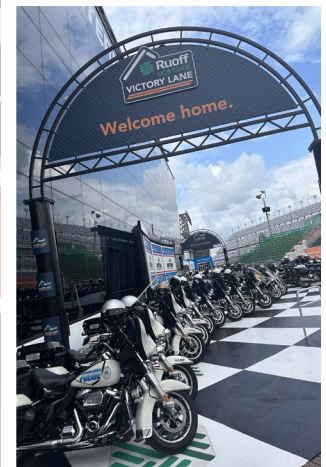


State and local law enforcement agencies in all five states conducted a week-long speed enforcement awareness campaign from July 17-22 aimed at saving lives and preventing reckless driving and speeding.

FDOT D5's kick-off event had great attendance from local law enforcement agencies across the district, with speakers from NASCAR, Florida Highway Patrol, Volusia County Sheriff's Department, the Palm Bay Police Department and the Florida Department of Transportation.







# Children's Guide to School Bus Safety

It's that time of the year when students are waiting by the side of the road to catch the school bus in Florida. School buses travel to over 4,200 schools in 69 school Districts. As children wait, the bus comes to a safe stop, the red lights begin to flash, and then the stop arms go out. The children play a big part in being safe in and around buses. Here are 9 things a student can do to be safe:

1. **Arrive at the bus stop at least five minutes earlier than the scheduled bus time. Rushing around and running to the bus that has stopped increases the chances of getting hurt or seriously injured.**
2. **While waiting for the bus at the bus stop, children should stand back at least six feet away from the road or in a safe place away from the road. Never sit on the road or curb while waiting for the bus.**
3. **Children should make eye contact with the bus driver and wait till the bus driver acknowledges it is safe to approach the bus. If children are crossing the street, look both ways and cross at least 10 feet in front of the bus so the bus driver can see the children.**
4. **Children should stay away from the bus wheels and should never walk behind a bus.**
5. **Make sure your children know their bus driver's name and bus number.**
6. **Tell children to never speak to strangers at the bus stop or get into a stranger's car. Children should tell parents, the bus driver and a teacher at school if a stranger tries to talk to them or pick them up.**
7. **On the bus, children should remain seated all the time and keep the aisle clear. Tell children not to put their head, hands or arms out the window.**
8. **Remind children to stop talking and remain silent when the bus comes to a railroad crossing so the driver can hear if a train is approaching.**
9. **Children should avoid any loud or disruptive behavior that could distract the bus driver from safely operating the bus.**

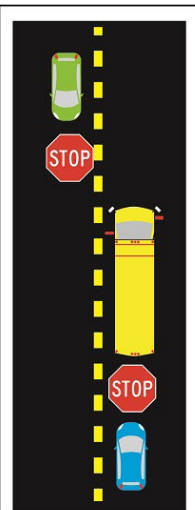


## SAFETY TIPS FOR FAMILIES (FLHSMV):

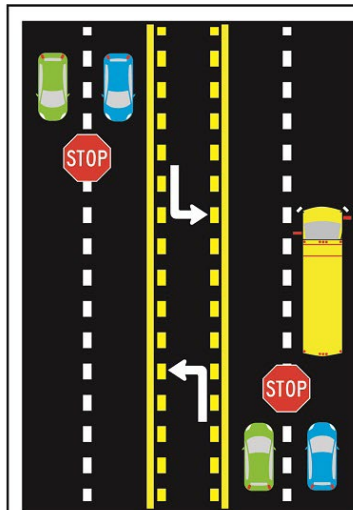
- At bus stops, children should wait in a safe place away from the road. Never on the road/curb.
- Never walk behind a bus and always stay away from the bus wheels. When the bus stops, wait for the driver's signal that it is safe to cross the road or board the bus.
- Look both ways before crossing the street- look left, right, and left again. Tell them to make eye contact to ensure the bus driver and motorists can see them as they cross the street.
- Avoid loud or disruptive behavior that could distract the bus driver from safely operating the bus.



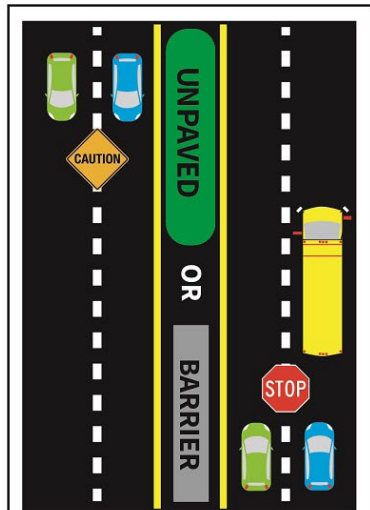
Refer to the official Florida Driver License Handbook for more information on school bus safety.  
[www.flhsmv.gov/resources/handbooks-manuals/](http://www.flhsmv.gov/resources/handbooks-manuals/)



**TWO LANE**  
Vehicles traveling in both directions MUST stop.



**MULTI-LANE PAVED ACROSS**  
Vehicles traveling in both directions MUST stop.



**DIVIDED HIGHWAY**  
Unpaved space 5 ft+ / raised median / physical barrier. Vehicles behind bus MUST stop. Vehicles traveling in the opposite direction must proceed with caution.

## Sources:

[www.flhsmv.gov/safety-center/child-safety/school-bus-safety/](http://www.flhsmv.gov/safety-center/child-safety/school-bus-safety/)

FLHSMV graphic summarizes expected driver behavior around stopped school buses



# August is 'Back to School' time



August marks more than the end of summer; it marks the beginning of the 2023-24 school year. School will start back on August 10 for most Central Florida school districts located in the Florida Department of Transportation's District 5 area: Brevard, Flagler, Lake, Marion, Orange, Osceola, and Sumter counties. Volusia County District Schools will start back on August 14.

This will be a great time to see the FDOT D5 Office of Safety's safety education outreach results in action as children and caregivers throughout Central Florida put resources and knowledge about pedestrian, bicycle, and other safety topics into practice.

## STATEWIDE MULTIMODAL ACCESS MANAGEMENT AND TRANSPORTATION SITE IMPACT WEBINAR SERIES 2023-2024

### Registration Links:

#### Multimodal Site Impact Analysis

Date: Tuesday, August 15, 2023  
Time: 2:00 pm to 3:30 pm EDT

#### Multimodal Quality Level of Service

Date: Tuesday, November 14, 2023  
Time: 2:00 pm to 3:30 pm EST

#### Multimodal Access Management

Date: Tuesday, February 20, 2024  
Time: 2:00 pm to 3:30 pm EST

#### Trip Generation Research on High-Volume Fast Food Restaurants and Coffee Shops

Date: Tuesday, May 21, 2024  
Time: 2:00 pm to 3:30 pm EDT

You must register for each webinar separately. Credits: 1.5 per webinar  
For any questions please email: [Gina.Bonyani@dot.state.fl.us](mailto:Gina.Bonyani@dot.state.fl.us)

## TRAINING OPPORTUNITIES

- Shifting Narratives to Prevent Bicyclist & Pedestrian Death
- FDOT Safety Training Website
- FLORIDA LTAP CENTER Training Calendar
- Transportation Symposium Webinars 2023
- National Academies TRB Webinar: Performance-Based Application of the Highway Safety Manual
- National Academies TRB Webinar: New Facilities and Systems Methods in HCM7
- National Highway Institute Course Search
- LTAP Recorded Webinars
- Pavement Preservation History 101 and Asphalt Emulsions Milestones
- APWA - Strategic Leadership - Strategy, Culture, Change, and Values Roundtable
- The ACES Trajectory - Florida and Beyond
- LTAP Intersection Safety
- Transportation Symposium 2023 Upcoming Webinars

## RESOURCES FOR TRAINING AND SAFETY INFORMATION

- Florida Traffic Safety Coalitions
- Safe Mobility for Life Coalition
- Alert Today Florida - Bicyclist and Pedestrian Tips
- FLHSMV Share the Road
- U.S. Department of Transportation
- The National Road Safety Foundation
- Governors Highway Safety Association
- America Driver & Traffic Safety Education Association Drivers Education Resources
- National Safety Council
- National Highway Traffic Safety Administration
- Target Zero

# UP NEXT

## What's Coming Up for D5?

[click here for Upcoming Outreach Events](#)

### August

- Aug 6:** Deltona Back to School Safety Fair
- Aug 7-8:** Victory Charter Schools Open House
- Aug 7:** Stop on Red Week Event w/ SCTPO & National Coalition for Safer Roads
- Aug 8:** Stop on Red Week Event in Orlando w/ City of Orlando & NCSR
- Aug 9:** Stop on Red Week Event in Marion County w/ Ocala Marion TPO & NCSR

**Aug 15:** Statewide Multimodal Access Management and Transportation Site Impact Webinar Series 2023-2024 Begins

**Aug 17:** Oviedo Operations Career Fair

**Aug 24:** Safe Routes to School application Workshop

### September

**LTAP Intersection Safety**  
- three sessions in September

### October

- Oct 3:** National Night Out Orange City
- Oct 4-6:** Cycle Savvy Class hosted by D5 Office of Safety
- Oct 11,12:** Florida Pedestrian & Bicycle Safety Coalition Meeting
- Oct 14:** Bike 5 w/ BWCF
- Oct 21:** Lovers Lane Bike Event with BWCF
- Oct 27-Nov 11:** Mobility Week

# COMING UP

## Calendar Of Events

AUGUST	
Back to School Safety Month	
FHP Child Safety Awareness Campaign	
3	West Volusia CTST Meeting
6	Deltona Back to School Fair
7	Stop on Red Week - Brevard
7	AWARES/YMCA Safety Event
7	Victory Charter School Open House (Elementary Students)
8	Victory Charter School Open House (Middle and High School Students)
8	Stop on Red Orlando
8	Flagler County CTST Meeting
9	Stop on Red Ocala/Marion County
9	Osceola County CTST Meeting
10	Marion County CTST Meeting
15	Orange County CTST Meeting
16	Drive Sober or Get Pulled Over
17	Lake County CTST Meeting
17	Oviedo Operations Career Fair
18	Orange County CTST Meeting
21	Sumter County CTST Meeting
22	Seminole County CTST Meeting
23	Brevard County CTST Meeting
24	East Volusia CTST Meeting
SEPTEMBER	
National Preparedness Month	
1	Drowsy Driving Prevention Week
1	National Suicide Prevention Week
4	Labor Day
5	Flagler County CTST Meeting
7	West Volusia CTST Meeting
8	National Truck Driver Appreciation Week
13	Osceola County CTST Meeting
14	Marion County CTST Meeting
17	Child Passenger Safety Week
17	Rail Safety Week
18	Marion County CTST Meeting
19	Orange County CTST Meeting
19	Walk Like MADD Clermont
19	Rail Grade Crossing Campaign
21	Lake County CTST Meeting
26	Seminole County CTST Meeting
26	National Seat Check Saturday
26	Walk Like MADD Altamonte Springs
27	Brevard County CTST Meeting
28	East Volusia CTST Meeting
OCTOBER	
Pedestrian Safety Month	
Emergency Contact Information Awareness Month	
Community Planning Month	
National Night Out	
National Safe Routes to School	
3	Flagler County CTST Meeting
4	National Walk to School Day
4	Cycling Savvy Class
5	Cycling Savvy Class
5	West Volusia CTST Meeting
6	Cycling Savvy Class
11	Osceola County CTST Meeting
12	Port Orange Family Days
12	Marion County CTST Meeting
15	White Cane Safety Day
15	National Teen Driver Safety Week
16	Sumter County CTST Meeting
17	National School Bus Safety Week
17	Orange County CTST Meeting
19	Lake County CTST Meeting
24	Seminole County CTST Meeting
25	Brevard County CTST Meeting
26	East Volusia CTST Meeting
27	Mobility Week
31	Buzzed Driving is Drunk Driving Halloween Safe Driving Campaign

click here for

**Upcoming Outreach Events**

## Special Thanks To Our Contributors

### FDOT D5 STAFF

- Lorie A Matthews, Transportation Support Director
- Loreen Bobo, P.E., CPM, Safety Administrator
- Anthony R. Nosse, P.E., CPM, District Traffic Safety Program Engineer
- Stephanie Moss, CPM, PMP, RSP1, Bicycle and Pedestrian Coordinator
- Joe Steward, Community Traffic Safety Team Program Coordinator
- Yvonne Broxton, Traffic Safety Specialist
- Ian Gohlke, District Safety and Health Manager
- Jon Askins, Law Enforcement Liaison
- Joseph Fontanelli, Consultant Project Manager
- Mark Trebitz, P.E., Project Development Manager, PLEMO

### COMMUNITY PARTNERS

- Best Foot Forward
- Children's Safety Village
- City of Eustis
- Florida Trucking Association
- Hands Free Florida
- Marion County
- Marion County Polo
- Orange County
- Orange County Sheriff's Office
- Orlando Sportsplex
- Osceola County Sheriff's Office
- Space Coast Transportation and Planning Organization
- Teen Safe Driving Coalition

### INDUSTRY PARTNERS

- ASHA Planning
- Burgess & Niple
- Global Five
- Gresham Smith
- Landis Evans
- Quest Marketing and Communications

Subscribe to the D5 Safety Central Newsletter  
by emailing: [D5-SafetyCentral@dot.state.fl.us](mailto:D5-SafetyCentral@dot.state.fl.us)



[www.cflroads.com](http://www.cflroads.com)



[facebook.com/myFDOTCFL](https://facebook.com/myFDOTCFL)

303



[@myFDOT\\_CFL](https://www.instagram.com/myFDOT_CFL)



[@myFDOT\\_CFL](https://twitter.com/myFDOT_CFL)

# SAVE THE DATE!

MARK YOUR CALENDARS NOW



OCTOBER

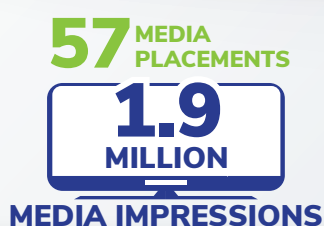
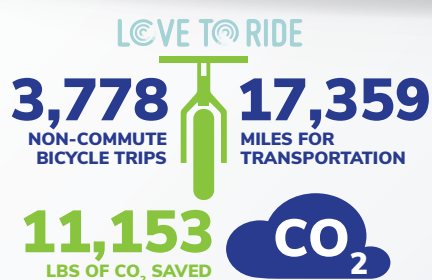
NOVEMBER

27-04

## MOBILITY WEEK 2023

Looking back at  
**MOBILITY WEEK 2022**

Join communities around the state to promote safe and sustainable transportation choices. During Mobility Week, cities, counties, and transportation agencies host events and offer special promotions to encourage Floridians to try new transportation options.



MOBILITY WEEK 2023

To partner with FDOT, send an email to [CONTACT@MOBILITYWEEKFL.COM](mailto:CONTACT@MOBILITYWEEKFL.COM)

For news and updates, please visit [MOBILITYWEEKFL.COM](https://www.mobilityweekfl.com)





**VISION ZERO**  
CENTRAL FLORIDA

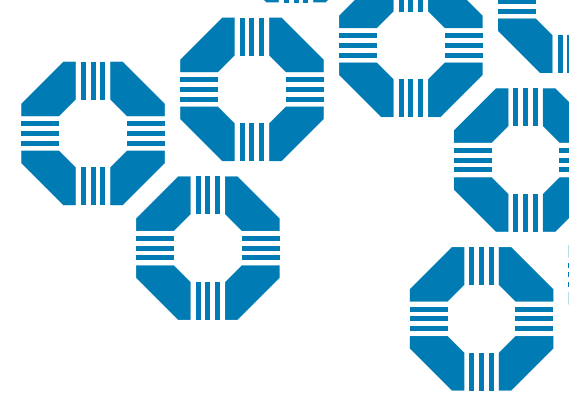
# VISION ZERO PLAN UPDATE



AUGUST 15, 2023

# This Presentation

1. 1<sup>st</sup> Task Force Meeting
2. What Is Vision Zero
3. Overview of Key Tasks
4. Project Schedule





**VISION ZERO**  
**CENTRAL FLORIDA**  
Counting down to zero traffic deaths

# TASK FORCE MEETING #1

---

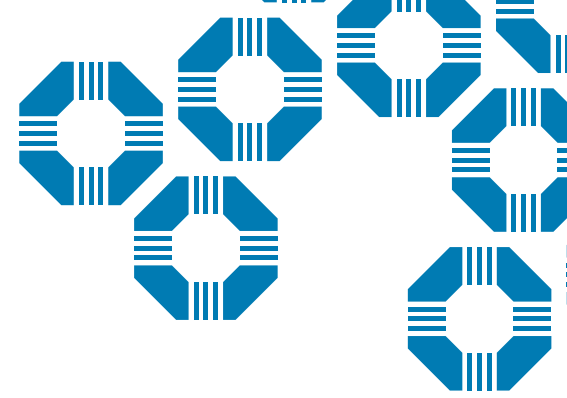


AUGUST 15, 2023



# Task Force Meeting Agenda

1. Introductions
2. High Level Crash Trends
3. What Is Vision Zero?
4. Safe System Approach
5. Overview of Key Tasks
6. What to Expect from the Plan
7. Project Schedule
8. Discussion
9. Next Steps

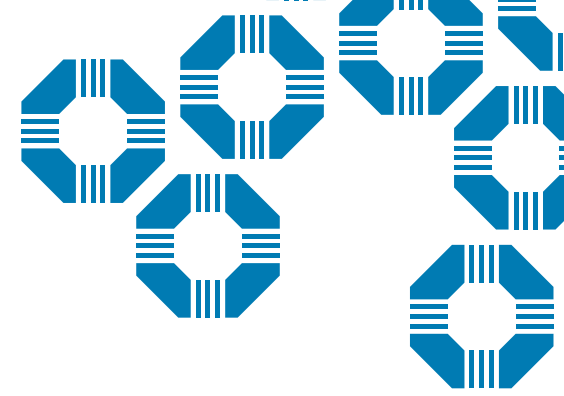


# WHAT IS VISION ZERO?

---



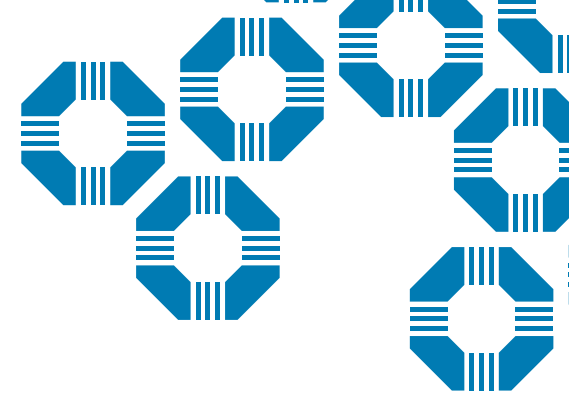
# What is Vision Zero?



*Memorial to people killed in traffic crashes. Source: Vision Zero Network*

- Loss of life is not an acceptable price to pay for mobility.
- Eliminate traffic deaths and severe injuries on the transportation system
- Proactive and preventive approach.

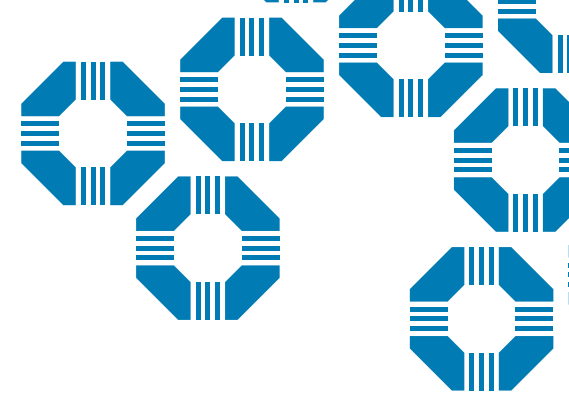
# Vision Zero Approach



1. Reframes traffic deaths as **preventable**.
2. Integrates **human failing** into the approach.
3. Focuses on preventing **fatal and severe** crashes rather than eliminating all crashes.
4. Aims to establish **safe systems** rather than relying on individual responsibility.
5. Applies **data driven** decision making.
6. Establishes road safety as a **social equity issue**.

311

# Core Elements of Vision Zero Communities



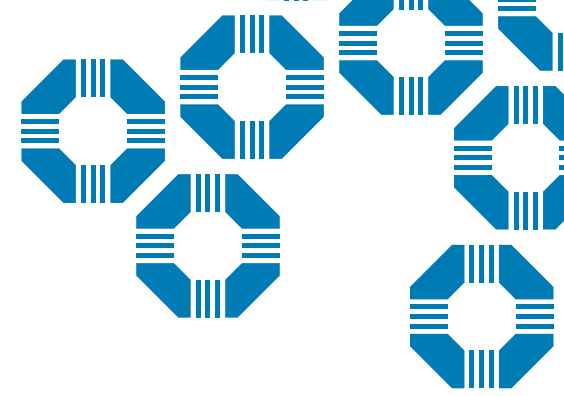
**A Vision Zero Community meets the following minimum standards:**

- Sets Clear Goal of **eliminating fatalities and severe injuries**
- Elected officials have **committed publicly** to Vision Zero
- **Actionable** Strategies are developed, including:
  - Prioritize Roadway Design
  - Focus on Speed Management
- **Key departments** (police, transportation, public health) are engaged
- **Data driven** decision making

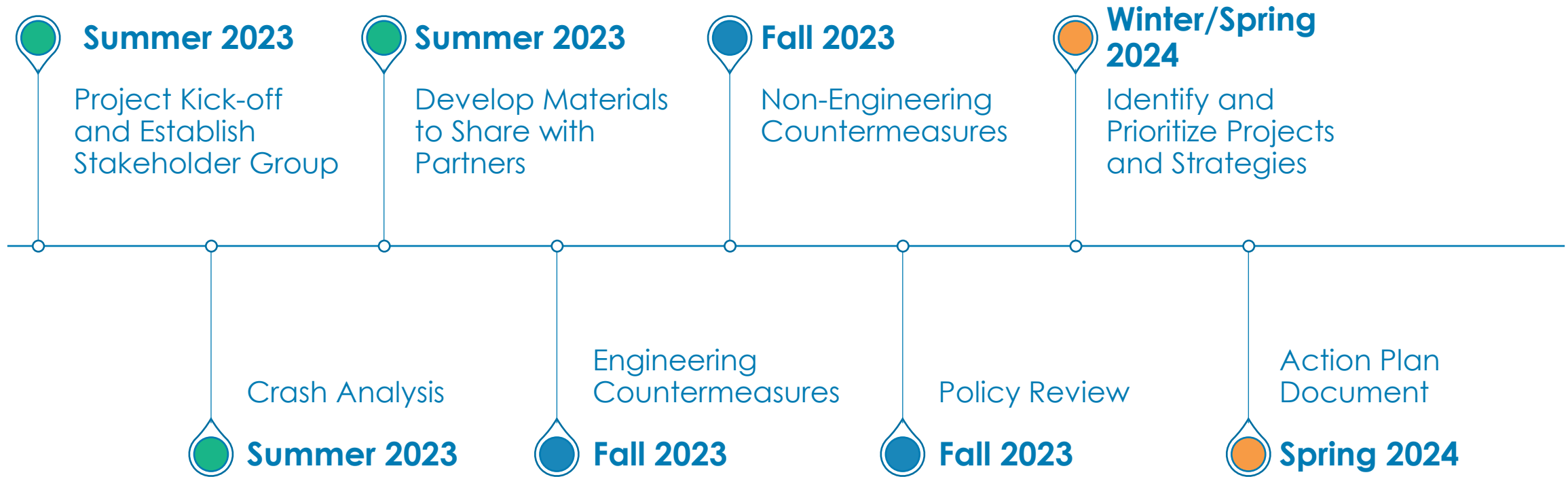
# OVERVIEW OF KEY TASKS

---



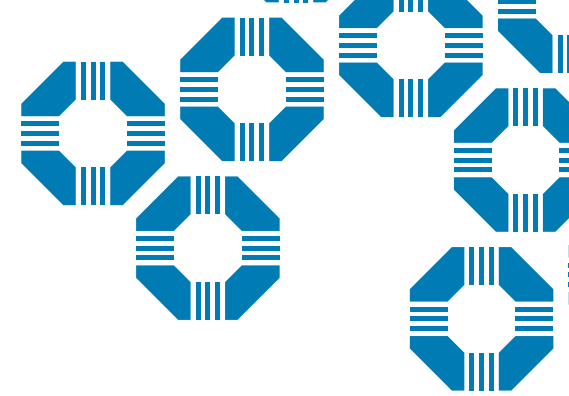


# Project Schedule



314

# Next Steps



## Task Force Meetings

## Other Plan Kick-Offs

## Engagement

## Tasks in Progress

315

Next Meeting Scheduled for September 19, 2023

Other agency plans are expected to kick-off within the next few weeks

Hub Site with regional crash data and other project information expected to go live in mid to late September

Detailed crash analysis  
Policy benchmarking guidance





**VISION ZERO**  
CENTRAL FLORIDA

# Thank you!

Mighk Wilson  
MetroPlan Orlando  
Mighk.Wilson@MetroPlanOrlando.gov  
407-481-5672 x318