metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

MEETING AGENDA

MetroPlan Orlando Board

DATE & TIME:	LOCATION:
Wednesday, September 9, 2026 9:00 a.m.	MetroPlan Orlando 250 South Orange Avenue, Suite 200 Orlando, Florida 32801
CLICK HERE TO JOIN VIRTUALLY	**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 Wilson
II.	CHAIR'S ANNOUNCEMENTS	Chairwoman Wilson
III.	EXECUTIVE DIRECTOR'S ANNOUNCEMENTS/AGENDA REVIEW	Mr. Gary Huttmann
IV.	AGENCY REPORTS: • FDOT	Secretary John Tyler
V.	ROLL CALL & CONFIRMATION OF QUORUM	Ms. Lisa Smith
VI.	COMMITTEE REPORTS: • Municipal Advisory Committee • Community Advisory Committee • Technical Advisory Committee • Transportation System Management & Operations Advisory Committee	 Commissioner Jordan Smith Ms. Judy Pizzo Mr. Myles O'Keefe Ms. Christina Colon

VII. 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.gov/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.

VIII.	CONSENT AGENDA	Section 1 Page #5
A.	Minutes of the July 8, 2026 Board Meeting – page #6	
B.	Approval of Financial Report for June (unaudited) & July 2026 – page #13	
C.	Approval of the Travel Report for June & July 2026 – page #17	
D.	Approval of FY 2027 Budget Amendment #1 – page #19	
E.	Approval of the Intergovernmental Coordination and Review (ICAR) Agreement with FDOT– page #23	
F.	Approval of the Personnel Committee Recommendation for the Executive Director's Annual Review – page #34	
G.	Approval of the Personnel Committee Recommended changes to the MetroPlan Orlando Employee Handbook & Travel Policy – page #38	
H.	Approval to Dispose of Fixed Assets – page #126	

IX.	OTHER ACTION ITEMS	Section 2 Page #128
A.	Approval of the Roll Forward Amendments to the FY 2026-27 – FY 2030-31 Transportation Improvement Program (TIP) **Roll Call vote** – page #129	Ms. Natalia Barbour PhD MetroPlan Orlando
B.	Approval of amendment to the FY 2026-27 – FY 2030-31 Transportation Improvement Program (TIP) **Roll Call vote** – page #131	Ms. Natalia Barbour PhD MetroPlan Orlando

X.	INFORMATION ITEMS FOR ACKNOWLEDGEMENT (ACTION ITEM)	Section 3 Page #136
A.	Executive Directors Report – page #137	
B.	FDOT District 5 Safety Summit 2026 Special Edition Newsletter – page #140	
C.	FDOT Monthly Construction Status Report- June & July 2026 – page #158	
D.	Air Quality Report – page #189	
E.	Letter of Support - *The City of Orlando's FY26 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Application "Downtown Orlando Transportation & Technology Initiative (DOTTI)"*)– page #192	

	F.	Letter of Support – the City of Altamonte Springs, CraneRIDES ASCEND, FY 2025 and 2026 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Program – page #194	
	G.	Letter of Support – Seminole County FY 2025–2026 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Program – page #196	
	H.	Letter of Support for Maintaining Transportation Investment for Florida – Senator Ashley Moody – page #198	
	I.	Letter of Support for Maintaining Transportation Investment for Florida – Senator Rick Scott – page #200	
	J.	Letter to U.S DOT Bureau of Transportation Statistics - Docket No. DOT–OST–2026–1387—Request for Information: Shaping the Future of the Bureau of Transportation Statistics – page #202	
	K.	Letter of Support – LYNX FY 2026 Low or No Emission and Buses & Bus Facilities Competitive Grants – LYNX'S CNG Fleet Conversion – page #205	
	L.	Letter from MetroPlan Orlando Board Chair Wilson to E-Mobility Regional Task Force – page #206	
	M.	Email comments from Francis Jimenez re: Seven-Day Public Transportation Access in Central Florida – page #207	
	N.	Email comments from Claudia Zuco re: Michigan Avenue Project – page #213	
XI.	**OTHER BUSINESS & PRESENTATIONS**		**Section 4** **Page #214**
	A.	Update on Central Florida Vision Zero – page #215	Ms. Lara Bouck MetroPlan Orlando

XII. PUBLIC COMMENTS (GENERAL)

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

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

How to comment:

1. Complete an electronic speaker card at MetroPlanOrlando.gov/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.

Each speaker has two minutes to address the board and should state his/her name and address for the record.

XIII. BOARD MEMBER COMMENTS

XIV. NEXT MEETING: November 18, 2026 — Chairwoman Wilson

XV. 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 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 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.

Section 1

MetroPlan Orlando Board

MEETING MINUTES

DATE: Wednesday, July 8, 2026

TIME: 9:00 a.m.

LOCATION: MetroPlan Orlando
Park Building
250 S. Orange Ave, Suite 200
Orlando, FL 32801

Commissioner Nicole Wilson, Chair, Presided

Members in attendance were:

Hon. Pat Bates, City of Altamonte Springs
Hon. Lee Constantine, Seminole County
Hon. Maribel Gomez Cordero, Orange County
Hon. Bob Dallari, Seminole County
Hon. Roger Chapin for Mayor Buddy Dyer, City of Orlando
Hon. Ken Gilbert, City of St. Cloud
Hon. Cheryl Grieb, Osceola County
Hon. Stephanie Kopelousis, GOAA
Mr. Christopher “C.J.” Maier, Central Florida Expressway Authority
Hon. Viviana Janer, LYNX/CFCRC
Hon. Tony Ortiz, City of Orlando
Hon. Kelly Semrad, Orange County
Hon. Jordan Smith, Municipal Advisory Committee
Mr. Stephen Smith, Sanford Airport Authority
Hon. Mayra Uribe, Orange County
Hon. Nicole Wilson, Orange County

Mayor Art Woodruff, City of Sanford

Members/Advisors attending the meeting via the Zoom Platform:

Honorable Jackie Espinosa, City of Kissimmee

Advisors in Attendance

Mr. Shaun Germolus, Kissimmee Gateway Airport
Mr. Myles O'Keefe, Technical Advisory Committee
Ms. Christina Colon Transportation Systems Management & Operations Committee
Ms. Judy Pizzo, Community Advisory Committee
Mr. Joe Nunziata, Orlando Executive Airport
Ms. Kellie Smith for Secretary John Tyler, FDOT District 5

Members/Advisors not in Attendance:
Hon. Nadia Anderson, City of Apopka
Hon. Mayor Jerry Demings, Orange County
Hon. Michael Sott, Orange County
Vacant, Orange County

Others in Attendance:

Mr. Jonathan Scarfe, FDOT District 5
Mr. Loren Hughes, Florida's Turnpike Enterprises

Staff in Attendance:

Mr. Gary Huttmann
Mr. Jay Small, Dinsmore & Shohl
Mr. Jason Loschiavo
Ms. Virginia Whittington
Mr. Alex Trauger
Mr. Eric Hill
Ms. Taylor Laurent
Ms. Lara Bouck
Mr. Mighk Wilson
Ms. Adriana Rodriguez
Mr. Slade Downs
Ms. Sarah Larsen
Ms. Mary Ann Horne
Ms. Leilani Vaiaoga
Ms. Giselle Valadez Godinez
Ms. Lisa Smith
Ms. Rachel Frederick

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board Chairwoman Nicole Wilson called the meeting to order at 9:00 a.m. and welcomed everyone. Commissioner Tony Ortiz, City of Orlando, led the Pledge of Allegiance. Chairwoman Wilson updated Board members on continuing micromobility safety efforts including a proposed micromobility safety initiative that will bring together representatives from around the region in early September with the goal of developing a regional policy framework and best practices for e-bikes and e-scooters. Chairwoman Wilson reported on the Floridians for Better Transportation event held June 18th and 19th. Commissioner Viviana Janer reported on the June 25th Central Florida Commuter Rail Commission meeting. MetroPlan Orlando staff member Lara Bouck provided the Safety Moment highlighting distracted driving.

II. CHAIR'S ANNOUNCEMENTS

Chairwoman Wilson updated Board members on continuing micromobility safety efforts including a proposed micromobility safety initiative that will bring together representatives from around the region in early September with the goal of developing a regional policy framework and best practices for e-bikes and e-scooters. Chairwoman Wilson reported on the Floridians for Better Transportation event held June 18th and 19th. Commissioner Viviana Janer reported on the June 25th Central Florida Commuter Rail Commission meeting. MetroPlan Orlando staff member Lara Bouck provided the Safety Moment highlighting distracted driving.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS & AGENDA REVIEW

Mr. Huttmann provided Board members with an update on the site visit by FHWA staff on June 23rd which included a walking audit of one of MetroPlan Orlando's safety projects. He called attention to the 2026 Dangerous by Design report included in the agenda package. He announced the next MPOAC Institute is scheduled for August 12th at Alachua County Facilities Management in Gainesville. Mr. Huttmann noted the next Lake-to-Lake Trail Leadership Team meeting is scheduled for July 15th at Bike Walk Central Florida followed by a meeting in the afternoon with FDOT Leadership in DeLand. He provided a strategic plan update noting that staff interviews are underway and the employee workshop is scheduled for August 5th at LYNX. Mr. Huttmann announced the MetroPlan Orlando offices will close starting July 13th through the end of August for an office refresh. He noted that Ms. Kellie Smith was present representing FDOT Secretary John Tyler.

IV. AGENCY REPORTS:

Ms. Kellie Smith, Director of Development, reported on June 18th Seminole County Truck Parking Groundbreaking noting the Sanford location will have 132 parking spaces. She thanked those that participated in the Floridians for Better Transportation event held June 18th and 19th noting that District 5 had the best representation from MPO/TPOs in the state.

V. ROLL CALL AND CONFIRMATION OF QUORUM

Ms. Lisa Smith called the roll and confirmed there was no quorum.

VI. COMMITTEE REPORTS

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

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. CONSENT AGENDA

A. Minutes of May 13 and June 10, 2026, Board Meetings
B. Approval of Financial Reports for April & May 2026
C. Approval of the Travel Reports for April & May 2026
D. Approval for the Board Chair to approve FY'26 Budget Amendment #4 (if necessary) with Board ratification of the amendment at the September 9, 2026, meeting
E. Approval of General Planning Consultant (GPC) Contracts
F. Approval to Extend the Sole Source Contract with the University of Florida to Update MetroPlan Orlando's Web-based Crash Database
G. Approval to Extend Existing Contract with StreetLight Data, Inc.
H. Certification of TDLCB Membership

MOTION: Commissioner Viviana Janer moved to approve Consent Agenda Items A through H. Commissioner Bob Dallari seconded the motion. Motion carried unanimously.

IX. OTHER ACTION ITEMS

A. Approval of the FY 26-27/FY 30-31 Transportation Improvement Program (TIP) (Roll Call vote)

Dr. Natalia Barbour, MetroPlan Orlando, requested approval of the FY2026/2027/FY 2030/2031 TIP. She noted that the TIP was previewed at the June Board meeting. Dr. Barbour gave an overview of minor changes in the draft TIP versus the Final TIP. She provided details of public engagement efforts. Link to Draft FY 26-27/FY 30-31 TIP: Due to the size of the document, a link is provided to access the draft TIP Preview online: Transportation Improvement Program FY 27-31 (Draft for Adoption). Additional information about the TIP is available at: https://MetroPlanOrlando.gov/TIP

MOTION: Commissioner Cheryl Grieb moved approval of the amendments to the FY 2027-2031 Transportation Improvement Program (TIP). Commissioner Mayra Uribe seconded the motion. A roll call vote was conducted, and the motion carried unanimously.

B. Approval of the 2026 Prioritized Project List (PPL)

Mr. Slade Downs, MetroPlan Orlando, requested that the MAC make a recommendation to the Board to adopt the Draft PPL for 2026. Mr. Downs noted that a preview of the PPL was presented at the June Board Meeting. Mr. Downs provided background on the PPL, and reviewed updates/feedback received. Due to the size of the document, a link was provided to view the Draft PPL online: Draft Prioritized Project List 2026

MOTION: Commisioner Bob Dallari moved approval of the 2026 Prioritized Project List (PPL). Commissioner Viviana Janer seconded the motion. Motion carried unanimously.

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT

A. Executive Directors Report for June & July
B. Smart Growth America – 2026 Dangerous by Design Report
C. FDOT Monthly Construction Status Report - May and June 2026
D. Air Quality Report for May and June
E. Bicycle & Pedestrian Report for June
F. Submittal package to the Office of Greenways and Trails for the Lake-to-Lake Regional Trail
G. Letter of Support for the FDOT Nationally Significant Multimodal Freight & Highway Projects (INFRA) Grant Application
H. Letter of Support for the City of Orlando's FY26 Safe Streets for All (SS4A) Grant Application "Safety on Semoran (SOS)"
I. Letter of Support for the Orange County Vision Zero Action Plan (VZAP) Safe Streets for All (SS4A) Implementation Grant
J. Letter of Support for the City of Altamonte Springs FY 2026 Safe Streets and Roads for all (SS4A) Grant Program, Planning and Demonstration Grant Application – MPO Coordination – page #170
K. Letter of Support for LYNX SFY28 Public Transit Service Development Grant Application
L. Letter of Support for Orange County APA Planning Excellence Award
M. AMPO Letter to House T&I Leadership re: BUILD America 250 Act
N. NARC Letter to House T&I Leadership re: BUILD America 250 Act
O. NACo Letter to House T&I Leadership re: BUILD America 250 Act
P. East Colonial Drive (S.R. 50) Widening Open House

MOTION: Commissioner Cheryl Grieb moved approval of the Information Items for Acknowledgement: Items A through O. Commissioner Bob Dallari seconded the motion. Motion carried unanimously.

XI. OTHER BUSINESS/PRESENTATIONS

A. Update of the E-Mobility Education Pilot

Ms. Lara Bouck, MetroPlan Orlando, presented an update on the E-mobility Education Pilot Program. She noted the significant increase in e-bike crashes, especially among teens and young adults, noting a 54% rise in 2025 data. Ms. Bouck explained that the pilot program targeted grades 7-10, with 268 students completing the course at Luminary Middle School via Canvas, adding that mandatory in-class participation led to higher engagement and completion rates. She highlighted lessons learned and plans to expand to more schools, virtual students, and possibly implement a sticker/permit system for device parking. Board members discussed the need for better crash data, requiring proof of safety training for parking e-devices on campus, sidewalk safety, helmet use, the need for broader education, best practices and a commitment to regional coordination and ongoing pilot evaluation.

XII. PUBLIC COMMENTS (GENERAL)

Destin Correa, Orlando, FL addressed the Board members expressing the need for more direct LYNX routes from Waterford Lakes to various areas in Orlando for better connectivity. He also expressed support for advancing the "STAR Plan" in Orange County.

XIII. BOARD MEMBER COMMENTS

Commissioner Semrad commented on the Lake-to-Lake Headwaters Trail Head between Bithlo and Wedgefield. She expressed concern that the materials used will have a detrimental effect on the wildlife corridor and wetland. Mr. Huttmann invited her to attend the Lake to Lake Trail Leadership Team meeting on July 15th.

XIV. NEXT MEETING: Wednesday, September 9, 2026, 9:00 a.m.

XV. ADJOURN BOARD MEETING

There being no further business. The meeting was adjourned at 11:20 a.m. The meeting was transcribed by Ms. Lisa Smith.

Approved this 9th day of September 2026.

Commissioner Nicole Wilson, Chairwoman

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 06/30/2026

ASSETS		
Operating Cash in Bank	$	645,367.44
Petty Cash	$	125.00
SBA Investment Account	$	1,909,473.35
FL CLASS Investment Account	$	2,163,341.23
Rent Deposit	$	20,000.00
Prepaid Expenses	$	54,464.51
Accounts Receivable - General	$	40,826.12
Accounts Receivable - Grants	$	1,567,752.95
Capital Assets - Net	$	181,589.97
TOTAL ASSETS:	$	6,582,940.57
LIABILITIES		
Accrued Salaries and Benefits	$	100,819.86
Accounts Payable	$	979,790.18
Accrued Personal Leave	$	526,555.97
Leases Payable	$	106,610.09
TOTAL LIABILITIES:	$	1,713,776.10
EQUITY		
FUND BALANCE:		
Nonspendable:		
Prepaid Items	$	54,464.51
Deposits	$	20,000.00
Unassigned:	$	4,794,699.96
TOTAL EQUITY:	$	4,869,164.47
TOTAL LIABILITIES & EQUITY:	$	6,582,940.57
Net difference to be reconciled:	$	-

*Unaudited

MetroPlan Orlando
Agencywide Revenues & Expenditures
For Period Ending 06/30/2026

Revenues	Budget	Current	YTD	Variance Un/(Ovr)	% of Budget
Federal Revenue	$ 12,002,440.00	$ 1,515,228.88	$ 6,981,598.97	$ 5,020,841.03	58.17%
State Revenue	$ 122,149.00	$ 52,524.07	$ 122,149.00	$ -	100.00%
Local Revenue	$ 1,353,042.00	$ -	$ 1,353,042.00	$ -	100.00%
Interest Income	$ 156,000.00	$ 13,027.68	$ 157,411.40	$ (1,411.40)	100.90%
Contributions	$ 25,000.00	$ -	$ 25,000.00	$ -	100.00%
Cash Carryforward	$ 319,084.00	$ -	$ -	$ 319,084.00	0.00%
Other	$ 243,250.00	$ 40,826.12	$ 63,365.22	$ 179,884.78	26.05%
Local Funds Transfer	$ 564,450.00	$ 120,761.62	$ 134,068.65	$ 430,381.35	23.75%
Total Revenues	$ 14,785,415.00	$ 1,742,368.37	$ 8,836,635.24	$ 5,948,779.76	59.77%
Expenditures					
Audit Fees	$ 26,000.00	$ -	$ 26,000.00	$ -	100.00%
Books, publications, subscriptions & memberships	$ 24,991.00	$ 292.00	$ 14,568.32	$ 10,422.68	58.29%
Community relations & advertising	$ 142,600.00	$ 1,100.69	$ 28,909.69	$ 113,690.31	20.27%
Computer Software	$ 2,500.00	$ -	$ -	$ 2,500.00	0.00%
Consultants	$ 9,437,863.00	$ 1,405,195.37	$ 4,685,830.69	$ 4,752,032.31	49.65%
Contingency	$ 50,000.00	$ -	$ -	$ 50,000.00	0.00%
Contractual/Temporary Services	$ 6,410.00	$ 528.00	$ 5,546.94	$ 863.06	86.54%
Depreciation/Amortization	$ -	$ 251,986.89	$ 318,536.24	$ (318,536.24)	0.00%
Equipment & Furniture	$ 51,500.00	$ -	$ -	$ 51,500.00	0.00%
Indirect Costs	$ 618,103.00	$ 45,579.39	$ 584,355.84	$ 33,747.16	94.54%
Legal Fees	$ 30,000.00	$ 6,637.50	$ 30,037.50	$ (37.50)	100.13%
Office Supplies	$ 11,000.00	$ 1,023.25	$ 5,954.10	$ 5,045.90	54.13%
Operating Supplies	$ 48,155.00	$ 4,024.24	$ 43,876.34	$ 4,278.66	91.11%
Operating Transfers Out	$ 564,450.00	$ 120,761.62	$ 134,068.65	$ 430,381.35	23.75%
Other Misc. Expense	$ 3,750.00	$ 24.62	$ 826.46	$ 2,923.54	22.04%
Pass-Through Expenses	$ 80,000.00	$ 3,403.36	$ 80,000.00	$ -	100.00%
Postage and Freight	$ 3,700.00	$ 3.84	$ 354.35	$ 3,345.65	9.58%
Printing and Binding	$ 15,200.00	$ -	$ 2,442.91	$ 12,757.09	16.07%
Repair and Maintenance	$ 7,500.00	$ -	$ 1,269.20	$ 6,230.80	16.92%
Salaries and benefits	$ 3,557,239.00	$ 391,387.91	$ 2,951,379.31	$ 605,859.69	82.97%
Training	$ 39,509.00	$ 2,335.10	$ 23,236.90	$ 16,272.10	58.81%
Travel and Per Diem	$ 64,945.00	$ 4,136.88	$ 46,263.81	$ 18,681.19	71.24%
Total Expenditures	$ 14,785,415.00	$ 2,238,420.66	$ 8,983,457.25	$ 5,801,957.75	60.76%
Agency Balance	$ -	$ (496,052.29)	$ (146,822.01)		

*Unaudited

MetroPlan Orlando
Agencywide
Balance Sheet
For Period Ending 07/31/2026

ASSETS			
	Operating Cash in Bank	$	253,791.61
	Petty Cash	$	125.00
	SBA Investment Account	$	1,415,013.14
	FL CLASS Investment Account	$	1,669,152.32
	Rent Deposit	$	20,000.00
	Prepaid Expenses	$	506.43
	Accounts Receivable - General	$	40,826.12
	Accounts Receivable - Grants	$	1,724,532.80
	Capital Assets - Net	$	179,658.34
	TOTAL ASSETS:	$	5,303,605.76
LIABILITIES			
	Accounts Payable	$	239.10
	Accrued Personal Leave	$	526,555.97
	Leases Payable	$	106,610.09
	TOTAL LIABILITIES:	$	633,405.16
EQUITY			
	FUND BALANCE:		
	Nonspendable:		
	Prepaid Items	$	506.43
	Deposits	$	20,000.00
	Unassigned:	$	4,649,694.17
	TOTAL EQUITY:	$	4,670,200.60
	TOTAL LIABILITIES & EQUITY:	$	5,303,605.76
	Net difference to be reconciled:	$	-

MetroPlan Orlando
Agencywide Revenues & Expenditures
For Period Ending 07/31/2026

Revenues	Budget	Current	YTD	Variance Un/(Ovr)	% of Budget
Federal Revenue	$ 9,094,871.00	$ 209,303.92	$ 209,303.92	$ 8,885,567.08	2.30%
State Revenue	$ 124,753.00	$ -	$ -	$ 124,753.00	0.00%
Local Revenue	$ 1,383,035.00	$ -	$ -	$ 1,383,035.00	0.00%
Interest Income	$ 147,500.00	$ 11,350.88	$ 11,350.88	$ 136,149.12	7.70%
Contributions	$ 25,000.00	$ -	$ -	$ 25,000.00	0.00%
Cash Carryforward	$ 846,297.00	$ -	$ -	$ 846,297.00	0.00%
Other	$ 136,307.00	$ 1,696.20	$ 1,696.20	$ 134,610.80	1.24%
Other Financing Sources - Leases	$ 2,616,838.00	$ -	$ -	$ 2,616,838.00	0.00%
Local Funds Transfer	$ 274,000.00	$ -	$ -	$ 274,000.00	0.00%
Total Revenues	**$ 14,648,601.00**	**$ 222,351.00**	**$ 222,351.00**	**$ 14,426,250.00**	**1.52%**
Expenditures					
Audit Fees	$ 27,000.00	$ -	$ -	$ 27,000.00	0.00%
Books, publications, subscriptions & memberships	$ 19,470.00	$ 2,289.69	$ 2,289.69	$ 17,180.31	11.76%
Capital Outlay	$ 2,616,838.00	$ -	$ -	$ 2,616,838.00	0.00%
Community relations & advertising	$ 33,350.00	$ 3,155.04	$ 3,155.04	$ 30,194.96	9.46%
Computer Software	$ 2,500.00	$ -	$ -	$ 2,500.00	0.00%
Consultants	$ 6,449,800.00	$ 73,912.21	$ 73,912.21	$ 6,375,887.79	1.15%
Contingency	$ 250,000.00	$ -	$ -	$ 250,000.00	0.00%
Contractual/Temporary Services	$ 8,904.00	$ 266.00	$ 266.00	$ 8,638.00	2.99%
Depreciation/Amortization	$ -	$ 1,931.63	$ 1,931.63	$ (1,931.63)	0.00%
Equipment & Furniture	$ 87,000.00	$ -	$ -	$ 87,000.00	0.00%
Indirect Costs	$ 716,769.00	$ 105,445.88	$ 105,445.88	$ 611,323.12	14.71%
Legal Fees	$ 30,000.00	$ -	$ -	$ 30,000.00	0.00%
Office Supplies	$ 8,000.00	$ 236.93	$ 236.93	$ 7,763.07	2.96%
Operating Supplies	$ 65,533.00	$ 1,244.92	$ 1,244.92	$ 64,288.08	1.90%
Operating Transfers Out	$ 274,000.00	$ -	$ -	$ 274,000.00	0.00%
Other Misc. Expense	$ 3,770.00	$ 340.55	$ 340.55	$ 3,429.45	9.03%
Pass-Through Expenses	$ 480,000.00	$ -	$ -	$ 480,000.00	0.00%
Postage and Freight	$ 1,700.00	$ 30.08	$ 30.08	$ 1,669.92	1.77%
Printing and Binding	$ 14,350.00	$ -	$ -	$ 14,350.00	0.00%
Repair and Maintenance	$ 7,500.00	$ 69.00	$ 69.00	$ 7,431.00	0.92%
Salaries and benefits	$ 3,448,322.00	$ 218,998.13	$ 218,998.13	$ 3,229,323.87	6.35%
Training	$ 32,155.00	$ 12,176.64	$ 12,176.64	$ 19,978.36	37.87%
Travel and Per Diem	$ 71,640.00	$ 1,218.17	$ 1,218.17	$ 70,421.83	1.70%
Total Expenditures	**$ 14,648,601.00**	**$ 421,314.87**	**$ 421,314.87**	**$ 14,227,286.13**	**2.88%**
Agency Balance	**$ -**	**$ (198,963.87)**	**$ (198,963.87)**		

metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Travel Summary – June 2026

Traveler:	Hill, Eric
Dates:	May 19-21, 2026
Destination:	Columbus, OH
Purpose of Trip:	FHWA Active Transportation and Demand Management (ATDM) Cohort In-Person Meeti
Cost:	$1,341.80
Paid By:	Other Source (WSP)

Traveler:	Larsen, Sarah
Dates:	May 3-8, 2026
Destination:	Los Angeles, CA
Purpose of Trip:	WTS Annual Conference
Cost:	$3,338.54
Paid By:	MetroPlan Orlando Funds

Traveler:	Huttmann, Gary
Dates:	May 29, 2026
Destination:	Boca Raton, FL
Purpose of Trip:	Autonomous Vehicle Conference 2026
Cost:	$160.23
Paid By:	MetroPlan Orlando Funds

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Travel Summary - July 2026

No travel reimbursed in July 2026

metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: VIII.D. (Section 1)

Roll Call Vote: No

Action Requested:	Approval of FY 2027 Budget Amendment #1
Reason:	This budget amendment adds FY'26 deobligated PL ($116,410) and SU ($809,734) grant funds to FY'27.
Summary/Key Information:	FDOT requires a deobligation process to move funds from the second year of the UPWP to the first year of the next UPWP to have available to spend. MetroPlan Orlando deobligated PL and SU grant funds in FY'26 to have available in FY'27 to continue consultant projects.
MetroPlan Budget Impact:	Increased by $926,144
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 section 1.

FINANCE USE ONLY:				
		Entered:		**FY 2027**
Approved Bd Mtg:	9/9/2026		B E No. :	1
Agenda Item #:	VIII.D.		FDOT No. :	A1

REQUEST FOR UPWP BUDGET AMENDMENT

DATE: 8/26/2026

(WHOLE DOLLARS ONLY)

AMOUNT

GrantName	TaskName	UPWPTask	AclarianCode	AclarianAccount	REVENUES	EXPENDITURES
FY 2027 & 2028 PL Funds (CPG)	PL Revenue	000	331490	Federal Grant Revenue	$116,410	
FY 2027 & 2028 PL Funds (CPG)	140-Regional Activities	140	531000	Consultants		$38,499
FY 2027 & 2028 PL Funds (CPG)	200-LYNX Planning Activities	200	531000	Consultants		$77,911
FY 2027 & 2028 SU Funds	SU Revenue	000	331490	Federal Grant Revenue	$809,734	
FY 2027 & 2028 SU Funds	120-TIP Consultants Projects	120	531000	Consultants		$5,925
FY 2027 & 2028 SU Funds	130-Metropolitan Transportation Plan	130	531000	Consultants		($49,612)
FY 2027 & 2028 SU Funds	150-Transportation Systems Manageme	150	531000	Consultants		$25,000
FY 2027 & 2028 SU Funds	160-Data Development & Management	160	531000	Consultants		$482,208
FY 2027 & 2028 SU Funds	170-Special Studies	170	531000	Consultants		$125,823
FY 2027 & 2028 SU Funds	180-Multimodal Systems Planning	180	531000	Consultants		$220,390
Total				0	$926,144	$926,144

REASON(S):

This budget amendment adds FY'26 deobligated PL ($116,410) and SU ($809,734) grant funds to FY'27.

Finance Director's Signature: ______________________ Date: __________

Jason S. Loschiavo

Executive Director's Signature: ______________________ Date: __________

Gary D. Huttmann

REMARKS:

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2027

REVENUES

Account Name	Original	BE1	Change
FY 2027 & 2028 PL Funds (CPG)	$ 3,823,871	$ 3,940,281	$ 116,410
FY 2027 & 2028 SU Funds	$ 3,000,000	$ 3,809,734	$ 809,734
Prioritization Process Pilot Program (PPPP)	$ 1,175,000	$ 1,175,000	$ -
SS4A (Safe Streets for All) (2)	$ 1,096,000	$ 1,096,000	$ -
TD - Transportation Disadvantaged	$ 124,753	$ 124,753	$ -
Orange County Assessment	$ 564,392	$ 564,392	$ -
Osceola County Assessment	$ 163,005	$ 163,005	$ -
Seminole County Assessment	$ 189,681	$ 189,681	$ -
Altamonte Springs Assessment	$ 23,805	$ 23,805	$ -
Kissimmee Assessment	$ 43,832	$ 43,832	$ -
Orlando Assessment	$ 170,341	$ 170,341	$ -
Sanford Assessment	$ 34,068	$ 34,068	$ -
Apopka Assessment Assessment	$ 33,290	$ 33,290	$ -
Central Florida Expy Auth. Assessment	$ 25,000	$ 25,000	$ -
Sanford Airport Auth. Assessment	$ 25,000	$ 25,000	$ -
Greater Orl Aviation Auth Assessment	$ 25,000	$ 25,000	$ -
LYNX (CFRTA) Assessment	$ 25,000	$ 25,000	$ -
Belle Isle Assessment	$ 560	$ 560	$ -
Eatonville Assessment	$ 258	$ 258	$ -
Edgewood Assessment	$ 202	$ 202	$ -
Maitland Assessment	$ 1,564	$ 1,564	$ -
Oakland Assessment	$ 437	$ 437	$ -
Ocoee Assessment	$ 3,977	$ 3,977	$ -
Windermere Assessment	$ 247	$ 247	$ -
Winter Garden Assessment	$ 4,076	$ 4,076	$ -
Winter Park Assessment	$ 2,377	$ 2,377	$ -
St. Cloud Assessment	$ 35,621	$ 35,621	$ -
Casselberry Assessment	$ 2,340	$ 2,340	$ -
Lake Mary Assessment	$ 1,360	$ 1,360	$ -
Longwood Assessment	$ 1,292	$ 1,292	$ -
Oviedo Assessment	$ 3,268	$ 3,268	$ -
Winter Springs Assessment	$ 3,042	$ 3,042	$ -
Interest Income	$ 147,500	$ 147,500	$ -
Reimbursement Of Claims & Expenses	$ 136,307	$ 136,307	$ -
CFMPOA Assessments	$ 25,000	$ 25,000	$ -
Cash Carryforward	$ 846,297	$ 846,297	$ -
Inter-Fund Group Transfers In (SS4A)	$ 274,000	$ 274,000	$ -
Other Financing Sources - Leases	$ 2,616,838	$ 2,616,838	$ -
	$ 14,648,601	$ 15,574,745	$ 926,144

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2027

Expenditures

Account Name	Original	BE1	Change
Executive Salary	295,733	295,733	0
Salaries	1,924,539	1,924,539	0
Fringe FICA - Employer	169,852	169,852	0
Fringe Pension - 401A - Employer	222,027	222,027	0
Fringe 457 Executive Director - Employer	29,000	29,000	0
Fringe Health Insurance - Employer	391,887	391,887	0
Fringe HSA/FSA Annual Contribution Employer	17,400	17,400	0
Fringe Dental - Employer	7,192	7,192	0
Fringe Vision Insurance - Employer	1,127	1,127	0
Fringe Life Insurance - Employer	1,458	1,458	0
Fringe Long-Term Disability - Employer	2,591	2,591	0
Fringe Workers' Compensation	5,561	5,561	0
Fringe Unemployment Compensation	10,000	10,000	0
Fringe Leave Costs	345,910	345,910	0
Fringe Benefits - Prior Year Catchup	23,025	23,025	0
Consultants	6,449,800	7,375,944	926,144
Legal Fees	30,000	30,000	0
Contractual/Temporary Services	8,904	8,904	0
Audit Fees	27,000	27,000	0
Other Misc. Expense	3,770	3,770	0
Travel and Per Diem	71,640	71,640	0
Computer Operations - Indirect	172,995	172,995	0
Small Tools/Equipment	33,000	33,000	0
Telephone - Indirect	11,890	11,890	0
Postage And Freight	1,700	1,700	0
Rentals and Leases - Parking Validations	12,000	12,000	0
Rentals and Leases - Offsite Meetings	11,009	11,009	0
Rentals and Leases - Equipment Rentals - Indirect	3,580	3,580	0
Rentals and Leases - Building Operating Expenses - Indire	15,000	15,000	0
Rentals and Leases - Staff Parking - Indirect	41,040	41,040	0
Insurance - Indirect	43,300	43,300	0
Insurance - Direct (TD Grant)	650	650	0
Repair & Maintenance	7,500	7,500	0
Equipment Maintenance - Indirect	15,000	15,000	0
Printing And Binding	14,350	14,350	0
Promotional Activities	5,000	5,000	0
Contingency	250,000	250,000	0
Advertising/Public Notice	14,800	14,800	0
Educational Reimbursement	1,020	1,020	0
Community Relations Sponsorships	13,000	13,000	0
Office Supplies	8,000	8,000	0
Computer Software	2,500	2,500	0
Office Meeting/Marketing Expenses	8,874	8,874	0
Dues & Memberships	17,921	17,921	0
Books, Publications, And Subscriptions	1,549	1,549	0
Training	32,155	32,155	0
Equipment & Furniture	87,000	87,000	0
Capital Outlay - Leasing Activities	2,616,838	2,616,838	0
Principal - Leased Assets - Indirect	184,853	184,853	0
Interest - Leased Assets - Indirect	138,648	138,648	0
Pass-Through Expenses	480,000	480,000	0
Contributions	550	550	0
Operating Transfers Out	274,000	274,000	0
Indirect Costs - Prior Year Catchup - Indirect	90,463	90,463	0
	$ 14,648,601	$ 15,574,745	$ 926,144

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: VIII.E. (Section 1)

Roll Call Vote: No

Action Requested:	Approval is requested to renew the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement.
Reason:	Required every five (5) years
Summary/Key Information:	The last reaffirmation of this document was in November 2021. The agreement is a standing agreement between MetroPlan Orlando, the East Central Florida Regional Planning Council, transportation authorities in the region, and the Florida Department of Transportation. The agreement needs to be reviewed and amended or reaffirmed every five (5) years. Staff has reviewed the agreement and its need for amendment. The Florida Department of Transportation has not issued a new template document since the last reaffirmation. There are no material changes to the document.
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:	ICAR template agreement

INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COLLABORATIVE PLANNING AGREEMENT

THIS INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COLLABORATIVE PLANNING AGREEMENT is made and entered into on this _____ day of _______________, 2026, by and between the FLORIDA DEPARTMENT OF TRANSPORTATION (Department); the ORLANDO URBAN AREA METROPOLITAN PLANNING ORGANIZATION, d/b/a METROPLAN ORLANDO (hereinafter the "MPO" or the "Metropolitan Planning Organization"); the EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL(hereinafter the "Regional Planning Council"); the CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX (hereinafter the "Transit Authority"); the GREATER ORLANDO AVIATION AUTHORITY and the SANFORD AIRPORT AUTHORITY (hereinafter the "Aviation Authorities"); and the CENTRAL FLORIDA EXPRESSWAY AUTHORITY (hereinafter the "Expressway Authority"); collectively referred to as the Parties.

RECITALS

WHEREAS, the Federal Government, under the authority of 23 United States Code (USC) § 134 and 49 USC § 5303 and any subsequent applicable amendments, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated urbanized areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, 23 USC § 134, 49 USC § 5303, and Section 339.175, Florida Statutes (F.S.), provide for the creation of metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, 23 Code of Federal Regulations (CFR) § 450 requires that the State, the Metropolitan Planning Organization, and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out such transportation planning (including multimodal, systems-level corridor and subarea planning studies pursuant to 23 CFR § 450) and programming;

WHEREAS, pursuant to Section 20.23, F.S., the Department has been created by the State of Florida, and the Department has the powers and duties relating to transportation, as outlined in Section 334.044, F.S.;

WHEREAS, pursuant to 23 USC § 134, 49 USC § 5303, 23 CFR § 450, and Section 339.175 F.S., the Orlando Urban Area Metropolitan Planning Organization, d/b/a METROPLAN ORLANDO, herein after referred to as the MPO, has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the Metropolitan Planning Organization;

WHEREAS, pursuant to Section 339.175 F.S., the MPO shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Metropolitan Planning Area;

WHEREAS, the agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, pursuant to Section 186.505, F.S., the RPC is to review plans of metropolitan planning organizations to identify inconsistencies between those agencies' plans and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S.;

WHEREAS, the RPC, pursuant to Section 186.507, F.S., is required to prepare a Strategic Regional Policy Plan, which will contain regional goals and policies that address regional transportation issues;

WHEREAS, based on the RPC statutory mandate to identify inconsistencies between plans of metropolitan planning organizations and applicable local government comprehensive plans, and to prepare and adopt a Strategic Regional Policy Plan, the RPC is appropriately situated to assist in the intergovernmental coordination of the transportation planning process;

WHEREAS, pursuant to Section 186.509, F.S., the RPC has adopted a conflict and dispute resolution process;

WHEREAS, the purpose of the dispute resolution process is to reconcile differences in planning and growth management issues between local governments, regional agencies, and private interests;

WHEREAS, the Parties hereto have determined that the voluntary dispute resolution process can be useful in resolving conflicts and disputes arising in the transportation planning process;

WHEREAS, pursuant to 23 CFR § 450 and Section 339.175, F.S., the MPO must execute and maintain an agreement with the operators of public transportation systems, including transit systems, commuter rail systems, airports, seaports, and spaceports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, and seaport planning (including multimodal, systems-level corridor and subarea planning studies pursuant to 23 CFR § 450) and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, it is in the public interest that the MPO, operators of public transportation systems, including transit systems, commuter rail systems, port and aviation authorities, jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within this Metropolitan Planning Area;

WHEREAS, the undersigned Parties have determined that this Agreement satisfies the requirements of and is consistent with 23 CFR § 450 and Section 339.175, F.S.; and

WHEREAS, the Parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a cooperative, and comprehensive transportation planning process to assure that highway facilities, transit systems, bicycle and pedestrian facilities, rail systems, air transportation, and other facilities will be located and developed in relation to the overall plan of community development.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the Parties desiring to be legally bound, do agree as follows:

ARTICLE 1
RECITALS AND DEFINITIONS

1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

(a) **Agreement** means this instrument, as may be amended from time to time.

(b) **Corridor or Subarea Study** means studies involving major investment decisions or as otherwise identified in 23 CFR § 450.

(c) **Department** means the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, F.S.

(d) **FHWA** means the Federal Highway Administration.

(e) **Long Range Transportation Plan (LRTP)** means the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by 23 USC § 134, 49 USC § 5303, 23 CFR § 450, and Section 339.175, F.S.

(f) **Metropolitan Planning Area** means the planning area as determined by agreement between the MPO and the Governor for the urbanized areas designated by the United States Bureau of the Census as described in 23 USC § 134, 49 USC § 5303, and Section 339.175, F.S., and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Metropolitan Planning Organization's planning authority.

(g) **Metropolitan Planning Organization (MPO)** means the Orlando Urban Area Metropolitan Planning Organization, d/b/a METROPLAN ORLANDO formed pursuant to Interlocal Agreement as described in 23 USC § 134, 49 USC § 5303, and Section 339.175, F.S. This may also be referred to as a Transportation Planning Organization (TPO).

(h) **Regional Planning Council (RPC)** means the East Central Florida Regional Planning Council created pursuant to Section 186.504, F.S., and identified in Rule 29F-1, F.A.C.

(i) **Transportation Improvement Program (TIP)** means the staged multi-year program of transportation improvement projects developed by a Metropolitan Planning Oorganization consistent with the Long Range Transportation Plan, developed pursuant to 23 USC §§ 134 and 450, 49 USC § 5303, and Section 339.175, F.S.

(j) **Unified Planning Work Program (UPWP)** means a biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, as required by 23 CFR § 450.308(c), and Section 339.175, F.S.

ARTICLE 2
PURPOSE

2.01. Coordination with public transportation system operators. This Agreement is to provide for cooperation between the Parties in the development and preparation of the UPWP, the TIP, the LRTP, and any applicable Corridor or Subarea Studies.

2.02. Intergovernmental coordination; Regional Planning Council. Further, this Agreement is to provide a process through the RPC for intergovernmental coordination and review and identification of inconsistencies between proposed MPO transportation plans and local government comprehensive plans adopted pursuant to Chapter 163, F.S., and reviewed by the Division of Community Development within the Florida Department of Economic Opportunity.

2.03. Dispute resolution. This Agreement also provides a process for conflict and dispute resolution through the RPC.

ARTICLE 3
COOPERATIVE PROCEDURES FOR PLANNING AND PROGRAMMING WITH OPERATORS OF PUBLIC TRANSPORTATION SYSTEMS

3.01. Cooperation with operators of public transportation systems; coordination with local government approved comprehensive plans.

(a) The MPO shall cooperate with the Transit Authority, the Aviation Authorities, and the Expressway Authority to optimize the planning and programming of an integrated and balanced intermodal transportation system for the Metropolitan Planning Area.

(b) The MPO shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with port and aviation master plans, and public transit development plans of the units of local governments whose boundaries are within the Metropolitan Planning Area.

(c) As a means towards achievement of the goals in paragraphs (a) and (b) and in an effort to coordinate intermodal transportation planning and programming, the MPO may include, but shall include if within a transportation management area, as part of its membership officials of agencies that administer or operate major modes or systems of transportation, including but not limited to transit operators, sponsors of major local airports, maritime ports, and rail operators per Federal regulations. The representatives of the major modes or systems of transportation may be accorded voting or non-voting advisor status. In the Metropolitan Planning Area if authorities or agencies are created by law to perform transportation functions and are not under the jurisdiction of a general purpose local government represented on the MPO, the MPO may request the Governor to designate said authority or agency as a voting member of the MPO in accordance with the requirements of Section 339.175, F.S. If the new member would significantly alter local government representation in the MPO, the MPO shall propose a revised apportionment plan to the Governor to ensure voting membership on the MPO to be an elected official representing public transit authorities which have been, or may be, created by law.

The MPO shall ensure that representatives of ports, transit authorities, rail authorities, and airports within the Metropolitan Planning Area are provided membership on the MPO Technical Advisory Committee.

3.02. Preparation of transportation related plans.

(a) Although the adoption or approval of the UPWP, the TIP, and the LRTP is the responsibility of the MPO, development of such plans or programs shall be viewed as a cooperative effort involving the Parties to this Agreement. In developing its plans and programs, the MPO shall solicit the comments and recommendations of the other Parties to this Agreement in the preparation of such plans and programs.

(b) When preparing the UPWP, the TIP, or the LRTP, or preparing other than a minor amendment thereto (as determined by the MPO), the MPO shall provide notice to all other Parties to this Agreement to advise them of the scope of the work to be undertaken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the other Parties receive written notice at least 15 days prior to the date of all public workshops and hearings, or within the specified number of days per MPO bylaws or public participation plan, relating to the development of such plans and programs.

(c) Local government comprehensive plans.

(1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the MPO), the MPO and Transportation Authorities shall review for consistency for each local government in the Metropolitan Planning Area:

(i) each comprehensive plan's future land use element;

(ii) the goals, objectives, and policies of each comprehensive plan; and

(iii) the zoning, of each local government in the Metropolitan Planning Area.

(2) Based upon the foregoing review and in consideration of other relevant growth management plans, the MPO and Transportation Authorities shall provide written recommendations to local governments in the Metropolitan Planning Area in the development, amendment, and implementation of their comprehensive plans. A copy of the recommendations shall be sent to the RPC.

(3) The MPO agrees that, to the maximum extent feasible, the LRTP and the projects and project-phases within the TIP shall be consistent with the future land use element and the goals, objectives, and policies of each comprehensive plan of the local governments in the Metropolitan Planning Area. If the MPO's TIP is inconsistent with a local government's comprehensive plan, the MPO shall so indicate, and the MPO shall present, as part of the TIP, justification for including the project in the program.

(d) Multi-modal transportation agency plans.

(1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the MPO), the MPO shall

analyze the master plans of the Transportation Authorities. Based upon the foregoing review and a consideration of other transportation related factors, the MPO, shall from time to time and as appropriate, provide recommendations to the other Parties to this Agreement as well as local governments within the Metropolitan Planning Area, for the development, amendment, and implementation of their master, development, or comprehensive plans.

(2) In developing or revising their respective master, development, or comprehensive plans, the Parties to this Agreement shall analyze the draft or approved UPWP, TIP, LRTP, or Corridor or Subarea studies, or amendments thereto. Based upon the foregoing review and a consideration of other transportation related factors, the Parties to this Agreement shall as appropriate, provide written recommendations to the MPO with regard to development, amendment, and implementation of the plans, programs, and studies.

(3) The MPO agrees that, to the maximum extent feasible, the TIP shall be consistent with the affected growth management and other relevant plans of the other Parties to this Agreement.

ARTICLE 4
INTERGOVERNMENTAL COORDINATION AND REVIEW

4.01. Coordination with Regional Planning Council. The RPC shall do the following:

(a) Within 30 days of receipt, the RPC shall review the draft TIP, LRTP, Corridor and Subarea studies, or amendments thereto, as requested by the MPO, to identify inconsistencies between these plans and programs and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S., for counties and cities within the Metropolitan Planning Area and the adopted Strategic Regional Policy Plan.

(1) The Parties recognize that, pursuant to Florida law, the LRTP and the TIP of the MPO must be considered by cities and counties within the Metropolitan Planning Area in the preparation, amendment, and update/revision of their comprehensive plans. Further, the LRTP and the projects and project phases within the TIP are to be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local governments in the Metropolitan Planning Area. Upon completion of its review of a draft TIP or LRTP, the RPC shall advise the MPO and each county or city of its findings;

(2) The RPC shall advise the MPO in writing of its concerns and identify those portions of the submittals which need to be reevaluated and potentially modified if the RPC review identifies inconsistencies between the draft TIP or LRTP and local comprehensive plans; and

(3) Upon final adoption of the proposed TIP, LRTP, Corridor and Subarea studies, or amendments thereto, the MPO may request that the RPC consider adoption of regional transportation goals, objectives, and policies in the Strategic Regional Policy Plan implementing the adopted TIP, LRTP, Corridor and Subarea studies, or amendments thereto. If the proposed plan, program, or study, or amendments thereto, was the subject of previous adverse comment by the RPC, the MPO will identify the change in the final adopted plan intended to resolve the adverse

comment, or alternatively, the MPO shall identify the reason for not amending the plan as suggested by the RPC.

(b) Provide the availability of the conflict and dispute resolution process as set forth in Article 5 of this Agreement.

ARTICLE 5
CONFLICT AND DISPUTE RESOLUTION PROCESS

5.01. Disputes and conflicts under this Agreement. This process shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. Except as otherwise provided in this Article 5, only representatives of a party to this Agreement with conflicts or disputes shall engage in conflict resolution.

5.02. Initial resolution. The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials:

Department: District Director for Planning and Programs

MPO: Executive Director

RPC: Executive Director

Central Florida Regional Transportation Authority: Chief Executive Officer

Greater Orlando Aviation Authority: Executive Director

Sanford Airport Authority: President/Chief Executive Officer

Central Florida Expressway Authority: Executive Director

5.03. Resolution by senior agency official. If the conflict remains unresolved, the conflict shall be resolved by the officials listed on section 5.02 of this Agreement, with the exception of the Department's listed official, which for purposes of this section 5.03 shall be the District Secretary.

5.04. Resolution by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to sections 5.01, 5.02, and 5.03 of this Agreement, the affected parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on the affected parties.

ARTICLE 6
MISCELLANEOUS PROVISION

6.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the Parties. In addition, this Agreement does not relieve any of the Parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the Parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

6.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all Parties hereto with the same formalities as the original Agreement.

6.03. Duration; withdrawal procedure.

(a) Duration. This Agreement shall have a term of five (5) years and the Parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same in a timely manner. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

(b) Withdrawal procedure. With the exception of the MPO, any party to this Agreement may withdraw after presenting in written form a notice of intent to withdraw to the other Parties to this Agreement, at least ninety (90) days prior to the intended date of withdrawal; provided, that financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

6.04. Notices. All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested, to the officials identified for each party in section 5.02 of this agreement.

A party may unilaterally change its address or addressee by giving notice in writing to the other Parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

6.05. Interpretation.

(a) Drafters of Agreement. All Parties to this Agreement were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

(1) The singular of any word or term includes the plural;

(2) The masculine gender includes the feminine gender; and

(3) The word “shall” is mandatory, and “may” is permissive.

6.06. Attorney's Fees. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own costs and attorney's fees in connection with such proceeding.

6.07. Agreement execution; use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

6.08. Effective date. This Agreement shall become effective on the date last signed by the Parties hereto.

6.09. Other authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the Parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of the Agreement, said Parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters as required.

6.10. Parties not obligated to third parties. No party hereto shall be obligated or be liable hereunder to any party not a signatory to this Agreement. There are no express or intended third-party beneficiaries to this Agreement.

6.11. Rights and remedies not waived. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

6.12 Data, records, reports and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, F.S., the Parties, excluding the Department, shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the MPO as is requested. Charges are to be in accordance with Chapter 119, F.S.

IN WITNESS WHEREOF, the undersigned Parties have executed this Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement on behalf of the referenced legal entities.

[Every participant identified in this Agreement shall sign and date this Agreement with the appropriate witnesses]

INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COLLABORATIVE PLANNING AGREEMENT

FLORIDA DEPARTMENT OF TRANSPORTATION

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

METROPLAN ORLANDO

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

SANFORD AIRPORT AUTHORITY

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

GREATER ORLANDO AVIATION AUTHORITY

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

Board Action Fact Sheet

Meeting Date: Sept. 9, 2026

Agenda Item: VIII.F. (Section 1)

Roll Call Vote: No

Action Requested:	Approval of the Board Personnel Committee's report and recommendations from the Executive Director's annual performance review.
Reason:	The Board's Personnel Committee is responsible for conducting the Executive Director's annual review and making recommendations to the Board for approval.
Summary/Key Information:	The Board's Personnel Committee met on August 12, 2026, 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.
MetroPlan Budget Impact:	The Personnel Committee's recommendations can be handled in the Board-approved budget for FY 2026/2027.
Local Funding Impact:	None
Committee Action:	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
Staff Recommendation:	None
Supporting Information:	Memorandum from the Board's Personnel Committee dated September 19, 2026 (attached).

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A REGIONAL TRANSPORTATION PARTNERSHIP

September 9, 2026

To: Board Members

From: Board Personnel Committee Members:
Commissioner Nicole Wilson, Board Chair
Commissioner Viviana Janer, Board Vice Chair
Commissioner Bob Dallari, Board Secretary/Treasurer
Deputy Mayor Ken Gilbert
Commissioner Michael Scott

Subject: Executive Director's Annual Review

The Board's Personnel Committee met on August 12, 2026, to conduct the Executive Director's annual review. The Personnel Committee members attending included Board Vice Chair Commissioner Viviana Janer, Board Secretary Treasurer Commissioner Bob Dallari, St. Cloud Deputy Mayor Ken Gilbert, and Commissioner Michael Scott. Board Chair Commissioner Nicole Wilson was excused and not in attendance but did submit comments in advance of the meeting.

All Board members were invited by Chairwoman Wilson to provide comments in advance of this meeting for consideration in conducting this review. Mr. Jay Small shared the comments received with the Personnel Committee members.

Mr. Huttmann 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 for some 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 9, 2026 Board meeting.

Summary of Executive Director's Performance

Mr. Huttmann highlighted significant accomplishments over the past year. He gave credit to his staff for their great work and professionalism and stated that he has a great team to work with and that that is the key to the success of the organization. The quality of the staff enables MetroPlan to be a leading organization throughout the state as well as nationally.

It was the unanimous opinion of the Committee that Mr. Huttmann 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 make comments and compliment Mr. Huttmann as the organizations Executive Director and stated they are very pleased with his performance.

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

MPO	POPULATION	SALARY
Miami-Dade (single county)	2.80M	$352,968*
Broward (single county)	2.00M	$338,020
North Florida (four Counties)	1.70M	$297,800
MetroPlan Orlando (three counties)	2.50M	$276,992

*2025 Salary, 2026 TBD

MetroPlan Orlando is the largest independent MPO in the state and the second largest MPO overall. Miami Dade is the largest but serves a single County. The Broward MPO is smaller than MetroPlan and just like Miami Dade is limited to a single 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	$260,000

OUTSIDE FLORIDA

Staff gathered information from a number of the organizations with whom Mr. Huttmann 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.

MPO	POPULATION	SALARY
MORPC Columbus Ohio	2.4M	$270,000
DRCOG Denver Colorado	3.1M	$267,000
MARC Kansas City Missouri	2.0M	Retired-TBD
Puget Sound Regional Council Seattle Washington	2.2M	$332,800
Houston/Galveston Regional Council Houston, Texas	6.8M	Retired-TBD

The Employment Agreement states that the merit increase **<u>will normally</u>** not exceed 10% of the base salary.

Mr. Huttmann's current base salary is $276,992

<u>Recommendations</u>

The Committee discussed Mr. Huttmann's base salary, noting that it is the lowest of the large Florida MPOs. The Committee felt that Mr. Huttmann's salary should be adjusted to be in line with the other large MPOs in Florida. Our Employment Agreement with Mr. Huttmann stipulates that the base compensation annual merit increase **<u>will normally</u>** not exceed 10%.

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. Huttmann be granted a salary adjustment of 10%, within the limits set in his Employment Agreement. This will increase the base annual salary from $276,992 to $304,691.

2. That the contribution to Mr. Huttmann's 457 plan (retirement/deferred compensation) be increased from $28,000 per year to $32,500 per year.

3. That Mr. Huttmann be granted an Executive Incentive Payment (a performance-based payment) of 5% of his current base salary.

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

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: VIII.G. (Section 1)

Roll Call Vote: No

Action Requested:	Approval of the Personnel Committee recommended changes to the MetroPlan Orlando Employee Handbook & Travel Policy
Reason:	Staff is charged with updating the employee handbook at least every two years. During this update, staff reviews current laws, industry trends, and other needed updates to the handbook.
Summary/Key Information:	The Board's Personnel Committee met on August 12, 2026, and reviewed proposed changes to the organization's Employee Handbook and Travel Policy. A summary of changes is provided in Section 1 along with a strike-through/underline version of the Employee Handbook and Travel Policy. The Board's Personnel Committee recommended approval of the changes listed.
MetroPlan Budget Impact:	N/A
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 summary of changes and a strike-through/underline version of the Employee Handbook and Travel Policy is located under Section 1.

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Summary of Employee Handbook and Travel Policy Revisions for 2026

Employee Handbook Revisions

- **Section 1.4 Applicability**

  Adds at-will clarifying language

- **Section 7.5 Solicitation/Acceptance of Gifts, Gratuities, Benefits, or Things of Value**

  Part (A) Increases threshold for non-monetary gifts, including meals or entertainment, when offered gratuitously from $25 to $100. This amount has not changed since inception. Language is also updated for employees to decline gifts whenever acceptance could reasonably create the appearance of influencing official judgment.

  Part (B) Adds language requiring employees to notify the Executive Director **at least thirty (30) days prior** to opening an account for campaign purposes when running for office. Earlier version did not specify a date.

  Adds additional language regarding leaves of absence when running for office and resignation when elected.

- **Section 7.12 Equipment Usage/Cybersecurity**

  Adds "Cybersecurity" to title and adds a paragraph regarding cybersecurity and staff training.

- **Section 9.8 Parental Leave**

  Increase of parental leave from four paid weeks to ten paid weeks to more closely align with the Family Medical Leave Act (FMLA) time period.

- **Section 9.14 Effect of Improper Deductions from Salary**

  Part (B) Salary Base Requirement - Updates Fair Labor Standards Act (FLSA) dollar threshold to current requirement ($684)

- **In addition to the changes above, minor text edits were made that did not change the overall meaning of the document and/or individual sections.**

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Employee Handbook & Travel Policy Revisions for 2026 (Continued)

Travel Policy Revisions

- Renames “tips” to “incidentals” to match language on the GSA Per Diem Schedule
- Adds language allowing up to a 15% tip in the reimbursement of taxicab/ride share usage. This allowance for tipping is separate from incidentals.
- In addition to the changes above, minor text edits were made that did not change the overall meaning of the document and/or individual sections.

Paid Parental Leave in State of Florida Governments

Government / Public Entity	Paid Leave Offered	Paid Workdays	Pay Level	Source URL
State of Florida (State Personnel System)	2 weeks parental leave; birthing employees may combine with 7 weeks maternity recovery leave	10 days parental; 45 days total for birthing employee	100% base pay	https://www.mybenefits.myflorida.com/work_and_life/additional_benefits/paid_leave_of_absence/paid_parental_leave
Bay County	Up to 4 weeks paid parental leave	20 days	Paid; exact percentage not stated on request form	https://www.baycountyfl.gov/DocumentCenter/View/8793/Paid-Parental-Leave-Request-Form
Hillsborough County	6 weeks paid parental leave	30 days	Paid; benefits page does not state percentage	https://hcfl.gov/about-hillsborough/jobs-and-benefits/benefits/benefits-at-a-glance
Miami-Dade County	12 weeks paid parental leave	60 days	First 6 weeks at 100%; remaining 6 weeks at 50% (employee may supplement with accrued leave)	https://www.miamidade.gov/humanresources/library/paid-parental-leave-request.pdf
City of Tampa	Up to 8 weeks paid parental leave under revised sex-neutral policy	40 days	Paid; public DOJ source describes 320 hours	https://www.justice.gov/archives/opa/pr/justice-department-secures-agreement-tampa-florida-resolve-discrimination-allegations
City of St. Petersburg	8 weeks paid parental/family leave	40 days	Paid; percentage not stated in public city summary	https://www.stpete.org/government/jobs/benefits_pension_retirees.php
City of Dunedin	Up to 8 weeks paid parental leave	40 days	100% base pay	https://www.dunedin.gov/files/assets/city/v/1/human-resources/documents/policies-and-procedures/paid-parental-leave-policy-rev-10-2025.pdf
City of Plantation	12 weeks paid parental leave	60 days	Paid; percentage not stated on benefits page	https://www.plantation.org/government/departments/human-resources/employee-benefits
City of Hallandale Beach	Up to 12 weeks paid parental leave	60 days	Paid; percentage not stated in benefits summary	https://hallandalebeachfl.gov/DocumentCenter/View/33518
City of Wilton Manors	Up to 12 weeks paid parental leave	60 days	100% regular base pay	https://wiltonmanors.gov/801/Personnel-Safety-Rules-Regulations
City of Margate	Up to 12 weeks paid parental leave	60 days	Weeks 1–4: 100%; weeks 5–8: 50%; weeks 9–12: 25%	https://www.margatefl.com/DocumentCenter/View/8140
Palm Beach Transportation Planning Agency	6 weeks paid parental leave; birthing employee may receive 2 additional medically necessary weeks	30 days; up to 40 days for qualifying birthing employee	100% regular pay	https://palmbeachmpo.org/wp-content/uploads/2024/08/Personnel-Handbook-v.2024.07.18-Web.pdf
Martin Metropolitan Planning Organization	12 weeks paid parental leave	60 days	Paid under policy language referencing FEPLA	https://www.mympo.org/files/252/Coversheet-Links/2825/All-Policies-with-Track-Changes.pdf
JEA (Jacksonville public utility authority)	Up to 6 weeks paid parental leave	30 days	Paid; percentage not stated in cited labor summary	https://www.psc.state.fl.us/library/filings/2022/01252-2022/Support/63/Items%2019-22-23-24-25%202019%20Management%20Presentation%20Final.pdf

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Employee Handbook

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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 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 paid time off 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, 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.

1.4 APPLICABILITY

The personnel rules and regulations in this Employee Handbook are applicable to all employees of MetroPlan Orlando. Nothing in these policies alters the at-will employment relationship except where specifically provided by written contract or applicable law. 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.

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~~is 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.

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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, Florida Statutes Chapter 448.095 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 as part of the state's policy to ensure equal opportunity and freedom from discrimination in employment as provided by the Florida Civil Rights Act of 1992, by Fla. Stat. § 112.044, and by Fla. Stat. § 110.112. 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.

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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.

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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) **<u>REGRADE</u>**

(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) **<u>DEMOTION</u>**

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) <u>Voluntary</u> – 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 paid time off. (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 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.

(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.

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

(a) Upon <u>written mutual agreement</u> 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 <u>no later than the date of classification</u>.

(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.

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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 fifty~~twenty five~~ dollars ($100~~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. Employees should decline gifts whenever acceptance could reasonably create the appearance of influencing official judgment. Nominal promotional items of insignificant value may be accepted when consistent with Florida law and the Organization's Code of Conduct.~~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 at least thirty (30) days 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.

An employee seeking elective office, as discussed above, shall be required to take a leave of absence without pay from MetroPlan Orlando beginning the date on which the employee becomes a qualified candidate for elective office through the duration of the employee's campaign. In the situation where an employee has any accrued leave, the employee shall be required to use such accrued leave from the date on which the employee becomes a qualified candidate until that leave is exhausted and then the employee shall be required to take a leave of absence without pay through the remaining duration of the employee's campaign. Refer to Sections 6.1(I), 9.1(I), and 9.6(B) for additional information pertaining to a leave of absence without pay.

If the employee suspends his or her campaign prior to the election or if the employee is not elected, the employee shall be permitted to return to his or her position at MetroPlan Orlando upon submitting notification and details of same, in writing, to the Executive Director within seven (7) days of such suspension or non-election and receiving a return date from the Executive Director. If elected, the employee shall be required to resign from his or her position at MetroPlan Orlando effective from the date the election is certified.

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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

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/CYBERSECURITY

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 is committed to protecting the confidentiality, integrity, and availability of its information, systems, and data. All employees share responsibility for maintaining a secure work environment by following established cybersecurity policies and procedures, recognizing potential security threats, and promptly reporting suspicious activity. To support this commitment, all employees are required to complete cybersecurity awareness training upon hire and at least annually thereafter, with additional training provided as needed to address emerging risks or changes in security requirements.

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; <u>and must be maintained and continued for the duration of employment with MetroPlan Orlando.</u>

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.

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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 1st
Martin Luther King Day................................. Third Monday in January
Memorial Day .... Last Monday in May
Juneteenth... June 19th
Independence Day .... July 4th
Labor Day .... First Monday in September
Veterans Day .... November 11th
Thanksgiving Day .... Fourth Thursday in November
Friday following Thanksgiving .... Fourth Friday in November
Christmas Day .... December 25th
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.

(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, or a Supervisor if delegated by 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 1st of the calendar year will be credited with the floating holiday. Employees hired on or after July 1st 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 PAID TIME OFF

(A) Regular full-time and regular part-time employees of MetroPlan Orlando shall earn paid time off. 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 paid time off. Paid time off 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 paid time off based on the following:

(1) Employees who work 7.5 hours per day earn paid time off as follows:

0 through 2 Years Service	Eligible for 18 work days or 135 hours per year: 135 hours / 26 = 5.19 hours per biweekly pay period.

2 through 5 Years Service	Eligible for 22 work days or 165 hours per year: 165 hours / 26 = 6.35 hours per biweekly pay period.
5 through 10 Years Service	Eligible for 27 work days or 202.5 hours per year: 202.5 hours / 26 = 7.79 hours per biweekly pay period.
After 10 Years Service	Eligible for 32 days or 240 hours per year: 240 hours / 26 = 9.23 hours per biweekly pay period.
Other	The amount of paid time off ~~-~~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 paid time off 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 paid time off 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" paid time off when all of the following requirements are met. An irrevocable election for leave sell back must occur by~~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 paid time off 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, 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 paid time off used during this time shall be first drawn from the employee's existing leave balance.

(D) An employee does not earn/accrue paid time off for any time in which said employee is on any type of unpaid status.

(E) Paid time off 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 paid time off 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, or a Supervisor if delegated by the Department Director, in keeping with the needs of MetroPlan Orlando.

Employees should be mindful of taking more than two weeks of paid time off 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 paid time off are to be counted as holidays, not paid time off.

(J) An employee resigning or retiring from MetroPlan Orlando with two (2) weeks' notice, shall be paid for his/her credited paid time off 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) Paid time off 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 paid time off time.

(M) In case of death of an employee or permanent long-term disability, payment for unused paid time off 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 paid time off records on each employee. Annotations for paid time off used must be made by the Department Director, or a Supervisor if delegated 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
Within One (1) Year	100%

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 a supervisor if delegated by the 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.

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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, or a Supervisor if delegated by the 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, or a Supervisor if delegated by 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, paid time off 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, or a Supervisor if delegated 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 workdays off with pay from date of death. The employee's time off from work due to a death in the family must 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, or a Supervisor if delegated by the 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, or a Supervisor if delegated 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 paid time off. Upon returning to work from this status, the employee will begin earning paid time off 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 paid time off to cover the excess training period. If the employee does not request to use paid time off, 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 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 ten~~four~~ (10~~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 ten~~four~~ (10~~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.

Paid time off 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 ten~~four~~ (~~4~~10)-weeks of parental leave be extended beyond ninety (12~~9~~0) days following the birth or adoption date.

Ten~~Four~~ weeks of parental leave for regular, full-time employees is equal to 375~~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 time off 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^{th}) 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 paid time off 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 paid time off 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 workday. 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 workday.

(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 $~~1,128~~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.

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 paid time off, 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

Flextime 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 flextime 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 flextime 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 flextime is to be applied fairly and with consideration given to a smooth, uninterrupted workflow.

9.17 TRANSIT FLEXTIME

Transit flextime 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 flextime for the same trips. To utilize this flextime, 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 workday 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, paid time off 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.

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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 paid time off during this period and charge against their accrued paid time off one (1) day for each day absent.

(B) If the disability extends beyond seven (7) calendar days, on the eighth (8th) 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 paid time off, 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, paid time off, 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 workday 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., paid time off) 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.

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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 paid time off, 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 CONTINUATON ACT as applicable.

(3) All monies owed MetroPlan Orlando for tuition reimbursement shall be waived.

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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 paid time off 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 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.

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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.

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SECTION 14.0

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.

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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 paid time off. 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 paid time off 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 paid time off 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.

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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.

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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.

<u>INFORMAL PROCEDURE</u>

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

<u>STEP 1</u>

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.

<u>STEP 2</u>

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.

<u>STEP 3</u>

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.

<u>STEP 4</u>

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:

<u>FORMAL PROCEDURE</u>

<u>STEP 1</u>

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.

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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.

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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 paid time off before being placed on a leave without pay status. (This assumes that the serious health condition does not involve the employee directly).

(B) <u>Birth or Placement of a Child - (which do not involve serious health conditions) –</u> 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 paid time off 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/Supervisor 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/Supervisor 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/Supervisor 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 paid time off, 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, or Supervisors if delegated by a Department Director, 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.

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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 may be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. Exceptions may be made by the Executive Director for additional staff members to attend out of state conferences. 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 dates in their decision.

International conferences – Attendance at an international conference is strongly discouraged. Exceptions may be made by the Executive Director for unusual circumstances. Travel costs will be strongly scrutinized before approval and travel may be denied if costs greatly exceed the costs of attending a national conference. Per diem and lodging rates will be set at the lesser of the U.S. Department of State rates for the foreign country or the maximum rates of the U.S. General Services Administration (GSA). The traveler shall be mindful of foreign transaction fees and reduce or eliminate them when possible.
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 ~~10~~9, 2026~~5~~.

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TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES
TO IMPLEMENT PURCHASING POLICY 7 D

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.

Appointed officials, advisory board members, employees, and other authorized officials traveling on official business for MetroPlan Orlando are expected to use reasonably priced lodging accommodations and are required to use economy or tourist class air travel fares. Under no circumstances are travelers on MetroPlan Orlando business permitted to accept *gratuitous* upgrades to first class if the situation would conflict with the Code of Conduct Policy in Section 7.0 of the employee handbook. Meals, ~~tips~~incidentals and lodging must be reasonable in relation to the area visited, and reimbursement will be limited to a reasonable allowance.

Preplanning by management to obtain advanced registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.

Travel, whether by public transportation, privately-owned automobile, or a for-hire conveyance, shall be over the most direct, practicable route. Any deviations from a direct route must be explained on the travel form.

TRAVEL AUTHORIZATION

The Board Chairperson, or Vice Chair in his/her absence, must authorize travel of the Executive Director. The Board must authorize all travel by any board members, all committee members, and all community representatives, including but not limited to the Community Advisory Committee (CAC), Technical Advisory Committee (TAC), Municipal Advisory Committee (MAC), Transportation System Management & Operations Advisory Committee (TSMO), Transportation Disadvantaged Local Coordinating Board (TDLCB) members. The authorizing official for each employee traveling for the benefit of MetroPlan Orlando shall be the Executive Director. All travel will 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. All such travel must comply with all policies stated herein.

Out of state conferences – Attendance at an out of state conference may be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. Exceptions may be made by the Executive Director for additional staff members to attend out-of-state conferences. 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 dates in their decision.

International conferences – Attendance at an international conference is strongly discouraged. Exceptions may be made by the Executive Director for unusual circumstances. Travel costs will be strongly scrutinized before approval and travel may be denied if costs greatly exceed the costs of attending a national conference. Per diem and lodging rates will be set at the lesser of the U.S. Department of State rates for the foreign country or the maximum rates of the U.S. General Services Administration (GSA). The traveler shall be mindful of foreign transaction fees and reduce or eliminate them when possible.

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

Travel during work hours and/or at the Organization's expense outside of our service area (Orange, Seminole, and Osceola Counties) will be authorized in advance of travel. Specific expenses and/or conditions of travel must be authorized by the designated official as described below:

a. Car rental.
b. Use of privately-owned vehicle in-state.
c. Training to maintain professional certification or license, i.e., Continuing Professional Education (CPE).
d. To hold a position in a professional organization for which travel to meetings is required.
e. Technical training necessary to complete the job assignment.
f. General training for job performance enhancement.
g. Waiver of reimbursement agreement.
h. Entertainment expenses.

In the event of an emergency situation when the employee cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the employee's return to work.

TRAVEL/TRAINING GUIDELINES

All travel covered by this 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 employee was authorized to hold an office. Accordingly, all employees and Board members are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel Reimbursement Form and initiate a billing through the Department of Finance and Administration to the agency immediately upon return to work. A copy of the billing must accompany the final reconciliation submitted to the Department of Finance and Administration, and collection is the responsibility of the traveler.

PRIOR/POST-TRAVEL ACCOUNTABILITY

Although travel costs have been included in MetroPlan Orlando's budget, officials and employees shall obtain written approval to perform the travel, attend meetings, etc., through the process of completion and approval of the Travel Request Form, before making any commitment to pay registration fees, to purchase a transportation ticket, or to incur any other cost. Each official or employee shall first prepare a Travel Request Form for individual expenses and submit it to the appropriate authorizing official. A meeting program or brochure shall be attached to the travel authorization request. In no event shall a travel form be submitted for approval unless funds for payment of the proposed travel are available in the proper line-item budget charge code.

When the travel form has been approved and funds certified as available, the official or employee is then authorized to be absent from work for the period specified to travel, to incur expense and to be reimbursed, to draw a travel advance and to initiate invoices for payment in advance for room deposits, registration or tuition fees, and tickets on common carriers. The traveler shall use the Travel Request and Travel Reimbursement Forms to account for all expenses. At the completion of travel, the traveler will sum each category of expense and transfer the total to the appropriate item of the Travel Reimbursement Form.

Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the completed Travel Reimbursement Form. All items for which a receipt cannot or was not obtained must be explained in writing. Any item without a receipt, other than straight per diem, is subject to denial. All items of a miscellaneous nature must be itemized.

Upon return to the office, the complete Travel Reimbursement Form must be prepared by the traveler, signed, and submitted to the authorizing official within seven working days of completing travel. The official should review the forms before approving and should obtain explanation on any questionable item, keeping in mind they are certifying that the expenses were incurred on MetroPlan Orlando's business and are a legal obligation of the Organization. If costs incurred exceed the amount of expense authorized by the appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Director of Finance and Administration. All forms must be submitted to the Department of Finance and Administration within ten working days of completing travel.

The Department of Finance and Administration shall review the expenses to make certain that all items of expense are properly charged and are not otherwise questionable. If additional information is needed for approval, the form shall be returned to the traveler for revision. If the charges are found to be correct and allowable, the voucher will be forwarded to the Department of Finance and Administration for final audit and payment.

All unused portions of money paid to the traveler or advanced by use of MetroPlan Orlando's credit cards for non-MetroPlan Orlando charges shall be repaid within ten (10) working days from time of return to work. The employee may request that a deduction be made from his/her next salary payment. If the traveler has not settled the cash advance(s) within 30 calendar days of return to work, the employee traveler shall be requested to authorize a deduction of the unused amount advanced, in full, from the employee traveler's next salary payment.

GOVERNING REGULATIONS

The following regulations are established and will be the basis upon which reimbursement of expenses will be approved. All reimbursements shall require proper receipts or other documentation. Without sufficient documentation, reimbursement may be denied.

(1) Transportation

a. Travelers are expected to use the mode of travel that is most advantageous to MetroPlan Orlando. This would include consideration of bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location), whichever is the shorter distance.

The use of a privately-owned vehicle for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the Executive Director. Whenever travel is by privately-owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate per mile, not to exceed the amount set by the Internal Revenue Service at the time of travel, or the air carrier rate for such travel, whichever is lower. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement.

Employees deviating from the most direct route will have to bear the extra cost.

b. Taxicabs/Ride Share

Reimbursement for taxicabs or ride share services to and from airports, train stations, etc. will be made only when receipts are provided. A tip of up to 15% may be included in the reimbursement of a taxicab/ride share.

c. Car Rentals

Prior approval must be received from the Executive Director if the traveler must rent a car. Car rentals must be mid-size or smaller. Upgrades must be paid by the traveler.

All staff renting vehicles while on MetroPlan Orlando business shall purchase rental insurance unless the contracted rate with the rental car provider includes rental insurance.

d. Airline

Airline reservations may be acquired if approved by the appropriate official. Tickets may be purchased by the Organization, or the traveler may purchase the tickets and request reimbursement.

Air travel will be reimbursed for economy or similar level fares from an Orlando area airport. Cost comparisons should be made for similar fares to determine the most economical option in that class. If the traveler decides to fly on a fare type above economy or from a more convenient airport, the traveler shall reimburse MetroPlan Orlando for the additional costs. A comparison of flights on the same day and same time shall be conducted to compare prices and determine the additional costs due from the traveler.

Air travelers shall attach their boarding passes and ticket stub or printout to the Travel Reimbursement Form for final accountability. If a digital ticket/boarding pass is used, the air traveler shall take a screen shot of the digital ticket/boarding pass and include a printout of the screen shot as proof of travel.

e. Reimbursable Local Travel

Travelers within the local service area (Orange, Seminole, Osceola Counties) shall not be reimbursed for lodging unless extenuating circumstances exist and then only when justifiable cause is documented in writing and pre-approved by the Executive Director.

Staff members may be reimbursed for mileage traveled in the local service area, for MetroPlan Orlando business, to the extent it exceeds the mileage the traveler would have traveled to commute to the office and home via automobile and only for the excess amount. Employees will not receive a reimbursement for the amount of miles that it takes to travel to the office and home via automobile. Exception: when traveling on a non-workday, all mileage from home and back will count for reimbursement.

For employees who live outside the three-county area, if the local travel is within the county in which the employee resides, the employee shall use the standard travel policy (e.) above as if the county were part of the service area.

Employees must complete the MetroPlan Orlando “Local Travel Reimbursement Form” to be reimbursed for local travel mileage. Facsimiles showing date, travel from point of origin and destination, purpose or reason, hour of departure and hour of return, per diem, map or actual mileage claimed, vicinity mileage claimed, and documented other charges such as tolls, parking, etc. may be accepted. Such reimbursement shall be at the rate specified by the Internal Revenue Service.

The use of taxis or ride share providers is an allowable, reimbursable expense for bona fide MetroPlan Orlando business for local (non-commute) travel based on one of the following:

1. An employee may receive local travel reimbursement up to the lesser of the cost of the taxi/ride share fare or the amount of mileage reimbursement that would be due to the employee if a personal vehicle was used instead.

2. Employees who do not have a MetroPlan Orlando paid parking benefit may receive full reimbursements for the cost of ride share services up to a monthly amount equivalent to the cost of a MetroPlan Orlando paid parking benefit.

(2) Lodging

a. Expenses may vary in different areas traveled to, but all expenditures must be reasonable; primary responsibility for the reasonableness of amounts charged rests with the official who authorized the voucher. Excessive charges will be questioned by the Department of Finance and Administration, and justification must be explained fully in a written memorandum by the Department Director. Excess is subject to denial for reimbursement at the discretion of the Executive Director for costs not pre-approved on the travel voucher.

When additional nights of lodging and subsistence or per diems are charged to the Organization based on more economical air fares for weekend stays, a cost comparison prepared by an independent party with third-party verification (i.e., travel agent, airline rate schedule) must be approved and attached to the completed Travel Request and Reimbursement Form.

b. When traveling in the State of Florida, the advance check should be made payable to the hotel, motel, lodge, etc., to ensure exemption of sales tax. The Department of Finance & Administration will include the tax-exempt number on the check stub and submit a copy of the tax-exempt certificate to the vendor with the payment check. When lodging is not paid in advance, the traveler must seek exemption from payment of tax on rental of hotel rooms. All travelers will be provided a tax-exempt certificate. If the hotel does not honor the tax exemption, please indicate in your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the employee if exemption was available.

c. Employees or any official travelling on MetroPlan business who live outside the three-county area shall not be reimbursed for lodging for events that take place within the county in which their home resides unless under extenuating circumstances and only with prior approval in writing by the Executive Director.

(3) Meals and ~~Tips~~Incidental Expenses

a. Reimbursement for meals and incidentals is based on the U.S. General Services Administration (GSA) per diem rate schedule at the time of the trip and at the destination location.

https://www.gsa.gov/travel/plan-book/per-diem-rates

b. Same day travel out of the area (that is beyond Orange, Seminole and Osceola Counties) by employees or elected officials, for MetroPlan Orlando business, is reimbursable for reasonable meal expenses, provided that the employee or official does not reside in the county where the business occurred. In cases where the traveler did not find it necessary to spend the night out of town but was unable to return home by 8:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 6:00 a.m., reimbursement for breakfast is permitted. Employees engaged in constant, daily, routine travel are not reimbursed for meals. Meals are not reimbursed in the tri-county area unless part of a formal program registration fee. Same day out of area travel may be reimbursed using the local travel reimbursement form in place of the out of area travel form.

c. Reimbursement of $100.00 per day, in lieu of the meals, ~~tips~~incidentals, and lodging costs, may be authorized by the Executive Director, provided that the $100.00 per day does not exceed the amount permitted in paragraph (3) for meals and ~~tips~~incidentals, plus the estimated average daily cost of lodging for the individual reimbursed.

d. Meals provided as part of registration or by an airline should be reported on the Travel Reimbursement Form as meals furnished. Similarly, meals provided by a vendor should be reported as meals furnished, however, meals provided by a vendor must not exceed the limit stipulated in Employee Handbook Section 7.5(A). Snacks, hors d'oeuvres, or other items provided for consumption that do not constitute a meal will not be considered a furnished meal and per diem will still be available for that time period.

(4) Other

a. Registration fees for functions related to MetroPlan Orlando business may be reimbursed when an employee is expected to attend due to the nature of the position.

b. Telephone calls related to official business and paid for by the traveler may be claimed on the reimbursement voucher. The traveler must explain toll calls shown on the hotel bill or personal phone bill including the location, parties, and purpose. One three-minute personal call home per day is allowable for reimbursement. No other personal calls are reimbursable.

c. While entertainment on behalf of MetroPlan Orlando, under certain circumstances and conditions, clearly meets a public purpose, these instances are subject to planning and preparation and, thus, it is a specific policy of MetroPlan Orlando to require approval by the Board Chairperson or the Executive Director of the nature, purpose, and anticipated cost of entertainment to be undertaken with public funds. For purposes of this policy, "entertainment" means meals or social activities. When approval is granted, it is specifically required that the nature of the entertainment, those present, and a brief summary of the business discussed, be provided for inclusion in the Organization's records. These expenses shall be reasonable and shall not include alcoholic beverages. The following exceptions/classification to this policy are stated and made a part hereof:

(1) When MetroPlan Orlando agrees to reimburse a job applicant for expenses to come to an interview (airfare, lodging, and meals), the meal allowances applied will be consistent with the existing travel policy.

(2) While MetroPlan Orlando acknowledges that attendance and participation in professional association meetings constitutes a public purpose in relation to the training and education of its professionals, MetroPlan Orlando will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a *professional* and not social purpose, and the fee for the meal is at a standard rate per attendee.

d. Out-of-state travel by personal or rental vehicle, in excess of 1,000 miles for the round trip, requires prior written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, "en-route" expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach air fare will not be reimbursed. Travel time in excess of the most advantageous mode of travel to MetroPlan Orlando will be chargeable as personal leave to the employee(s).

metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: VIII.H. (Section 1)

Roll Call Vote: No

Action Requested:	Approval to Dispose of Fixed Assets
Reason:	To remove items from fixed assets and to dispose of the surplus items.
Summary/Key Information:	Current budget includes replacing Board chairs; Staff chairs; and conference room table and chairs. Old chairs will be removed at time of furniture delivery.
MetroPlan Budget Impact:	Removal was budgeted with the purchase price of the furniture.
Local Funding Impact:	Removal was budgeted with the purchase price of the furniture.
Committee Action:	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
Staff Recommendation:	Recommends approval
Supporting Information:	List of surplus furniture for disposal.

METROPLAN ORLANDO
LIST OF SURPLUS EQUIPMENT FOR DISPOSAL
FY 2027

Asset No.	Asset Tag	GMS Number	Cat.	Description	Accum. Acquisition Price	Deprec. at 08/31/26	Book Value	Condition	Action
				CAPITALIZED EQUIPMENT:					
15533	1111	339	F	Conf. table top & 3 bases, mahogany, 12'W	$ 4,286.65	$ 4,286.65	$ -	Worn	Dispose
15500	1078	355	F	41 High Back Swivel Chairs - Bd.& Conf. Rm.	$ 13,328.71	$ 13,328.71	$ -	Worn	Dispose
15501	1079	356	F	Freedom Task Chairs (13)	$ 6,933.94	$ 6,933.94	$ -	Worn	Dispose
15502	1080	357	F	High-Back Directors' Chairs (8)	$ 6,216.64	$ 6,216.64	$ -	Worn	Dispose

	Acq. Price	Accum. Deprec.	Book Value
TOTAL CAPITALIZED ASSETS:	$ 30,765.94	$ 30,765.94	$ -
Trade-In Allow.			$ -
Adjusted Book Value			$ -

A= Appliance
E= Equipment (Computer/AV)
F= Furniture
S= Software

Section 2

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: IX.A (Section 2)

Roll Call Vote: Yes

Action Requested: FDOT requests approval of an amendment to the FY 2026/27 – FY 2030/31 Transportation Improvement Program (TIP) to include projects with funds rolling forward into FY 2026/27.

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:

- The Roll Forward Amendment is a routine procedure that is done every year;
- The projects shown in the FDOT Roll Forward Report *(which includes SunRail projects on a separate page and is available upon request),* had funds originally programmed in a prior year and were therefore not included in FDOT's FY 2026/27 – FY 2023/31 Adopted Five-Year Work Program (April 2026) that was used to develop the TIP adopted by the Board on July 8th;
- The funding for these projects was not previously committed and is now being automatically rolled forward to FY 2026/27 in FDOT's Adopted FY 2026/27 – FY 2030/31 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 26, 2026
TAC:	To be taken up on August 28, 2026
TSMO:	To be taken up on August 28, 2025
MAC:	To be taken up on September 3, 2025

Staff Recommendation: Recommends approval.

Supporting Information: The following documents are provided at Section 2:

- Proposed Board Resolution No. 26-08

Resolution No. 26-08

Amendment to the FY 2026/27 – 2030/31 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 2026/27 – FY 2030/31 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 2026/27 – FY 2030/31 TIP, to ensure that the TIP is consistent with FDOT's FY 2026/27 – FY 2030/31 Adopted Five Year Work Program; and

WHEREAS, the requested amendments described above are consistent with MetroPlan Orlando's project priorities and currently adopted Metropolitan Transportation Plan (MTP).

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Florida Department of Transportation's amendment to the FY 2026/27 – FY 2030/31 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 Nicole Wilson, Chair

Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
9th day of September 2026

ATTEST:

____

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary

Board Action Fact Sheet

Meeting Date: September 9, 2026

Agenda Item: IX.B (Section 2)

Roll Call Vote: Yes

Action Requested: FDOT requests approval of amendments to the FY 2026/27 – FY 2030/31 Transportation Improvement Program (TIP).

Reason: FDOT is requesting the addition of two (2) projects and amending one (1) project to add additional federal and local funds.

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

- FM #458582-1: Ocoee-Apopka Road (CR437A) Widening (Build Grant to City of Apopka). This amendment adds a new project. Funding is for construction in FY 2027 and consists of $17,360,000 in federal funds (TGR) and $4,340,000 in local funds (LF);

- FM #446493-5: Winter Park Dr. Complete St. Imp. Phase 1 (Marigold Rd to Seminola Blvd). This amendment adds a new project. Funding is for construction in FY 2027 and consists of $442,200 in federal funds (ACSU) and $699,191 in local funds (LF);

- FM #451939-1: LYNX FTA 5339 Bus and Bus Facilities. This amendment is to an existing project and adds $9,270,640 in federal funds (FTA) and $2,317,660 in local funds (LF) for grants;

MetroPlan Budget Impact: None

Local Funding Impact: None

Committee Action:

CAC:	To be taken up on August 26, 2026
TAC:	To be taken up on August 28, 2026
TSMO:	To be taken up on August 28, 2025
MAC:	To be taken up on September 3, 2025

Staff Recommendation: Recommends approval.

Supporting Information: The following documents are provided at Section 3:

- FDOT amendment letter dated August 6, 2026
- Proposed Board Resolution No. 26-09

metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Resolution No. 26-09

Amendment to the FY 2026/27 – 2030/31 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 2026/27 – FY 2030/31 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

WHEREAS, the requesting amendments are described as follows:

- FM #458582-1: Ocoee-Apopka Road (CR437A) Widening (BUILD Grant to City of Apopka). Funding is for construction in FY 2027 and consists of $17,360,000 in federal funds (TGR) and $4,340,000 in local funds (LF).
- FM #446493-5: Winter Park Dr. Complete St. Imp. Phase 1 (Marigold Rd to Seminola Blvd). Funding is for construction in FY 2027 and consists of $442,200 in federal funds (ACSU) and $699,191 in local funds (LF).
- FM #451939-1: LYNX FTA 5339 Bus and Bus Facilities. Funding is for grants in FY 2027 and consists of $25,402,665 in federal funds (FTA) and $6,350,666 in local funds (LF); and

WHEREAS, the requested amendments described above are consistent with MetroPlan Orlando's project priorities and currently adopted Metropolitan Transportation Plan (MTP).

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Florida Department of Transportation's amendment to the FY 2026/27 – FY 2030/31 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 Nicole Wilson, Chair

Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
9th day of September 2026

ATTEST:

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary

FDOT

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

08/06/2026 | 11:34 AM EDT

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

RE: Request to Modify Fiscal Year (FY) 2026/27-2030/31 Transportation Improvement Program (TIP)

Dear Mr. Huttmann:

The Florida Department of Transportation (FDOT) respectfully requests that MetroPlan Orlando amend its Fiscal Year (FY) 2026/27–2030/31 Transportation Improvement Program (TIP) to reflect the following project additions and funding updates for consistency with FDOT's Adopted Five-Year Work Program and the State Transportation Improvement Program (STIP).

Three projects have been added to the STIP, that needs to be included in MetroPlan's FY 27-28 TIP, requiring an amendment.

Please refer to the following table for specific project details and incorporate the updates accordingly. Project data beyond FY 2027 may remain unchanged in the TIP document.

FM#	Project Description	Project Limits	Length	Phase	Fund Source	Amount	FY
451939-1	Lynx FTA 5339 Bus and Bus Facilities	N/A	N/A	Grants	FTA LF **TOTAL**	$25,402,665 <u>$6,350,666</u> **$31,753,331**	2027
458582-1	Ocoee-Apopka Road (CR437A) Widening	Build Grant to City of Apopka	N/A	CST	TGR LF **TOTAL**	$17,360,000 <u>$4,340,000</u> **$21,700,000**	2027

446493-5	Winter Park Dr. Complete St. Imp. Phase 1	Marigold Rd to Seminola Blvd		CST	ACSU LF **TOTAL**	$442,200 $699,191 **$1,141,391**	2027

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

Sincerely,

DocuSigned by:

Charles Koppernolle

90ED5449530F49F...

Charles Koppernolle
MPO Liaison, FDOT

c: Alex Trauger, MetroPlan Orlando
Taylor Laurent, MetroPlan Orlando
Kellie Smith, FDOT
FDOT D5 Work Program

Section 3

metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

September 9, 2026

To: Commissioner Nicole Wilson, Board Chair
MetroPlan Orlando Board Members

From: Gary Huttmann, Executive Director

Subject: Executive Director's Report for September 9

- Met with Commissioner Dallari on July 8th to discuss the Public Opinion Research Report
- Staff attended the Northwest Areawide Transportation Study Meeting on July 8th
- Attended the Orlando City Commission meeting on July 13th to hear their discussion of Amendment 3
- I attended the Thrive Roadmap Working Group meeting on July 13th
- I attended the Vision Zero Task Force meeting on July 14th
- I participated in the Lake-to-Lake Regional Trail Leadership meeting on July 15th
- I met with FDOT Leadership for a briefing on the Lake-to-Lake Regional Trail on July 15th
- I met with a team of presenters on July 17th and July 20th for the AMPO Annual meeting to discuss the panel I will be moderating
- Natalia Barbour and I met with Congressman Soto's staff on July 17th to answer questions about SunRail
- I attended the Orange County Virtual Health Summit on July 24th
- I attended the Orange County Advanced Air Mobility Webinar on July 27th
- I attend the Gray Robinson Virtual Legislative Session Wrap up on July 28th
- Staff attended the FDOT FMPP Meeting on July 29th
- I attended the Bay Area Trails Webinar on July 29th on Trail Development
- I joined other MPO Directors from around the state for a social event on July 29th
- I attended the MPOAC Staff Directors meeting on July 30th
- I attended the joint MPOAC meeting of the MPO Staff Directors and Governing Board on July 30th
- I met with Lynx staff and their consultants on July 31st for a briefing on the I-Drive Transit Study
- I met Bike Walk Central Florida on August 4th on the Lake-to-Lake Regional Trail
- I participated in the Strategic Plan Staff Workshop on August 5th
- I met with Commissioner Dallari on August 6th
- I participated in an interview on August 6th with the Florida Council of 100 Foundation to talk about transportation issues in Central Florida
- I participated in a Back to School event in St. Cloud on August 8th

- I met with our Strategic Planning Consultants on August 10th
- I met with Deputy Mayor Gilbert of August 10th
- I met with FDOT District 5 Leadership on August 11th to discuss MetroPlan Orlando Priorities
- I met with the MetroPlan Orlando Personnel Committee on August 12th
- I attended the City of Orlando State of the City Event on August 14th
- I met with the Strategic Plan Consultant Team on August 17th
- I participated in our auditors Fraud Interview on August 18th
- I met with Orange County Staff on August 20th to discuss the Lake-to-Lake Trail Master Plan
- I participated in an APTA Planning & Program Development Committee Meeting on August 20th
- I met with Seminole County Staff on August 21st to discuss the Lake-to-Lake Trail Master Plan
- I met with the NARC Executive Director on August 24th to discuss a proposal they want to bring forward to the membership
- I attended/participated in the Orange County D4 Lake Nona Town Hall meeting on August 26
- I attended the CAC meeting on August 26th
- I met with newly appointed Orange County Commissioner Crabb on August 27th to provide a MetroPlan Orlando Orientation
- I participated in the Regional E-Mobility Safety Workshop on August 27th
- I attended the TSMO Committee Meeting on August 28th
- I attended the TAC Meeting on August 28th
- I conducted an annual evaluation on September 1 of the MetroPlan Orlando Director of Finance & Administration
- I met with the new MetroPlan Orlando Senior Transportation Planner on September 1
- I met with Commissioner Dallari on September 3rd for a MetroPlan Orlando agenda review
- I met with Commissioner Uribe on September 3rd for a MetroPlan Orlando agenda review
- I met with Commissioner Semrad on September 3rd for a MetroPlan Orlando agenda review
- I met with Board Member Koupelousos on September 3rd for a MetroPlan Orlando agenda review
- I met with Mayor Espinosa on September 4th for a MetroPlan Orlando agenda review
- I started my one-on-one meetings with staff members (Rachel Frederick) on September 7th re: Strategic Plan Workshop
- I met with Deputy Mayor Gilbert on September 8th for a MetroPlan Orlando agenda review
- I met with Commissioner Wilson on September 8th for a MetroPlan Orlando agenda review
- I met with Commissioner Janer on September 8th for a MetroPlan Orlando agenda review

<u>FDOT</u>

- I continue regular monthly meetings with FDOT leadership
- Currently focused on working with the newly appointed Planning Director for District 5
- Have regular meetings with FDOT to discuss the Lake-to-Lake Regional Trail

<u>Association of Metropolitan Planning Organizations</u>

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- I was reappointed to the Policy Committee for 2026
- Continue working on the BUILD America 250 Act
- I will be attending the AMPO Annual Meeting September 14-17, participating in the Policy Committee Meeting, and moderating a program session on safety
- Alex Trauger will be presenting the MetroPlan Orlando Safety Action Plans at the AMPO Annual Meeting

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 met with the NARC Executive Director on August 24th to discuss a proposal they want to bring before the membership

TRAFFIC SAFETY MATTERS MORE THAN EVER

BY JOHN E. TYLER, P.E.
FDOT District Five Secretary

Every day, thousands travel our local roads to get home safely, yet many trips end in tragedy. As the region grows, improving traffic safety is crucial. When FDOT District Five launched the Central Florida Safety Summit two years ago, I asked: If not us, who? If not now, when?

This year's summit, with more than 225 people from 70+ organizations, shows we've answered that question. Everyone here is working to make Central Florida's roads safer and achieve Target Zero – zero traffic fatalities and serious injuries. In March, we adopted the Achieving Target Zero policy, formally integrating safety into FDOT's core mission and emphasizing that saving lives is our commitment.

Achieving Target Zero centers on engineering solutions, education, and community outreach. While engineering is vital, human behavior is a key factor in crashes. We're using behavioral science, technology, and data to make initiatives effective. Some projects add safety features such as pedestrian hybrid beacons, raised intersections, and roundabouts to prevent crashes and save lives. Though community acceptance takes time, public education is crucial. Community outreach is vital; success follows direct engagement through activities like helmet fittings, safety education, and events. Going forward, we'll focus more on impactful, science-guided outreach.

Programs like the Smart Driving College Challenge show how innovation can influence behavior. By engaging college students through technology and friendly competition, we've encouraged safer driving habits while gathering valuable data to help us expand the program and reach even more young drivers.

> ***WITH THE ACHIEVING TARGET ZERO POLICY GUIDING OUR WORK, I'VE NEVER BEEN MORE OPTIMISTIC ABOUT TRAFFIC SAFETY IN CENTRAL FLORIDA.***

But none of this work can be accomplished by FDOT alone. It requires strong collaboration and support from our local transportation agencies, law enforcement, governments, schools, advocacy organizations, and community leaders.

With the Achieving Target Zero policy guiding our work, I've never been more optimistic about traffic safety in Central Florida. Together, we can continue to make meaningful progress toward eliminating serious injuries and traffic fatalities. We have not only the opportunity but also the responsibility to create a transportation system where every person can travel safely and every trip ends with someone arriving home.

Driving Change through Collaboration: 2026 Central Florida Safety Summit

More than 225 transportation safety professionals, community leaders, and advocates representing over 70 organizations came together in St. Cloud this past May for FDOT District Five's third annual Central Florida Safety Summit. This highly anticipated event brought together partners from across the region to share ideas, learn from one another, and strengthen their collective commitment to improving roadway safety.

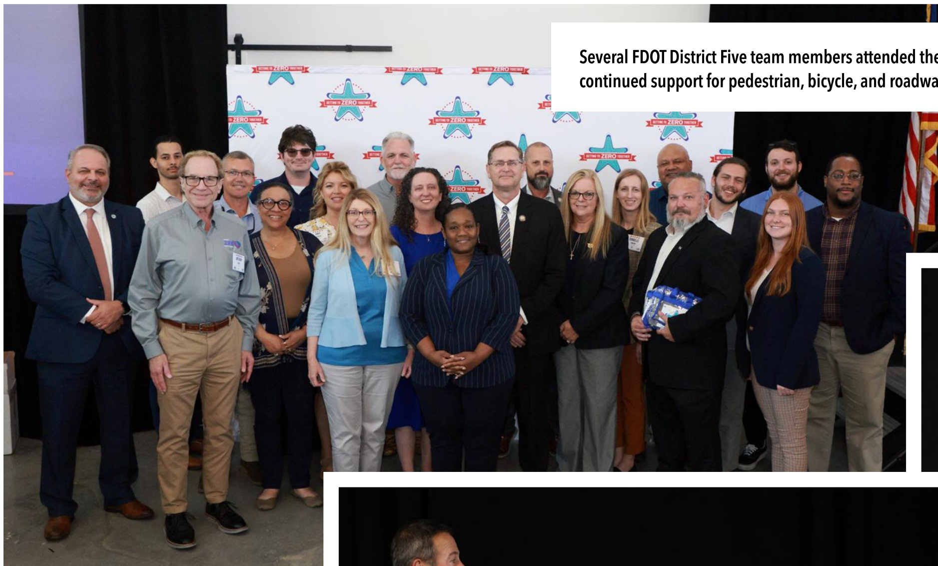
This year's brimming agenda featured keynote speakers, case study presentations, and interactive activities designed to encourage collaboration and spark conversations about innovative approaches to traffic safety. Additionally, this year's summit was dedicated to the memory of Alexis Santiago, a 19-year-old dancer and nursing student whose life was cut short in 2023 when she was killed in a crash on State Road 60 in Osceola County while returning to college after visiting family. Alexis' story served as a powerful reminder that transportation safety isn't just about data and statistics; there's human impact behind every tragic traffic incident.

Throughout this special-edition newsletter, we'll recognize the activities, speakers, awards, and collaborators who contributed to the success of this year's summit. Here's a closer look at some stand-out moments!

FDOT District Five's Director of Transportation Operations Jim Stroz kicked off the 2026 Central Florida Safety Summit by letting attendees know they were in for a packed agenda.

Guests enjoyed time to network with fellow transportation professionals, safety advocates, and community partners before the summit began.

To watch a recap of the 2026 Central Florida Safety Summit, click *here*.



Several FDOT District Five team members attended the summit to demonstrate their continued support for pedestrian, bicycle, and roadway safety.

Osceola County Sheriff Christopher Blackmon provided the welcome for the event and explained how the Central Florida Safety Strategic Plan is more than just a document; it's a blueprint for saving lives.

This year's summit was held at Lavender on the Lake in St. Cloud. FDOT District Five Safety Administrator Loreen Bobo recognized the venue's owners, Shelley and Jason Martin, for their dedication to serving others.

Osceola County's Transportation and Transit Director Christina Colon discussed how the county has implemented its Vision Zero Action Plan.

At the summit, FDOT District Five Secretary John E. Tyler introduced the Achieving Target Zero policy, which became effective across FDOT on March 19. It further emphasizes the Department's commitment to making Florida roads safer through engineering solutions, education campaigns, and community outreach.

Vince Dyer with Bike/Walk Central Florida and Chad Rohde, a senior engineer at Landis Evans + Partners, challenged attendees to test their reaction times by attempting to catch a cardboard starfish while experiencing cognitive or visual impairment.

Excellence among the region's partners and advocates was recognized through awards presented by Bobo and Sec. Tyler.

Once the summit concluded, guests were given the opportunity to take a 15-minute airboat tour on Lake Toho.

Recognizing Leaders in Safety: Central Florida Safety Awards

The 2026 Central Florida Safety Awards were presented for excellence in six categories: Public Safety, Community, Individual, Outreach, Partner, and Project. FDOT District Five Secretary John E. Tyler and FDOT District Five Safety Administrator Loreen Bobo presented the awards.

THE PUBLIC SAFETY AWARD
The Sumter County Sheriff's Office

The Sumter County Sheriff's Office champions safety through innovative techniques that promote proactive safety enforcement. Such dedication is reflected in the number of grants they received this past year related to:

- Aging road users
- Occupant protection and child passenger safety
- Teen driver safety
- Work zone safety

Loreen highlighted how the Sumter County Sheriff's Office hosts Senior Traffic Safety classes tailored to the needs of the county's large senior population, thanks to The Villages. As a result, the classes focus on subjects relevant to older residents in this large but active community, such as roundabout education and golf cart safety.

Loreen also personally thanked Sumter County and Lt. Christopher Thibodeau, who leads the Sumter County Sheriff's Traffic Division, for being key members of the Central Florida Safety Steering Committee.

THE COMMUNITY AWARD
Osceola County

Osceola County led the Vision Zero charge by adopting the plan back in March 2022 before other communities followed suit.

Since that time, they've made incredible strides in implementing their Action Plan. The county is actively developing, designing, and constructing dozens of projects to improve safety and congestion. And each project was selected based on data indicating the need for targeted safety upgrades in these areas.

One of the first projects delivered was improvements at the intersection of Fortune Road and Simpson Road in Kissimmee, which included raised medians, new turn lanes, upgraded signalization, and safer crosswalks. The changes aimed to reduce congestion, shorten travel times, and enhance safety for motorists, pedestrians, and cyclists.

THE INDIVIDUAL AWARD

Seminole County Commissioner Bob Dallari

Commissioner Dallari has been a safety advocate in Central Florida for a quarter of a century. He has served on the MetroPlan Orlando Board since 2000, helping to guide projects across Seminole, Orange, and Osceola Counties.

Several years ago, FDOT was conducting a project in the City of Oviedo. There was a high school within the project limits. Commissioner Dallari advocated for a midblock crossing for students before Pedestrian Hybrid Beacons (PHBs) became a popular means of signalizing them. Commissioner Dallari advocated for more than just a crossing. That Pedestrian Hybrid Beacon went live in 2025.

In 2024, he supported Vision Zero when he and other Seminole County commissioners voted for a Vision Zero resolution as part of the MetroPlan Orlando regional effort to develop Safety Action Plans.

THE OUTREACH AWARD

MetroPlan Orlando

MetroPlan Orlando has focused on outreach in fun and inviting ways. Their website is a wealth of information, including a "Be Part of the Solution" program. This section of the website offers resources and opportunities for people to contribute, either directly or indirectly, to making Central Florida roadways safer. For more information, visit *metroplanorlando.gov/safety/be-part-of-the-solution/*.

As MetroPlan Orlando's website states, "To be successful, the Vision Zero Safety Action Plans require partnerships and collaboration between governments, local organizations, the Florida Department of Transportation, and the community."

Recognizing Leaders in Safety: Central Florida Safety Awards (cont.)

THE PARTNER AWARD

The Keri Anne DeMott Foundation

The Keri Anne DeMott Foundation was recognized for its work over the past decade to honor the memory of Keri Anne. Keri Anne was just 20 years old when she was tragically killed in a head-on collision caused by a repeat DUI offender. Since then, the foundation has focused on advocacy, education, and supporting families who have lost loved ones to impaired or distracted driving.

The foundation's "No More Empty Seats" message highlights its commitment to safety, which aligns directly with FDOT's "Getting to Zero" mission.

Loreen called the Keri Anne DeMott Foundation an amazing partner organization and thanked the organization for all it has done to advance safety across the Central Florida region. Keri Anne's sister, Casey, accepted the award on behalf of the foundation.

THE PROJECT AWARD

The City of Cape Canaveral

On the first Friday of every month, the City of Cape Canaveral hosts "Friday Fest." It's a popular community event that includes food trucks, retail and craft vendors, and live entertainment.

Friday Fest draws large crowds, and attendees were struggling to cross State Road (S.R.). A1A safely to access the event. City officials worked with FDOT, Brevard County, and the Brevard County Sheriff's Office to approve a temporarily manned, lit, and coned-off crosswalk from 6 p.m. to 10 p.m., allowing attendees to cross the street safely and comfortably.

The temporary project was so successful that, through an upcoming FDOT resurfacing project and funding from the Space Coast TPO, a new midblock crossing with a PHB is currently under design, with construction anticipated in 2027.

Speakers Take Center Stage at Safety Summit

The lineup of speakers at the 2026 Central Florida Safety Summit shared valuable insights and inspired meaningful conversation about creating safer roads and communities.

Loreen Bobo
FDOT District Five Safety Administrator

Loreen Bobo, FDOT District Five Safety Administrator, thanked attendees for making transportation safety a priority.

However, while there have been great strides in making Central Florida roadways safer, Loreen explained that much more work remains.

In 2025, 674 people lost their lives on Central Florida roadways. They left home expecting to return home to their families or loved ones. Loreen dedicated the Safety Summit to Alexis Santiago, who did not return home last year.

Alexis, 19, was enrolled in the nursing program at the University of South Florida (USF). She would have graduated from USF in May. For most of her life, she had been a competitive dancer. She had just visited with her family in South Florida.

She was driving back to USF on State Road (S.R.) 60 in Osceola County. She was killed in a crash on a curve on that rural stretch of highway. Following her crash, her mother, Alison, and her friends advocated for road improvements to make that roadway safer.

Alexis' story is just one of the many tragedies that occur on our roads every day.

"They suffered a loss that is hard to imagine, hard to fathom, and certainly something we should not accept," Loreen said. "As a mom, that is hard to watch. We appreciate Alexis' mom, Alison, for sharing Alexis with us. This is why we are all here. To prevent tragedies like this, and to 'Get to Zero.' "

In addition, Loreen announced the soft launch of the TEAMS program in District Five. TEAMS stands for Targeted Enforcement and Awareness Messaging for Safety, and it's a program that allows FDOT and law enforcement agencies across District Five to partner to identify where we need more enforcement, education, and engagement. All law enforcement partners are eligible to participate.

To watch the Central Florida Safety Summit dedication to Alexis, click *here*.

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Safety Summit Speakers Take the Stage (cont.)

John E. Tyler, FDOT District Five Secretary

FDOT District Five Secretary John E. Tyler emphasized the importance of reducing traffic fatalities by announcing that FDOT had launched "Achieving Target Zero," a policy that highlights the agency's commitment to making Central Florida streets safer.

The new initiative, which kicked off on March 19, focuses on engineering solutions, educational campaigns, and community outreach. It emphasizes behavioral science, innovative technology, and data-driven research with measurable results.

"I believe the Target Zero policy opens the door to capitalize on behavioral science, new technology, and new partnerships," Sec. Tyler said. "I look forward to working with you under the new policy to 'see where we go together from a safety perspective as we look into the future.'

State Senator Kristen Arrington

Keynote speaker State Sen. Kristen Arrington, who was born in Florida and raised in Kissimmee from the age of 3, spoke about how roadway safety is a shared responsibility, and events like the Central Florida Safety Summit help move communities forward as people continue working toward safer roads, stronger infrastructure, and a better future for all Floridians.

"I am grateful for Florida's growing focus on improving roadway safety through our infrastructure upgrades, enhanced traffic management, and stronger awareness of safe driving practices," said Sen. Arrington. "Target Zero represents the shared commitment across the region and the state to prevent fatalities. Because safety is not accidental, it is intentional."

She also challenged partners to continue building on the forward momentum already achieved in traffic safety by anticipating how communities travel, investing in safer infrastructure, engaging the next generation of drivers, and harnessing technology to create a better future for all road users.

Emily Bush, Executive Director of Bike/Walk Central Florida

Emily Bush was excited to speak about Bike/Walk Central Florida's S.A.F.E. (Smart. Active. Fun. Empowered.) Travelers Youth Program, which aims to bring safety lessons into local schools.

This includes outreach activities such as in-school presentations, helmet fittings, and bike rodeos/giveaways.

Emily also mentioned expanding the Best Foot Forward program by fostering new partnerships, focusing on youth education, and prioritizing funding needs, vital policy changes, and improved communication across stakeholder groups.

Patricia Rendon, Space Coast TPO Transportation Planner

In Brevard County, one of Central Florida's Vision Zero adoptees, the Space Coast Transportation Planning Organization (TPO) is making great progress toward Zero. Patricia Herndon, a transportation planner at Space Coast TPO, shared information about their Vision Zero toolkits, which have evolved several times since they were first implemented about five years ago.

A toolkit is a collection of adaptable resources designed to help individuals and organizations implement safety ideas into practice. To be effective, toolkits must have communication materials, messaging resources, step-by-step instructions, templates, educational materials, outreach, and training.

Patricia unveiled Space Coast TPO's new toolkit, which has two primary goals: empower local action and strengthen advocacy. It includes information about the history of Vision Zero, a sample action plan with suggested timeframes, an updated Vision Zero resolution, a resource guide, a law & key statutes cheat sheet, countermeasure tip cards, and a bicycle & pedestrian facility checklist.

Patricia stated that the agency is looking at further toolkit expansion to include online toolkits for law enforcement and schools.

Christina Colon, Osceola County Transportation and Transit Director

Christina Colon noted how Osceola County is one of the fastest-growing areas in Central Florida; therefore, there is a need to ensure the county's transportation systems are not only efficient but also safe.

Osceola County adopted Vision Zero in 2022 and has since taken significant steps to address its most pressing traffic safety challenges. Through various corridor safety studies and MetroPlan Orlando's coordinated Safe Streets 4 All grant funding, Osceola County conducted a comprehensive analysis of its High Injury Network.

"But we quickly realized something important," Christina said. "Vision Zero is not just a goal. It requires a clear, actionable plan and the discipline to deliver it. The Vision Zero Action Plan gave us that roadmap."

As a result, Osceola County has been able to target safety upgrades at high-injury locations, identify dangerous roadways, and work to prevent severe crashes.

"In Osceola County, our Action Plan gave us direction. Our projects are delivering results, and our systems are helping us scale that success," she said. "We're not just building roads. We're building a safer future."

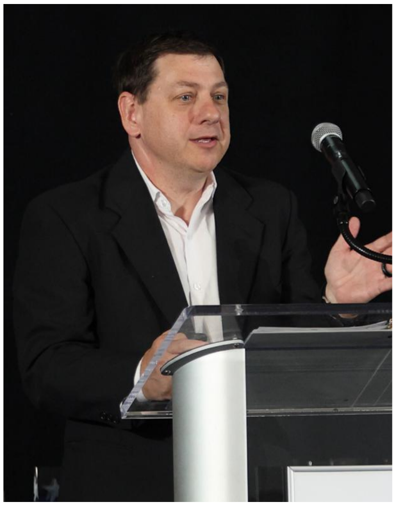
Safety Summit Speakers Take the Stage (cont.)

Brent Moore, Executive Director of Children's Safety Village of Central Florida

Brent Moore discussed how the Children's Safety Village of Central Florida teaches safety skills to prevent childhood accidents and injuries. The unique concept of a miniature city provides children with a realistic way to recognize safety hazards found in everyday life.

The "city" includes tiny buildings with paved streets, sidewalks, a functioning traffic light, a railroad crossing, a fire safety house, and a water safety complex. Children learn to practice safety through hands-on exercises, role-playing, and other participatory activities. Studies show that children who receive hands-on safety instruction have significantly fewer accidents.

Brent shared information about the various programs offered at the village, including bicycle, pedestrian, helmet, and car seat safety.



Cade Braud, City of Orlando Transportation Engineering Division Manager

Cade Braud, who's also a member of the Steering Committee for the Central Florida Safety Strategic Plan, provided transportation updates for the City of Orlando.

The City of Orlando was the first jurisdiction in the Central Florida region to adopt Vision Zero in 2017. Nine years later, the agency continues to strive to reach zero fatalities and serious injuries. Cade stated that officials meet quarterly to review crash data. One interesting finding they discovered was that nearly 25% of crashes in Orlando occurred on dark streets. The city made streetlight improvements in 16 locations and saw a 34% reduction in all nighttime crashes compared to an 8% reduction citywide.

He also talked about the U.S. Department of Transportation (USDOT) grants the City of Orlando has received, which have helped establish initiatives that advance the city's Vision Zero goal. For example, Connecting Residents on Safe Streets (CROSS) developed a Vision Zero implementation plan by carefully examining six corridors across the city to identify context-specific countermeasures and necessary capital improvements. Then, in 2023, the city received $3.9 million from the Safe Streets and Roads for All (SS4A) program to launch FORWARD Orlando. This initiative includes updating the Vision Zero Action Plan, creating the city's first pedestrian facilities plan, and implementing 28 Quick Build demonstration projects.

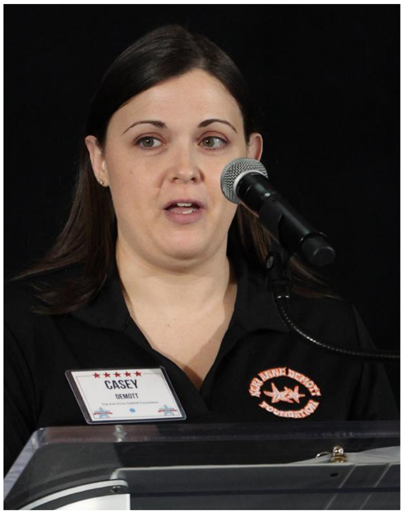
Cade also spoke about the City of Orlando's pedestrian facilities plan, safe speeds lab, automatic enforcement programs, Downtown Orlando Action Plan, bike plan, and alternative transportation options.

Christoper Blackmon, Osceola County Sheriff

Sheriff Christopher Blackmon, a former Florida Highway Patrol trooper who became Osceola County's sheriff a year ago, provided the welcome address for the summit. He spoke about the Central Florida Safety Strategic Plan, a five-year plan that focuses on safer street designs and behavior change as part of "Getting to Zero."

Developed in 2024, the plan includes 21 action steps centered around increasing collaboration, thinking beyond infrastructure, and a continued focus on safety.

"The Central Florida Safety Strategic Plan is not just a document. It is actually a blueprint for saving lives," said Sheriff Blackmon. "When law enforcement, DOT, local government, local officials, and community organizers align with our efforts, we can move forward and make changes that are vital."



Casey DeMott, President of the Keri Anne DeMott Foundation

Casey DeMott shared the Keri Anne DeMott Foundation's mission statement: "Our mission is to reduce traffic incidents by implementing prevention and intervention programs that assist the community and increase traffic education, while also emphasizing personal accountability for the decisions made in daily lives and relationships."

The DeMott family started the Foundation to preserve Keri Anne's legacy and raise awareness about the devastating consequences of impaired driving. Keri Anne was just 20 years old when her life was tragically cut short in a head-on crash caused by a repeat DUI offender. In the years since, the foundation has dedicated itself to advocacy, education, and providing support to families affected by impaired and distracted driving, working to prevent similar tragedies from impacting others.

Casey spoke about the programs the Keri Anne DeMott Foundation has helped establish, such as "No More Empty Seats." "No More Empty Seats" is a program that allows Keri Anne's father, Bill, to travel the country, covering several age-appropriate topics, such as distracted driving and texting, at the request of organizations and schools.

The Keri Anne DeMott Foundation also provides victim services to the families, survivors, or victims of drunk, impaired, or distracted driving crashes and helped create the Save a Life/Give a Life campaign that aims to help drivers and passengers make safer choices and increase organ donor registrations.

Attendees Take a Hands-On Approach to Traffic Safety

A key principle of the Safe System Approach is "Responsibility is Shared," which means EVERYONE IS INVOLVED! At this year's Central Florida Safety Summit, participants engaged in three interactive table exercises promoting traffic safety.

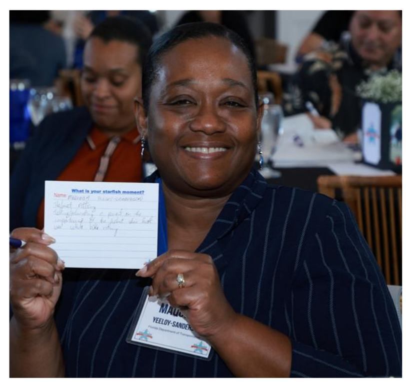
The first exercise, 2025 Starfish Moments, recognized individual successes by allowing attendees to share their personal strategies or accomplishments from last year to help improve safety on our roadways, in our communities, or within our own agencies or families. Kari Pucker of Gresham Smith provided details and an example of the exercise. The ideas were shared and recorded between table neighbors, which facilitated a personal and memorable level of collaboration among the summit attendees.

The second and third interactive table exercises were led by Bike/Walk Central Florida Program Manager Vince Dyer and Chad Rohde with Landis Evans + Partners to highlight the importance of staying focused while driving.

The second exercise, In the Blink of an Eye, highlighted the importance of quickly identifying potential safety concerns and details in a driving environment. Participants were given a brief look at an urban street scene featuring common roadway users and features. After viewing the scene for several seconds, the image was removed, and participants answered several questions about the image, such as who they saw, what people were doing, what the roadway conditions were, etc. The results of the audience polls showed that each of us has room for improvement in recognizing and processing the details of the roadway environments we encounter every day.

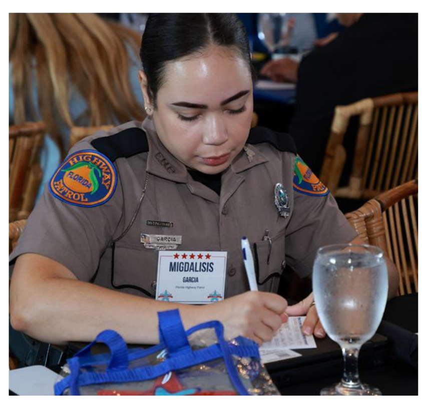
Catch a Starfish, the third exercise, illustrated the importance of avoiding distractions while driving. This two-person exercise involved one person dropping a cardboard starfish from forehead level while facing the other person, who had their hand ready at torso level to catch it. Three attempts were made to illustrate varying levels of attentiveness. The first was fully attentive, with no distractions for the catcher. The second attempt involved the catcher becoming cognitively distracted while attempting to spell their name aloud, backward. This level of distraction is comparable to having a conversation with a passenger in a vehicle or to conducting a hands-free phone call. The third attempt involved the catcher being visually distracted as they tried to read the summit brochure while catching the starfish. This level of distraction simulates what a driver would experience while texting, eating, or even adjusting car settings. This engaging exercise reinforced how distractions can inhibit our ability to respond to events that can emerge quickly as we travel. Even though we travel in the safest, most technologically advanced vehicles in human history, our roads are more dangerous than ever because of one vulnerability: our attention spans.

The exercises completed at the 3rd Annual Central Florida Safety Summit illustrate how we can all improve our focus and minimize distractions while driving. Furthermore, the sharing of our safety accomplishments in 2025 will hopefully inspire us all to improve safety in 2026 and beyond.



Learn more about the Starfish Story *here*.

> **Your personal contribution to roadway safety will not eliminate all crashes, but you may help prevent a crash or even save a life. Just like when walking along a beach, you can't save all the starfish washed up on the shore, but you can make a difference to one life at a time.**



Thank You for Your Support!

Creating safer roads requires a collective effort, and this year's Central Florida Safety Summit showcased that commitment in action. We are grateful to the more than 225 participants representing over 70 organizations who came together to share ideas, strengthen partnerships, and explore solutions that will help save lives. Thank you to the agencies, local governments, advocacy groups, community partners, and sponsors who helped make this another successful event.

MPO/TPO Agencies & Counties

Cities & Towns

Public Safety

Advocacy Groups & Partners

FDOT

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AARP

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Working Toward Zero: Central Florida Safety Strategic Plan Update

Each year at the Central Florida Safety Summit, FDOT District Five Safety Administrator Loreen Bobo provides an update on the region's progress since 2024 in advancing the Central Florida Safety Strategic Plan (CFSSP).

During the update, Loreen emphasized how the CFSSP focuses on three key themes:

- Increased Collaboration
- Thinking Beyond Infrastructure
- Continued Focus on Safety

Loreen highlighted how "getting to ZERO" requires collaborative efforts and how the Steering Committee, Focus Groups, and partners across Central Florida have worked together since 2024 to advance several key items, including:

- The 2024, 2025, and 2026 Safety Summits
- Five Steering Committee meetings
- Monthly Focus Group meetings
- 420+ safety events and engagement opportunities in 2025
- Community Traffic Safety Team (CTST) Safety Summits in 2025 and 2026

Loreen then detailed the specific work the Focus Group teams have either completed or are currently undertaking. Those work products include:

COMPLETED WORK	CURRENT/ONGOING WORK
Getting to Zero Checklist	Safety Walk and Talks (ongoing)
Teen Driver Education Summary	Elementary & Middle School Outreach (ongoing)
E-bike Safety Brochures	Near-Miss Tools & Analysis
Speed Analysis Tools Summary	Fleet Management Tools Review
Safe Driver Insurance Summary	CTST Coordination with Vision Zero Action Plans
School Speed Zone Results Summary	Smart Work Zones Research

In January, Bike/Walk Central Florida, AARP, and Burgess & Niple facilitated a Walk and Talk tour in the City of Casselberry, including a crossing of U.S. 17/92 near Casselberry City Hall.

Steering Committee and Focus Group members at the April 3 Steering Committee meeting in Sumter County.

At the Safety Summit, Loreen recognized the Steering Committee and the Focus Group members for their outstanding work. The Steering Committee and Focus Group members are listed below:

STEERING COMMITTEE MEMBERS	
Loreen Bobo	FDOT
Nicole Wilson	Orange County (Commissioner)
Mimi Hanley	City of Melbourne (Council Member)
Craig Curry	Marion County (Commissioner)
Joe Elliott	City of Wildwood (Commissioner)
Matt Reinhart	Volusia County (Commissioner)
Charlotte Gillis	City of Edgewater (Council Member)
Don Willis	City of Cape Canaveral (Council Member)
Kenna Henry	City of Casselberry
TJ Fish	City of Groveland
Tammy Reque	City of St. Cloud
John Rogers	City of Bunnell
Noel Cooper	City of Ocala
Cade Braud	City of Orlando
Brett Blackadar	Orange County
Christopher Thibodeau	Sumter County Sheriff's Office

FOCUS GROUP MEMBERS	
Emily Bush (Bike/Walk Central Florida (BWCF)/Best Foot Forward (BFF))	Kim Sadowski (DRMP)
Anna Strasshofer (BWCF/BFF)	Mohit Garg (CDM Smith)
Rafael Burgos (BWCF/BFF)	Esteban Gonzalez (STV)
Jenna Mousseau (BWCF/BFF)	Chris Coleman (STV)
Marie Hernandez (AARP)	Christy Lofye (Ardurra)
Jerome Williams (AARP)	Brenna Boylan (Ardurra)
Adriana Rodriguez (MetroPlan Orlando)	Kristof Devastey (Fehr & Peers)
Lara Bouck (MetroPlan Orlando)	Todd Davis (Protean)
Mighk Wilson (MetroPlan Orlando)	Dan Gallagher (Burgess & Niple)

Learn more about the Central Florida Safety Strategic Plan *here*.

Join the Mission

Whether you like to travel by car, bicycle, or on foot, it's everyone's shared responsibility to work together to create safer roads. Actions matter when navigating traffic, and behaviors, such as staying alert, following traffic laws, and showing patience and courtesy, can make a meaningful difference in preventing crashes and saving lives.

That's why the FDOT District Five Office of Safety encourages everyone to play a role in advancing Target Zero, a statewide initiative to eliminate transportation-related fatalities and serious injuries. Fostering a culture of safety and creating a transportation system where everyone gets home safely is vital for the journey to zero, so here are a few ways you can get involved:

- **Join the Central Florida Safety Steering Committee (CFSSC):** The CFSSC was created to guide and direct the action steps outlined within the Central Florida Safety Strategic Plan (CFSSP). You can participate in a focus group to help execute these action steps by contacting the FDOT District Five Office of Safety at *D5-Safetyideas@dot.state.fl.us*.
- **Participate in Community Traffic Safety Teams (CTSTs):** These multi-jurisdictional teams bring together law enforcement, county/city representatives, and traffic safety advocates to identify safety issues and find solutions in our communities. For more information on the CTSTs in Central Florida and how to get involved, contact Joe Steward at *Joe.Steward@dot.state.fl.us*.
- **Volunteer with the Office of Safety:** Every month, the FDOT District Five Office of Safety hosts and/or attends community events to share traffic safety messaging and materials, further advancing the ultimate mission of Target Zero. To view outreach events, visit *www.eventbrite.com/cc/fdot-d5-office-of-safety-outreach-events-1473989*.
- **Share Target Zero and other traffic safety resources:** Educational materials are available for use in safety campaigns and programs or at community outreach events. For Target Zero resources, visit *www.fdot.gov/agencyresources/target-zero*. For additional safety resources, visit *www.fdot.gov/d5safety/office-of-safety-resources*.

For additional resources and information, visit the FDOT District Five Office of Safety website at www.fdot.gov/d5safety.

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

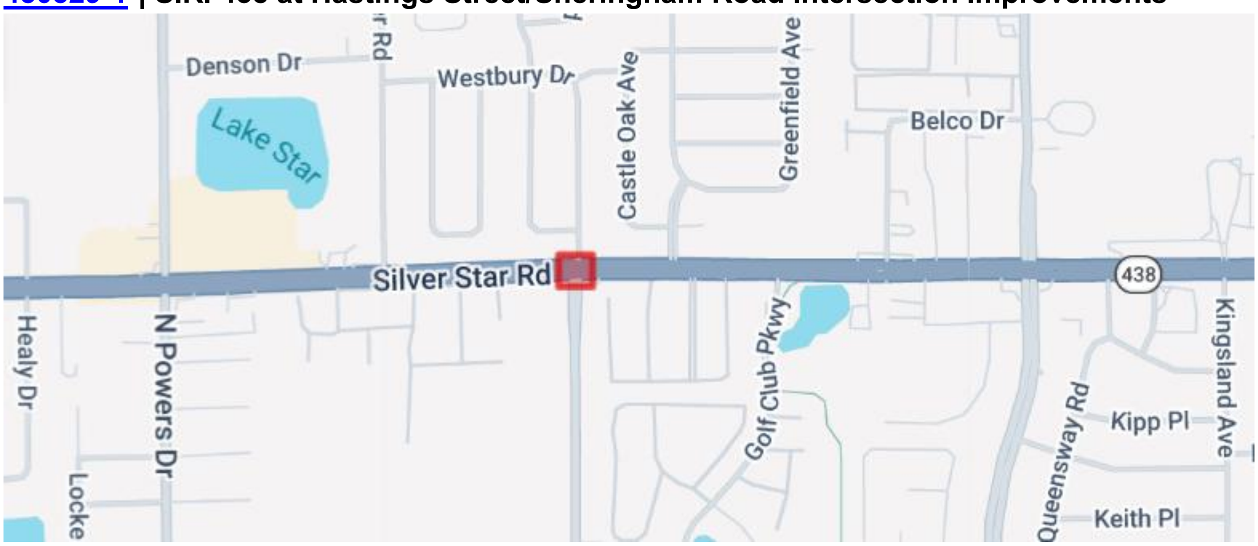
Orange, Osceola, and Seminole Counties
Project Status Update as of July 6, 2026

The following is a brief status update on major FDOT road construction projects in Orange, Osceola, and Seminole counties as of July 6. The next cutoff date is August 3. Information is also available on www.cflroads.com. For questions, please contact Jonathan Scarfe at 386-943-5791 or via email at D5-MPOLiaisons@dot.state.fl.us.

ORANGE COUNTY

ORANGE COUNTY UPCOMING PROJECTS:

450329-1 | S.R. 438 at Hastings Street/Sheringham Road Intersection Improvements

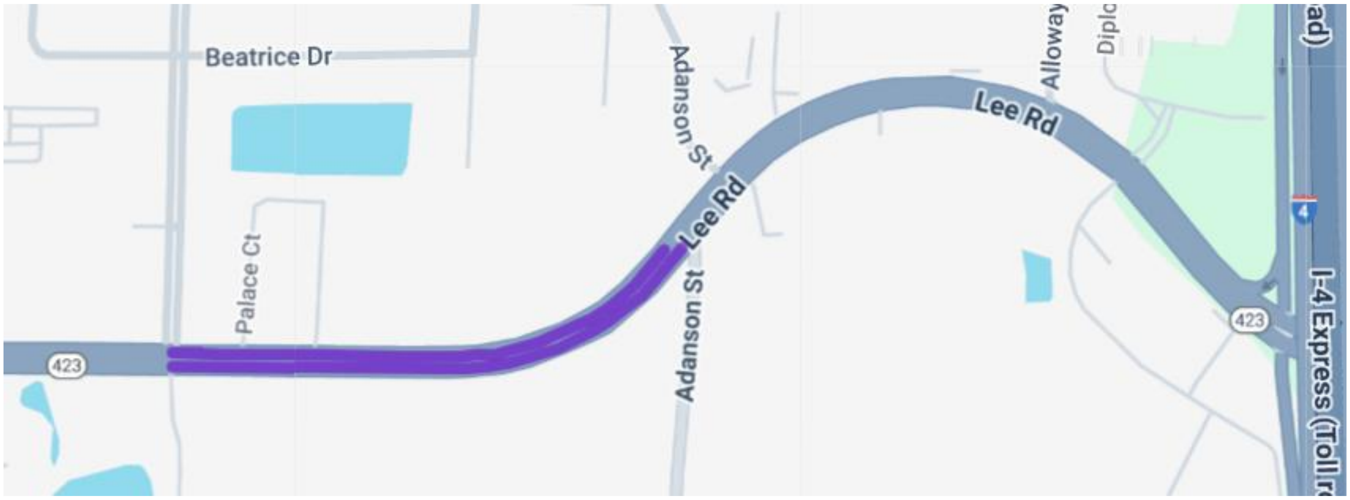


- Contract: T5878
- Contractor: Traffic Control Devices, LLC.
- Project Cost: $1.1 million
- Project Start: September 2026
- Estimated Completion: Early 2027

Description: The purpose of this project is to reconstruct and upgrade the existing traffic signal at the intersection of Silver Star Road (State Road (S.R.) 438) and Hastings Street/Sheringham Road to include new poles and new signal heads with enhanced visibility for drivers. New pedestrian signals will also be added.

ORANGE COUNTY CURRENT PROJECTS:

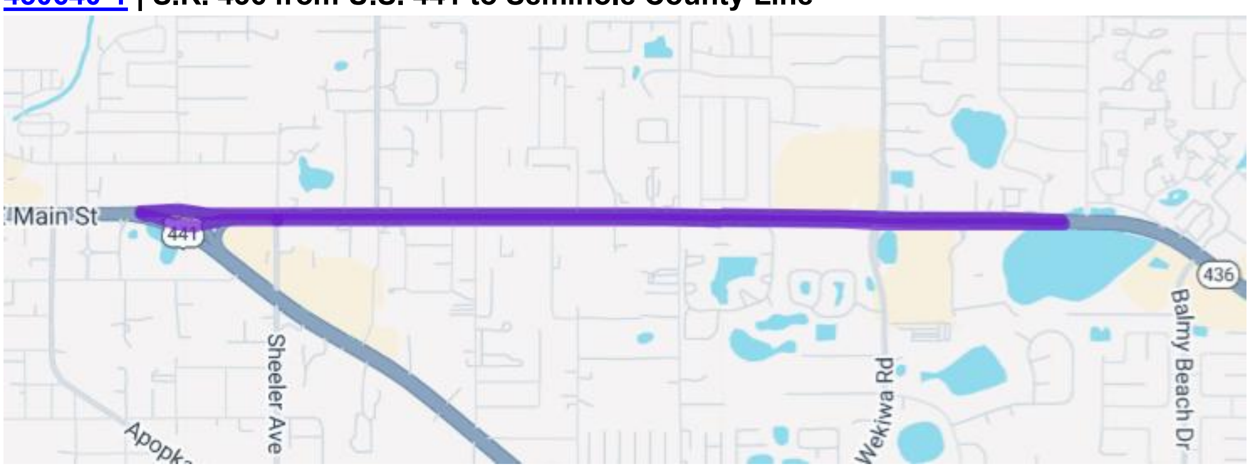
449214-1 | S.R. 423 from Kingswood Drive to Adanson Street



- Contract: T5867
- Contractor: Chinchor Electric Inc.
- Project Cost: $3.3 million
- Project Start: May 2026
- Estimated Completion: Late 2026
- **Description:** This project will construct pedestrian safety improvements along State Road (S.R.) 423 from Kingswood Drive to Adanson Street. Intersection improvements include new crosswalks, updated pedestrian signals, and "Yield to Pedestrian" signs at Kingswood Drive and Adanson Street. The first directional median west of Adanson Street will be closed, and a new traffic signal will replace the existing directional median near the McDonald's and RNR Tire Express entrance at the Lee Road Shopping Center. The roadway will be repaved as needed to accommodate new pavement markings.

Update: The contractor is removing concrete and installing drainage. Strain pole placement is projected for mid-July.

450640-1 | S.R. 436 from U.S. 441 to Seminole County Line

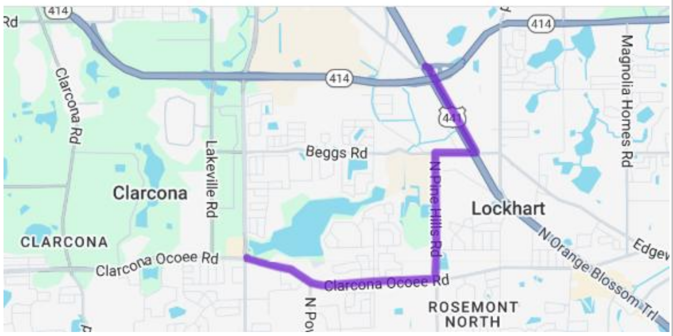
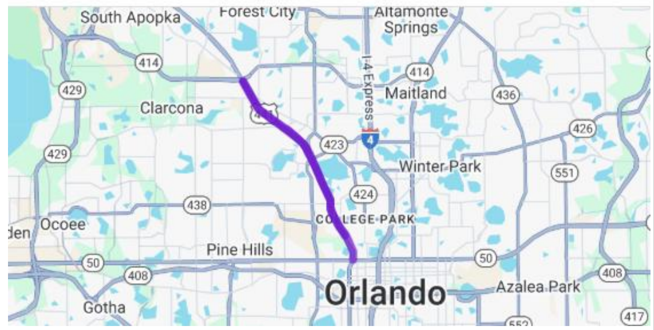


- Contract: E58F6
- Contractor: Ranger Construction Industries Inc.
- Project Cost: $6.9 million

- Project Start: February 2026
- Estimated Completion: Fall 2026
- **Description:** The purpose of this project is to resurface Semoran Boulevard (State Road (S.R.) 436) from U.S. 441 to the Seminole County line. The project will also upgrade pedestrian curb ramps as needed to comply with current Americans with Disabilities Act (ADA) standards. Construction will also include upgrading the signal detection to a video system. This work is being performed under FPID No. 450640-2, but the projects will be constructed under one contract.

Update: The contractor continues friction-course paving along the corridor, as well as signal loop installation.

436433-1 & 447104-1 | S.R. 500 (U.S. 441) – From North of S.R. 50 to S.R. 414 Interchange Ramps

<table>
<tr><th>436433-1 Coast to Coast Trail - Orange County Gap Trail Segment 2</th><th>447104-1 U.S. 441 from S.R. 50 to S.R. 414 Ramps</th></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>The purpose of this project is to construct a multi-use trail facility that will connect the Clarcona-Ocoee Connector Trail to the west and the Seminole Wekiva Trail to the east. This is part of the Coast-to-Coast Trail in Orange County.</td><td>The Florida Department of Transportation (FDOT) is resurfacing approximately 6.5 miles of U.S. 441 (Orange Blossom Trail) from north of Colonial Drive (State Road (S.R.) 50) to the S.R. 414 ramps. This work will extend the life of the existing roadway and enhance overall safety.

Other improvements include the installation of bike lanes in select locations, filling sidewalk gaps, and reconstructing pedestrian curb ramps to meet current Americans with Disabilities Act (ADA) standards. FDOT will also replace the existing open median at Mott Avenue with a directional median to reduce potential conflict points. This change will allow left turns from U.S. 441 onto Mott Avenue while restricting left turns from Mott Avenue and Pope Road onto U.S. 441. A bi-directional median will also be installed at Busby Avenue/National Street to help improve traffic flow.

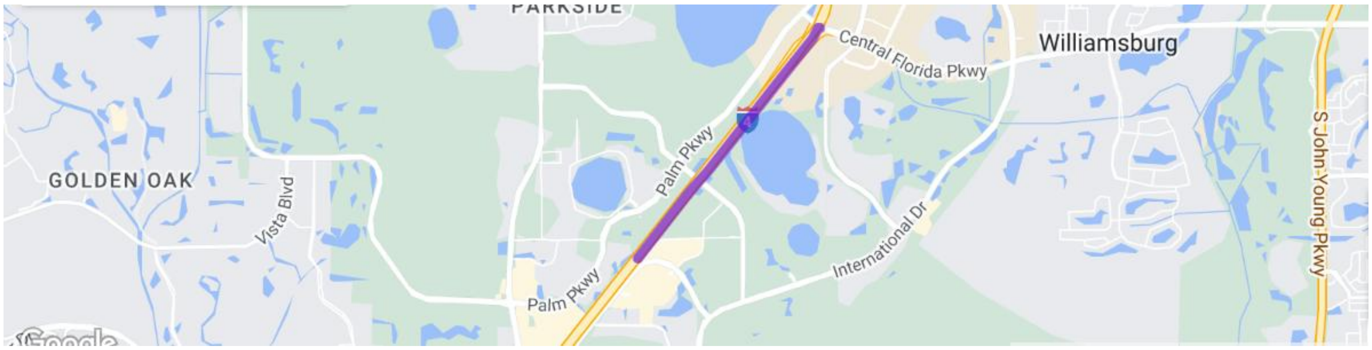
Additional safety improvements include narrowing travel lanes by one foot to help moderate vehicle speeds, widening turn lanes, adding median landscaping, and upgrading traffic signals and lighting to improve visibility and traffic efficiency.</td></tr>
</table>

- Contract: T5851

- Contractor: Jr. Davis Construction Co. Inc.
- Project Cost: $35.2 million
- Project Start: October 2025
- Estimated Completion: Summer 2027

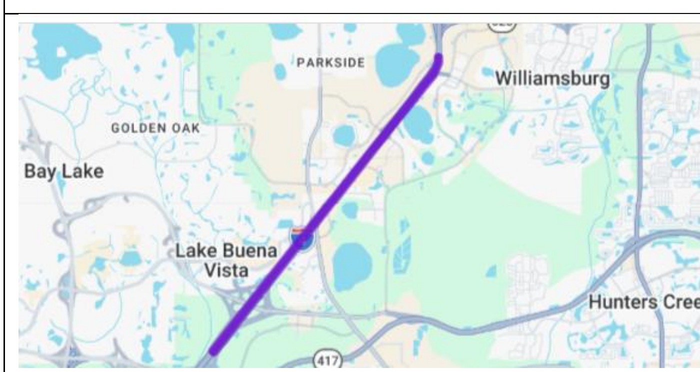
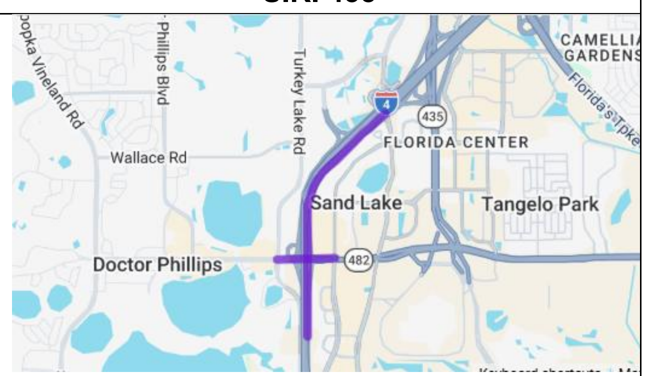
Update: Cleanup work continues, along with roadway widening and sidewalk reconstruction throughout the project. On U.S. 441, crews continue to widen the highway between the southbound lanes north of JYP. The contractor also continues to work on sidewalks, bike separators, and medians. On the Coast-to-Coast Trail, crews are installing sod, pouring sidewalks, and reconstructing turn lanes and travel lanes.

441113-2 | I-4 at Daryl Carter Parkway Interchange Landscaping



- Contract E56F9
- Contractor: Superior Construction Company Southeast LLC
- Project Cost: $83 million
- Project Start: October 2025
- Estimated Completion: Summer 2028
- **Description:** This project will landscape the Daryl Carter Parkway diverging diamond interchange overpass- between Central Florida Parkway and State Road (S.R.) 535. The interchange gives motorists an alternative route to reach retailers and restaurants in the Lake Buena Vista area.

Update: The contractor continues to lay out plant placements, install irrigation, and plant trees and shrubs. They are continuing along Palm Parkway and sodding.

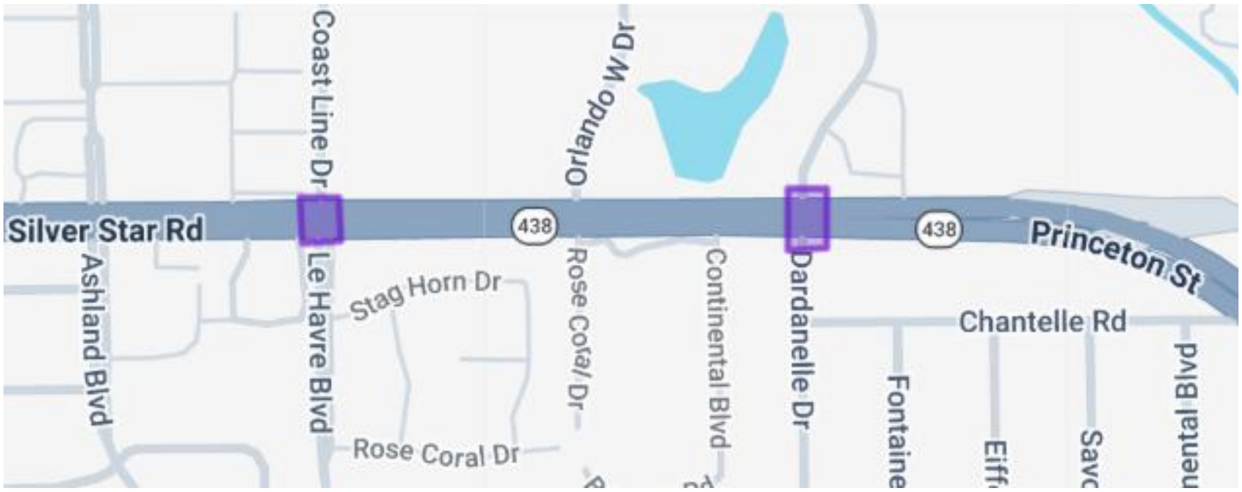
444315-3 | S.R. 400 from west of S.R. 536 to west of S.R. 528	**444315-1 | I-4 at Sand Lake Road Interchange from east of S.R. 528 to west of S.R. 435**
	
The project will construct a single buffer separated express lane on I-4 in the westbound direction from west of State Road (S.R.) 528 to west of Central Florida Parkway. The project will also add the final	This project will convert the Sand Lake Road and I-4 interchange into a Diverging Diamond Interchange (DDI). Unlike a conventional interchange, the lanes in a DDI cross over to the

striping, friction course and tubular markers for the full length of the single buffer express lane on I-4 in the westbound direction, from west of S.R. 528 to west of S.R. 536 Construction began in Spring 2023 and is anticipated to reach completion in Early 2027. This project is being constructed in conjunction with FPID No. 444315-1. The combined construction cost is $219,342,910.12. For the most up-to-date information and status on this project, please visit I4Beyond.com/SandLake.	left side of the roadway at a traffic signal. That limits the number of traffic signal phases and allows drivers to make left turns without crossing oncoming traffic. The lanes then change back to the right side of the road at another traffic signal. These improvements will help to accommodate future projected traffic demand and improve driver safety and efficiency. In a variation of the typical DDI design, the reconfigured interchange will include a new loop ramp from westbound Sand Lake Road to Turkey Lake Road. Motorists traveling west- on Sand Lake Road who want to access Turkey Lake Road south of the interchange will no longer turn left across traffic. Instead, they will enter the loop ramp on the right and pass over Sand Lake Road. At the end of the ramp, they can choose to travel north or south on Turkey Lake Road. Construction began Spring 2023 and is anticipated to reach completion in 2027. This project is being constructed in conjunction with FPID No. 444315-3. The combined construction cost is $219,342,910.12. For the most up-to-date information and status on this project, please visit I4Beyond.com/SandLake.

- Contract: E59A6
- Contractor: Lane Construction Corporation
- Project Cost: $219.3 million
- Project Start: Spring 2023
- Estimated Completion: December 2027

Update: Crews completed pile-driving operations for the new eastbound I-4 bridge over Sand Lake Road (State Road (S.R. 482)), with the last piles installed on Thursday, June 25. Crews are now - placing embankment, limerock, and mechanically stabilized earth (MSE) wall panels to construct the new road surface and bridge over Sand Lake Road. Crews are also installing force main across the intersection of Turkey Lake Road and Sand Lake Road, paving the westbound I-4 Express tube lane, and placing curb along northbound Turkey Lake Road.

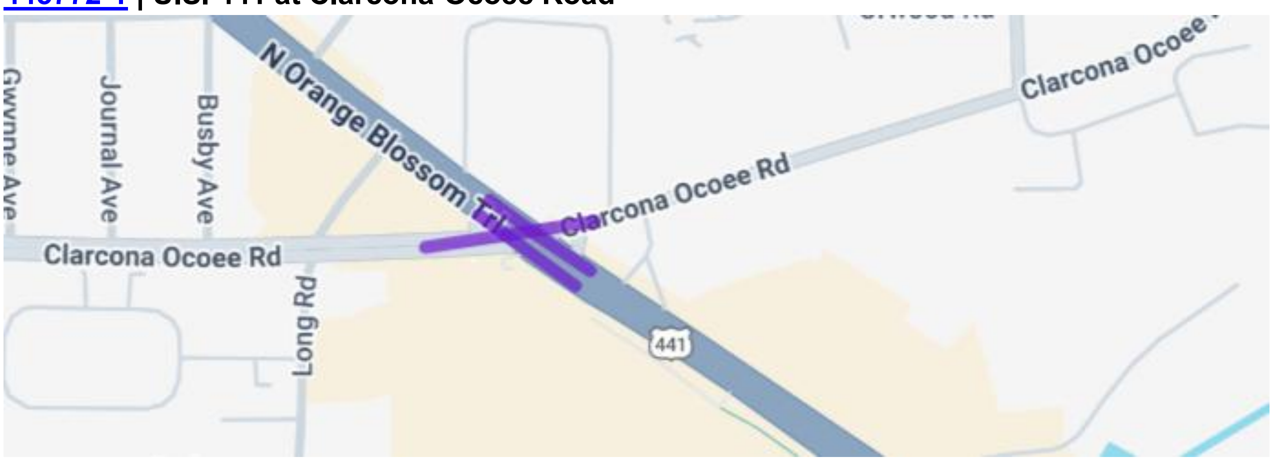
445696-2 | S.R. 438 Intersection Improvements



- Contract: T5872
- Contractor: Blacktip Services Inc.
- Construction Cost: $2.6 million
- Project Start: February 2026
- Estimated Completion: Fall 2026
- **Description:** This project will improve the intersections of Silver Star Road (State Road (S.R.) 438) with Le Havre Boulevard/Coast Line Drive and Dardanelle Drive in the Pine Hills community of Orlando. Planned improvements include adding bi-directional medians and new pedestrian-activated signals at Le Havre Boulevard/Coast Line Drive. At this location, the bi-directional medians will restrict left turns onto Silver Star Road from the side streets. Additionally, when a pedestrian activates the signal, traffic will be stopped to allow pedestrians to cross Silver Star Road diagonally using the median. This project will also reconstruct and upgrade the traffic signals at Dardanelle Drive. Upgrades to the existing lighting are planned at both intersections, and additional signage will be installed to increase pedestrian safety.

Update: The contractor continues to install mast arms and wire cabinets.

445772-1 | U.S. 441 at Clarcona-Ocoee Road

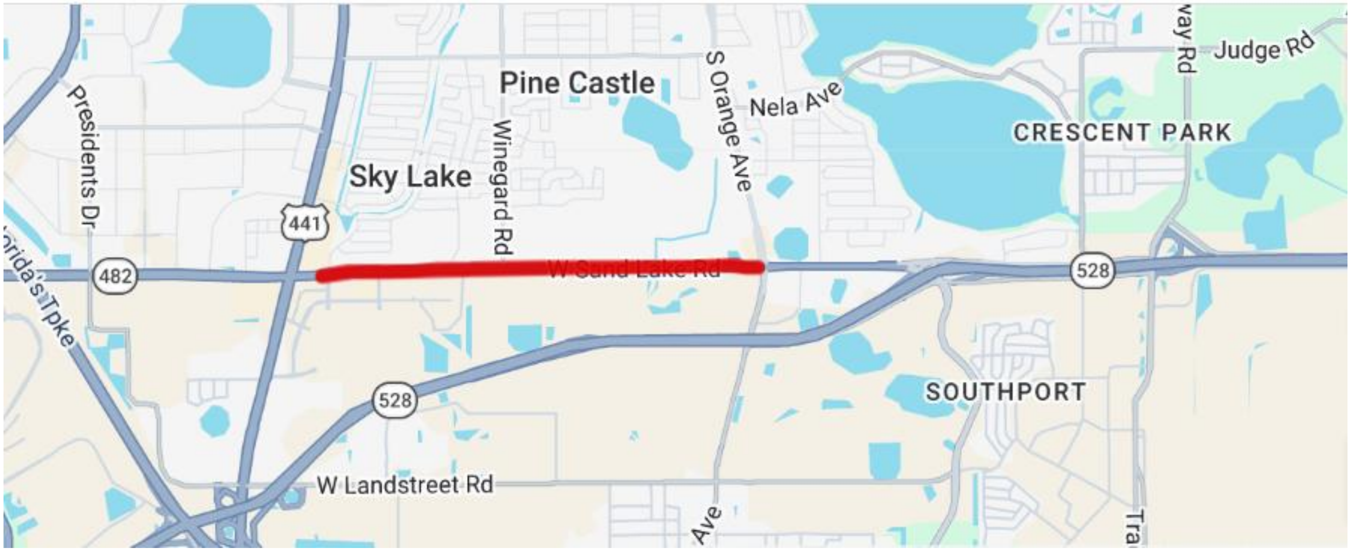


- Contract: T5859
- Contractor: American Design Engineering Construction Inc.
- Construction Cost: $2.7 million
- Project Start: April 2026
- Estimated Completion: Summer 2026

- **Description:** This project will reconstruct and upgrade the existing traffic signal at the intersection of Orange Blossom Trail (U.S. 441/ State Road 500) and Clarcona-Ocoee Road. Improvements include new signal poles, new signal heads with enhanced visibility for drivers, and new pedestrian signals. Additional intersection improvements include the extension of the eastbound right-turn lane.

Update: The contractor continues structural, drainage, crosswalk, signalization work, excavation, widening, and curb and gutter work.

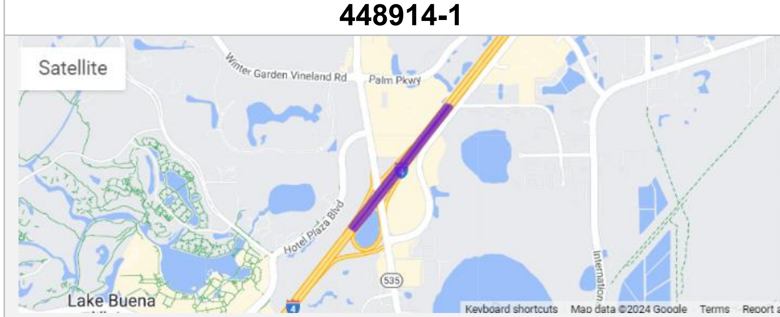
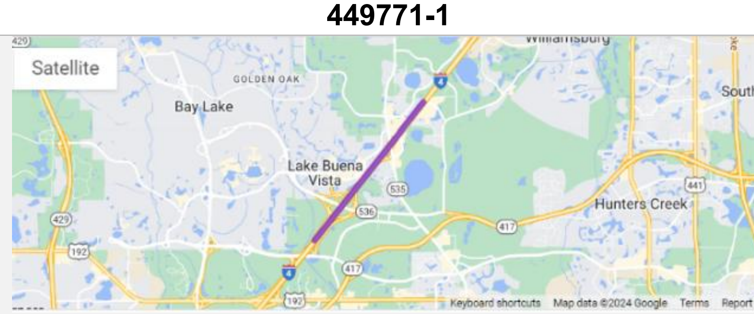
450638-1 | Sand Lake Road (S.R. 482) from Orange Blossom Trail to South Orange Avenue



- Contract: E50G4
- Contractor: Preferred Materials Inc.
- Construction Cost: $4.7 million
- Project Start: April 2026
- Estimated Completion: Fall 2026
- **Description:** The purpose of this project will be to resurface Sand Lake Road (State Road (S.R.) 482) to rehabilitate and restore the asphalt pavement. Project limits are from east of Orange Blossom Trail (U.S. 441) to South Orange Avenue (S.R. 527) in Orange County.

Update: The contractor continues to work on curb ramps, sidewalks, paving, and concrete removal.

448914-1 & 449771-1 | I-4 at S.R. 535 Interchange Improvements

448914-1	449771-1
	

Description: This project will partially reconstruct the Interstate 4 (I-4) and Apopka-Vineland Road (State Road (S.R.) 535) interchange to enhance safety and improve access to and from westbound I-4.

Planned improvements include:

- Constructing a new loop ramp from northbound Apopka-Vineland Road to westbound I-4. The ramp will enhance safety and mobility by eliminating the need for motorists to turn left across traffic.
- Realigning the westbound I-4 entrance ramp from southbound Apopka-Vineland Road, improving traffic flow, and giving motorists more time to merge onto I-4.
- Lengthening the westbound I-4 exit ramp to Apopka-Vineland Road to reduce backups onto the I-4 mainline.
- Milling and resurfacing Apopka-Vineland Road and extending storage for left- and right-turn lanes.

To learn more, please visit: www.i4beyond.com.

Description: This project will add a single, buffer-separated, westbound managed lane to Interstate 4 (I-4) from west of State Road (S.R.) 536 to west of Daryl Carter Parkway. The complete managed lane will be built in three separate projects extending from west of S.R. 536 to west of Sand Lake Road (S.R. 482). The buffer-separated express lane will be open once all three segments are completed.

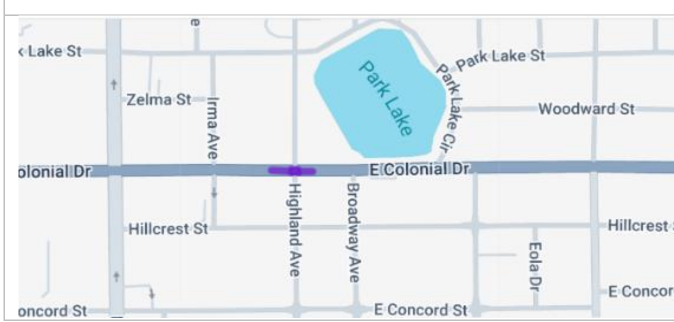
To learn more, please visit: www.i4beyond.com.

- Contract E55B8
- Contractor: Lane Construction Corp.
- Project Cost: $102 million
- Project Start: October 2023
- Estimated Completion: Fall 2028

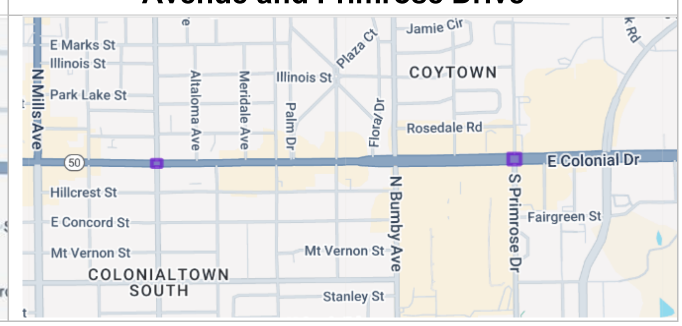
Update: Crews completed the first concrete deck pour for the new bridge in the median of I-4 over Apopka-Vineland Road (State Road (S.R.) 535) on - June 25. The second pour for the new bridge to extend I-4 Express is scheduled for the week of July 6. Crews continue installing MSE wall panels for the new loop ramp connecting westbound I-4 to northbound Apopka-Vineland Road. Crews are also stabilizing limerock in preparation for paving for the widening of the eastbound I-4 entrance ramp from northbound Apopka-Vineland Road. Paving is scheduled for the week of July 12. Other activities include paving for the westbound I-4 Express extension and the installation of drainage.

ORANGE COUNTY RECENTLY COMPLETED PROJECTS:

447607-1 | S.R. 50 at Highland Avenue



447717-1 | S.R. 50 at North Fern Creek Avenue and Primrose Drive

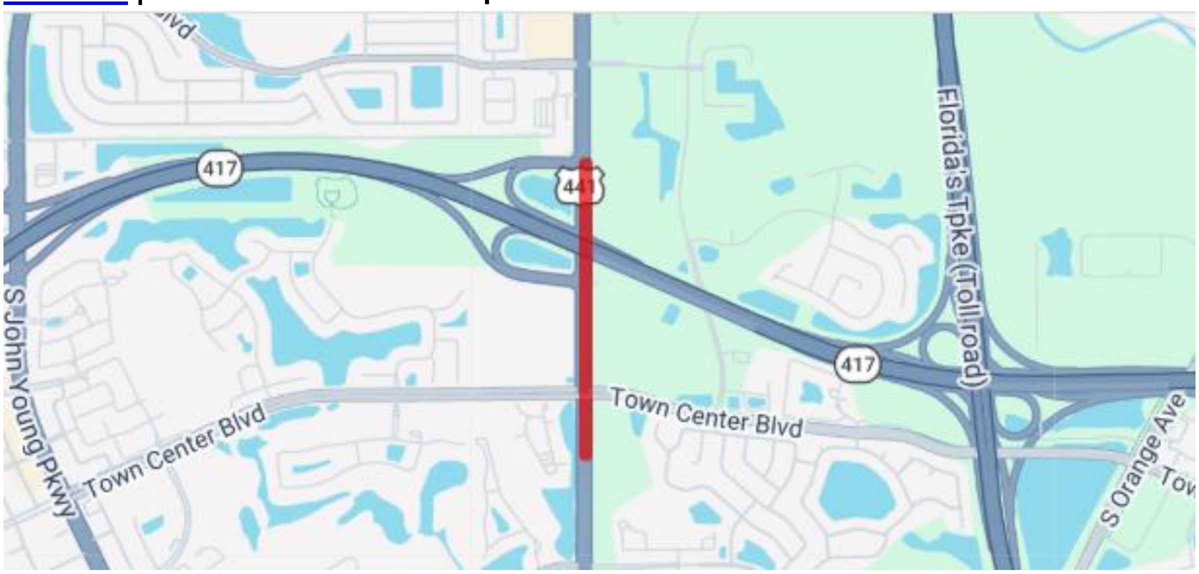


Description: The project will reconstruct the existing traffic signal at the intersection of East Colonial Drive (State Road 50) and Highland Avenue with upgraded signal poles and signal heads. The project also proposes reconstructing and extending the curb on all four corners to help define the on-street parking and reduce pedestrian crossing distances at the intersection. The curb reconstruction also includes modifications to more easily accommodate large vehicles making turns onto Highland Avenue. Other safety improvements include reconstructing the sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing sidewalk connections to bus pads. Necessary drainage modifications are also planned.	**Description:** This project will reconstruct the existing traffic signals at the intersections of Colonial Drive (State Road (S.R.) 50) and North Fern Creek Avenue and Colonial Drive at Primrose Drive with upgraded signal poles and signal heads. Pedestrian safety improvements include reconstructing the curbs on all four corners, reconstructing sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing a new bus pad at Primrose Drive.

- Contract T5817
- Contractor: Chinchor Electric Inc.
- Combined Project Cost: $5 million
- Project Start: November 2024
- Completion: Spring 2026

Update: The projects received final acceptance on 6/16/26.

454600-1 | U.S. 441 Intersection Improvements



- Contract: E50G0
- Contractor: Garcia Civil Contractors
- Construction Cost: $556,000
- Project Start: February 2026
- Completion: Spring 2026
- **Description:** This project is intended to relieve congestion and improve safety along U.S. 441 (Orange Blossom Trail) from south of Town Center Boulevard to north of the State Road (S.R.) 417 ramps in Orange County. The project will extend the northbound left-turn lanes from U.S. 441 to

Town Center Boulevard, the northbound S.R. 417 on-ramp, and the southbound S.R. 417 on-ramp. The longer turn lanes will provide more space to hold vehicles waiting to turn left.

Update: The contractor received final acceptance on 6/11/26.

OSCEOLA COUNTY

OSCEOLA COUNTY UPCOMING PROJECTS:

None to report.

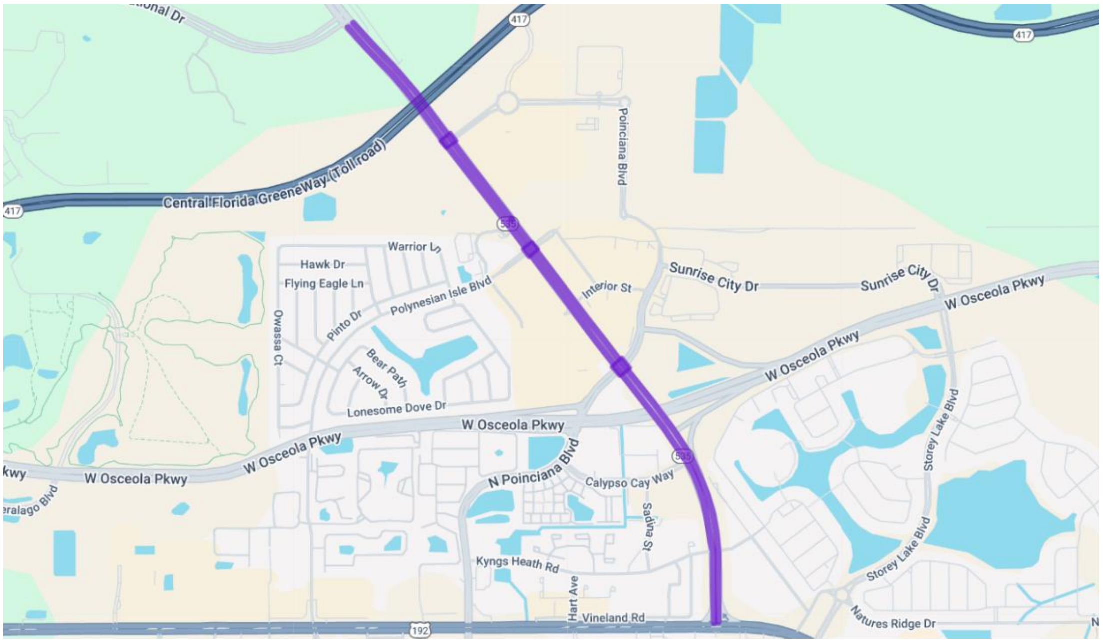
OSCEOLA COUNTY CURRENT PROJECTS:

443702-1 | S.R. 60 EB & WB Passing Lanes from Blanket Bay Slough to Peavine Road

- Contract T5836
- Contractor: C.W. Roberts Contracting Inc.
- Project Cost: $18.3 million
- Project Start: July 2025
- Estimated Completion: Late 2026
- **Description:** The purpose of the project is to add an eastbound and westbound passing lane on State Road (S.R.) 60. Other improvements include reapplying audible and vibratory roadway treatments, enhancing signs, and drainage improvements.

Update: The contractor continues to work on drainage and structure installation, clearing and grubbing, and widening.

445299-1 | S.R. 535 from north of U.S. 192 to south of International Drive



- Contract: T5823
- Contractor: The Middlesex Corp.
- Construction Cost: $11.9 million
- Project Start: November 2024
- Estimated Completion: Summer 2026
- **Description:** This project intends to resurface State Road (S.R.) 535 from north of U.S. 192 to south of International Drive and implement operational and safety improvements along the corridor. The intersection at Poinciana Boulevard will also be modified to allow traffic on S.R. 535 to turn right or go straight through the intersection. S.R. 535 traffic desiring to turn left onto the side street would go through the intersection, make a U-turn, and then turn right onto the side street. Traffic from the side streets can go straight through the intersection or turn right or left onto S.R. 535. Other safety improvements, such as curb reconstruction to shorten pedestrian crossing distances and turn-lane and traffic-signal upgrades, are planned at Kyngs Heath Road, the Osceola Parkway eastbound on-ramp, Poinciana Boulevard and LBV Factory Stores Drive. The project will add a third left-turn lane from southbound S.R. 535 onto eastbound U.S. 192. Pedestrian crosswalks and upgraded pedestrian signals, as well as enhanced lighting at signalized intersections, are also planned.

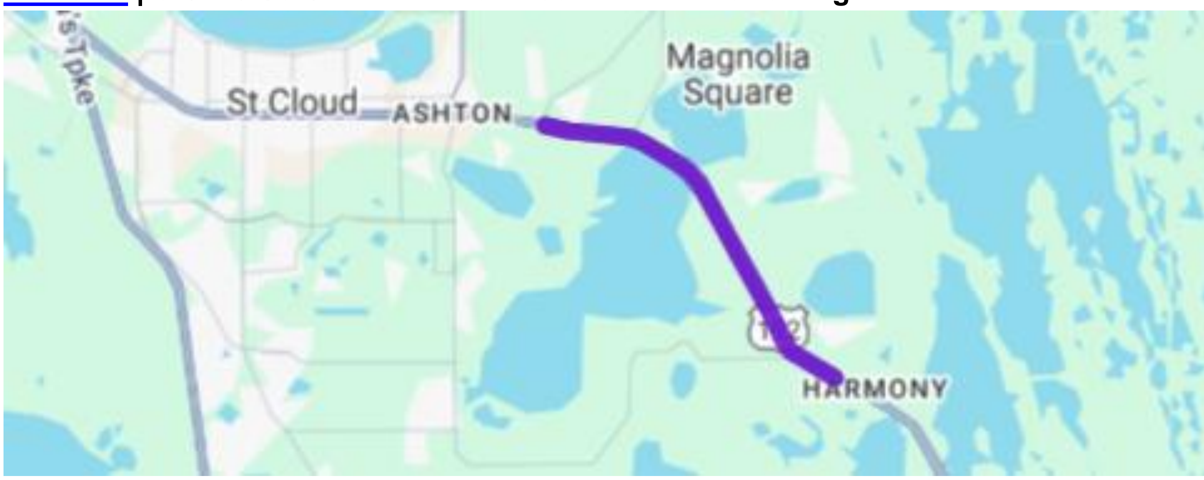
Update: The contractor is awaiting final acceptance.

448783-1 | U.S. 192 from Bamboo Lane to Main Street

- Contract: T5843
- Contractor: Hubbard Construction Co.
- Construction Cost: $26 million
- Project Start: July 2025
- Estimated Completion: Late 2026
- **Description:** The purpose of this project is to improve safety and operations along U.S. 192 (Vine Street) from Bamboo Lane to Main Street in Kissimmee. In addition to repaving the roadway, the project will provide new 7-foot-wide buffered bicycle lanes from east of Bamboo Lane to Hoagland Boulevard. The project also enhances pedestrian safety by adding signalized crossing opportunities at Club Sevilla, south of Four Winds Boulevard and at Oren Brown Road. At Club Sevilla, the project adds a pedestrian-activated signal and reconstructs the existing bi-directional median. The crossing near Four Winds Boulevard will be equipped with a Pedestrian Hybrid Beacon (PHB), and there will be a new traffic signal, pedestrian signals, and crosswalks at Oren Brown Road. A turn-lane extension and pedestrian improvements at Old Vineland Road are also planned, as well as pedestrian curb-ramp upgrades and sidewalk connections at Yates Road and Mann Street.

Update: The contractor continues working on signalization and sidewalk for Phase 2, erosion control, maintenance, and milling and resurfacing.

448796-1 | U.S. 192/U.S. 441 from C.R. 532 to Arthur J. Gallagher Boulevard



- Contract: T5854
- Contractor: Jr. Davis Construction Co. Inc.
- Construction Cost: $16 million
- Project Start: October 2025
- Estimated Completion: Fall 2026
- **Description:** The Florida Department of Transportation (FDOT) is resurfacing U.S. 192/U.S. 441 (State Road (S.R.) 500/East Irlo Bronson Memorial Highway) from Nova Road (County Road (C.R.) 532) to Arthur J. Gallagher Boulevard to extend the life of the existing roadway. A 6-foot sidewalk will be added along westbound U.S. 192/U.S. 441 to enhance pedestrian safety and mobility along the corridor. This project includes improvements at the Arthur J. Gallagher Boulevard intersection, such as upgraded traffic signals, signage, and pavement markings. Safety enhancements include the installation of a supplemental traffic signal closer to the intersection for increased visibility, as well as a new pedestrian signal detector and crosswalk at the west end of the intersection. A bicycle through lane (or keyhole lane) will be added at the Nova Road intersection, and new intersection lighting is planned at Old Melbourne Highway (C.R. 500A). Pedestrian curb ramps will be reconstructed to meet current Americans with Disabilities Act (ADA) standards. Landscaping enhancements will also be placed between Lake Lizzie Court and Lake Lizzie Drive.

Update: The contractor continues laying sod, installing permanent signage, and striping.

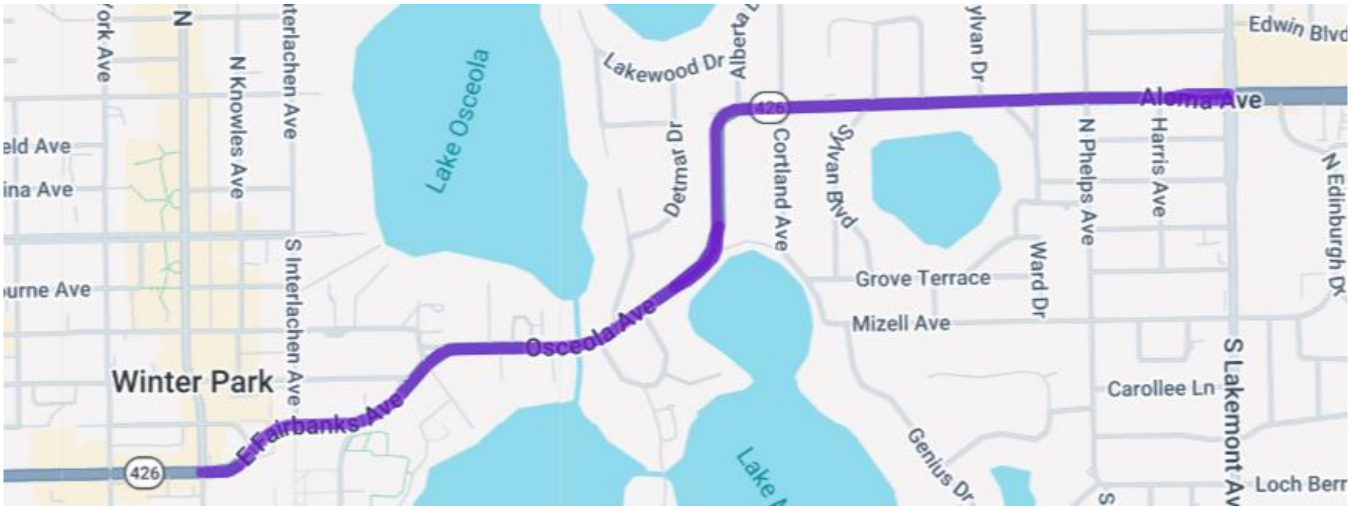
Osceola County Recently Completed Projects:

None to report.

Seminole County

Seminole County Upcoming Projects:

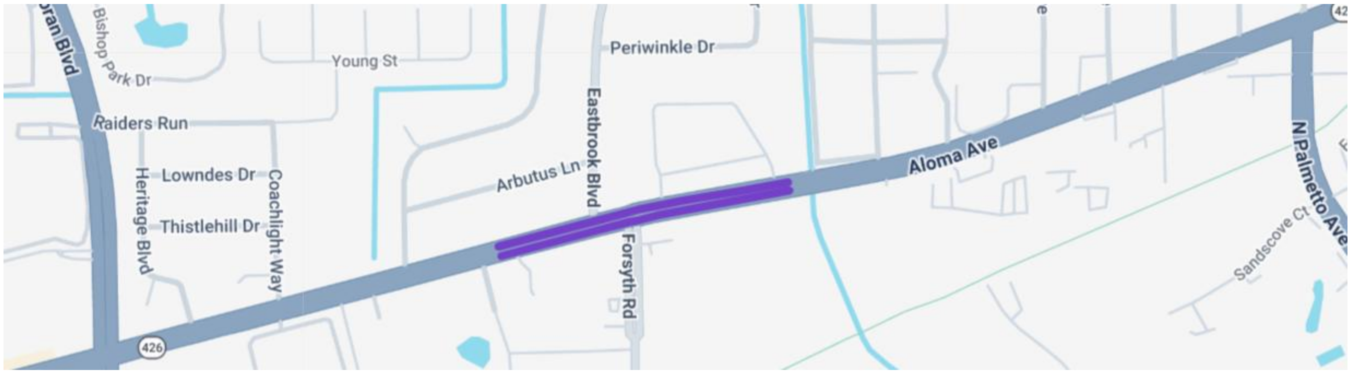
451282-2 | S.R. 426 (Fairbanks Avenue) from South Park Avenue to North Lakemont Avenue



- Contract: T5874
- Contractor: Masci General Contractors Inc.
- Project Cost: $8.9 million
- Project Start: August 2026
- Estimated Completion: Fall 2027
- **Description:** The goal of this project is to enhance safety along a segment of Fairbanks Avenue (State Road (S.R.) 426) from South Park Avenue to North Lakemont Avenue in Winter Park, near Rollins College. In addition to resurfacing the roadway, the project will introduce several features designed to encourage safer driving speeds and heighten driver awareness near the curve at Brewer Avenue. The project also aims to improve pedestrian connectivity. Planned improvements include raised intersections, speed tables, upgraded pavement markings and signage, and reconstruction of an existing wall. Three new midblock crossings equipped with Pedestrian Hybrid Beacons will also be installed near Henkel Circle, Trismen Park, and Fletcher Place. These design features were developed with input from a 2019 coalition project that invited participation from local property owners, residents, businesses, government partners, and other interested individuals. The project will be constructed with FPID No. 450775-1.

Update: The preconstruction meeting is scheduled for July 16, 2026.

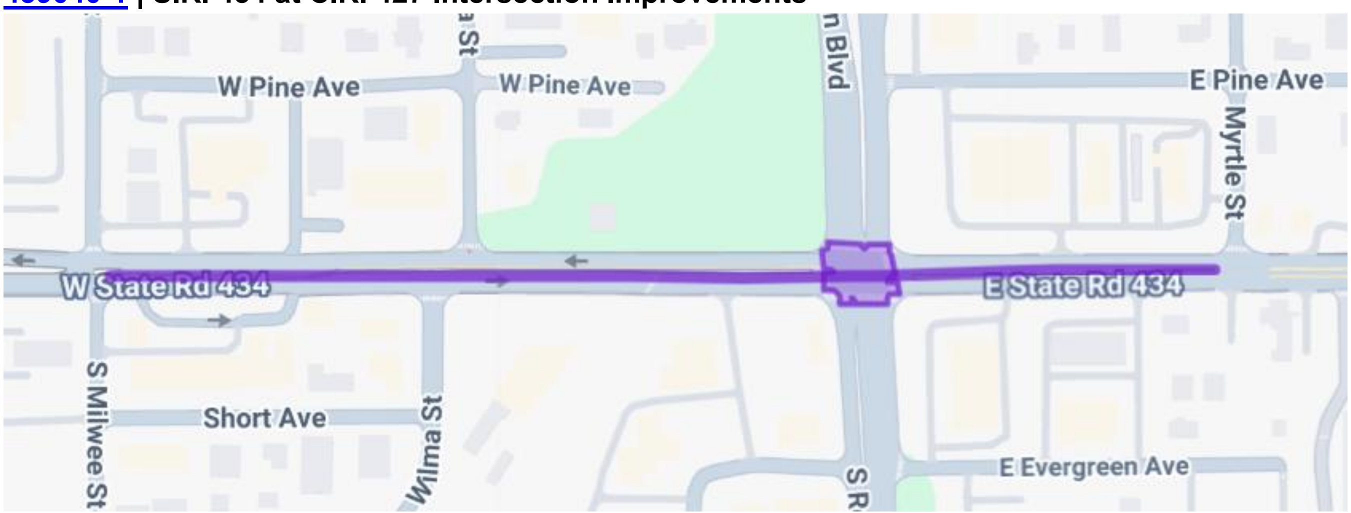
450775-1 | S.R. 426 from west of Eastbrook Boulevard to east of Oak Reserve Lane



- Contract: T5874
- Contractor: Masci General Contractors Inc.
- Project Cost: $643,000
- Project Start: August 2026
- Estimated Completion: Fall 2027
- **Description:** The purpose of this project is to resurface Aloma Avenue (State Road (S.R.) 426) from west of Eastbrook Boulevard to east of Oak Reserve Lane. The project will also upgrade pedestrian curb ramps as needed in accordance with current Americans with Disabilities Act (ADA) standards. The project will be constructed with FPID No. 451282-2.

Update: The preconstruction meeting is scheduled for July 16, 2026.

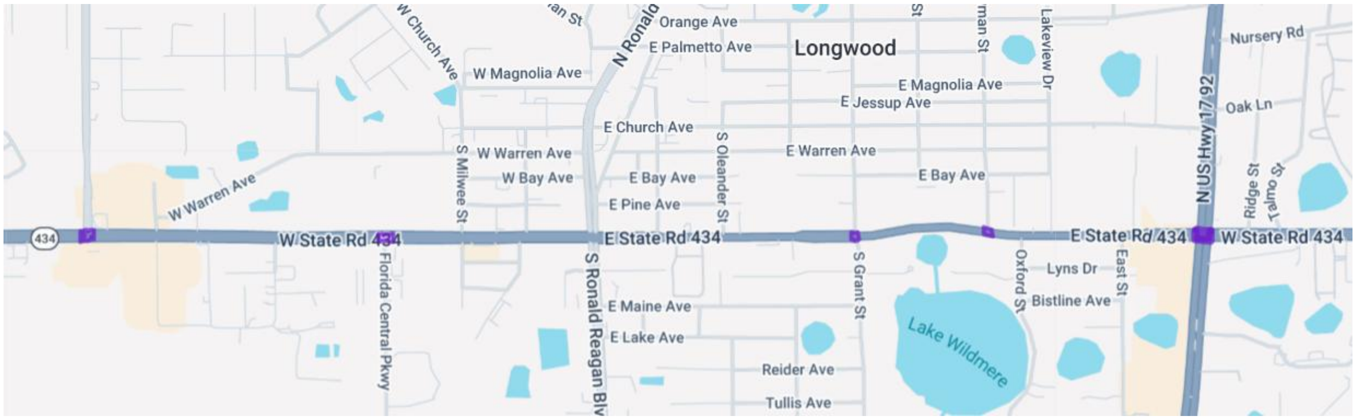
439040-1 | S.R. 434 at C.R. 427 Intersection Improvements



- Contract: T5863
- Contractor: Masci General Contractors Inc.
- Project Cost: $4.8 million
- Project Start: November 2026
- Estimated Completion: Early 2028
- **Description:** The purpose of this project is to improve operations at the intersection of State Road (S.R.) 434 and County Road (C.R.) 427 (S. Ronald Reagan Boulevard) by including additional turn lanes. The project begins at South Milwee Street and extends to just west of South Oleander Street. The proposed improvements will create dual left turns for the east and westbound traffic on S.R. 434 to C.R. 427. A new exclusive right turn lane will be added for the eastbound S.R. 434 traffic

turning onto C.R. 427. The project will also include bike lanes on S.R. 434 from South Milwee Street to C.R. 427, as well as minor drainage, sidewalk, and signalization improvements. This project was designed by Seminole County. Right of way was purchased by FDOT. The project will be constructed with the State Road 434 safety improvements project (443838-1).

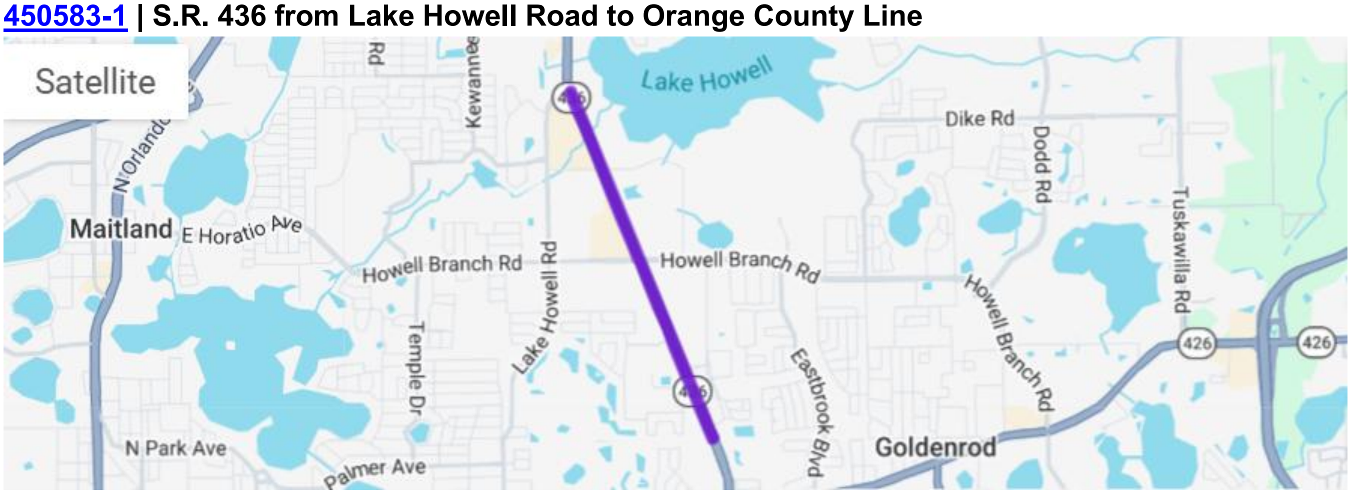
443838-1 | S.R. 434 Intersection Improvements



- Contract: T5863
- Contractor: Masci General Contractors Inc.
- Project Cost: $1.8 million
- Project Start: November 2026
- Estimated Completion: Early 2028
- **Description:** The purpose of this project is to make safety improvements on State Road (S.R.) 434 at five signalized intersections: Rangeline Road, Florida Central Parkway, Grant Street, Wayman Street and U.S. 17-92. Planned improvements include sidewalk repairs and enhancements, reconstruction of curb ramps to meet current Americans with Disabilities Act (ADA) standards, and upgrades to pedestrian signals for improved accessibility and visibility. Additionally, the project plans improvements to make U-turns safer at the Wayman Street and Grant Street intersections. The project will be constructed with the County Road 427 intersection improvements project (439040-1).

SEMINOLE COUNTY CURRENT PROJECTS:

450583-1 | S.R. 436 from Lake Howell Road to Orange County Line

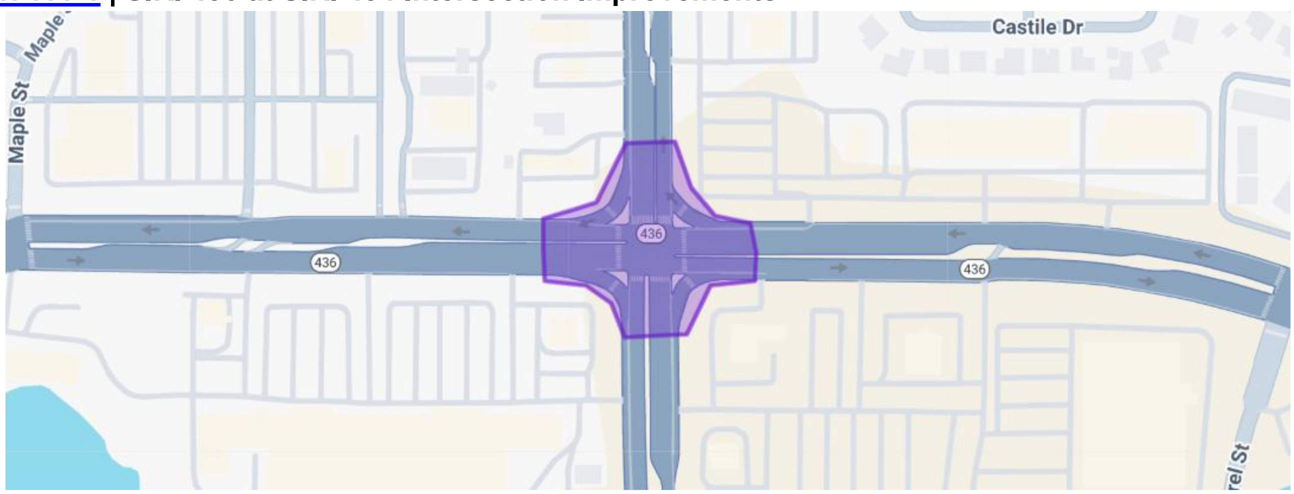


- Contract: E50G8
- Contractor: C.W.R Contracting, Inc.
- Project Cost: $6.8 million
- Project Start: June 2026
- Estimated Completion: Spring 2027
- **Description:** The purpose of this project is to repave a segment of State Road (S.R.) 436 from Lake Howell Road to the Orange County line to maintain the roadway. The project will also upgrade pedestrian crosswalks and curb ramps as needed in accordance with current Americans with Disabilities Act (ADA) standards. Additionally, the City of Casselberry coordinated with the design team to propose raised concrete channelizing islands, which will be constructed at several locations along the corridor to control the flow of traffic through intersections and past driveways.

Update: The contractor is currently removing concrete and milling and resurfacing.

RECENTLY COMPLETED:

447411-1 | S.R. 436 at S.R. 434 Intersection Improvements



- Contract: E51F5
- Contractor: Alexander Design + Build LLC
- Project Cost: $2.7 million
- Project Start: November 2024
- Estimated Completion: Spring 2026
- **Description:** The purpose of the project is to construct operational and safety improvements at the intersection of State Road (S.R.) 436 and S.R. 434. This project plans to reconstruct and upgrade the existing traffic signal, including new mast-arm signal poles. The project also proposes removing the free-flow right-turn lanes and bringing all turning movements under signal control. Pedestrian-crosswalk and signal upgrades, as well as turn-lane widening, are included.

Update: The project received final acceptance on 6/10/26.

RON DESANTIS
GOVERNOR

JARED W. PERDUE, P.E.
SECRETARY

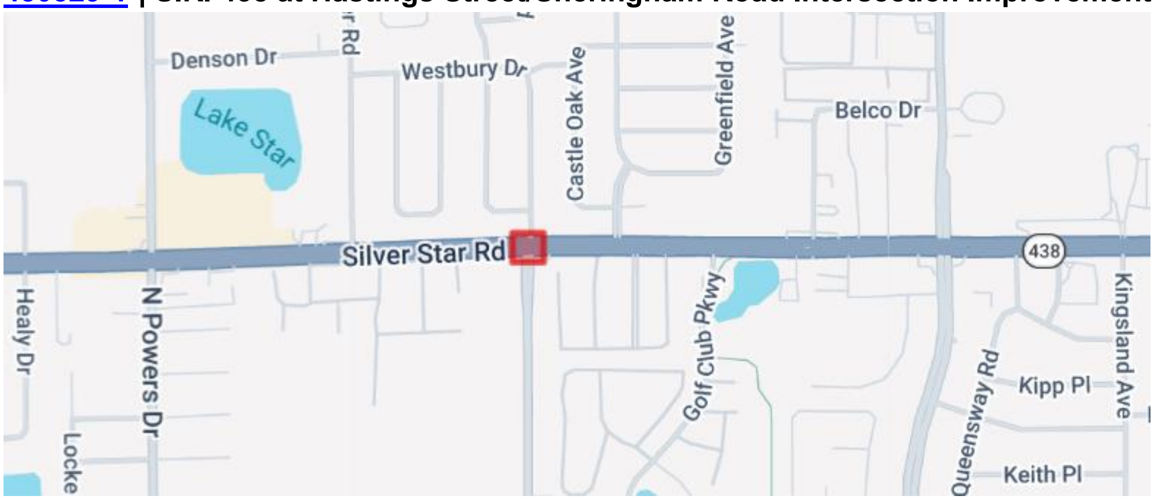
Orange, Osceola, and Seminole Counties
Project Status Update as of August 3, 2026

The following is a brief status update on major FDOT road construction projects in Orange, Osceola, and Seminole counties as of August 3. The next cutoff date is September 4. Information is also available on www.cflroads.com. For questions, please contact Jonathan Scarfe at 386-943-5791 or via email at D5-MPOLiaisons@dot.state.fl.us.

ORANGE COUNTY

ORANGE COUNTY UPCOMING PROJECTS:

450329-1 | S.R. 438 at Hastings Street/Sheringham Road Intersection Improvements

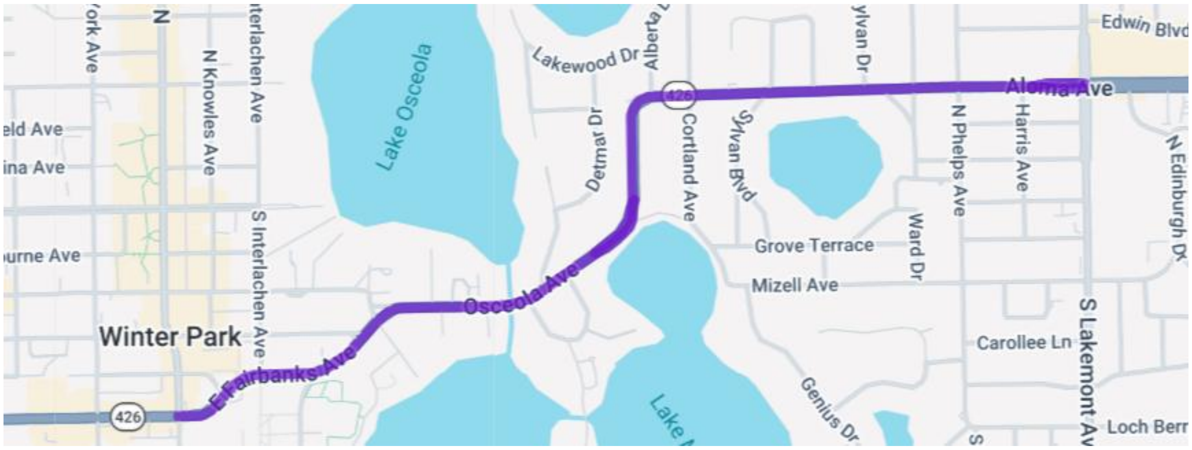


- Contract: T5878
- Contractor: Traffic Control Devices, LLC.
- Project Cost: $1.1 million
- Project Start: September 2026
- Estimated Completion: Early 2027

Description: The purpose of this project is to reconstruct and upgrade the existing traffic signal at the intersection of Silver Star Road (State Road (S.R.) 438) and Hastings Street/Sheringham Road to include new poles and new signal heads with enhanced visibility for drivers. New pedestrian signals will also be added.

ORANGE COUNTY CURRENT PROJECTS:

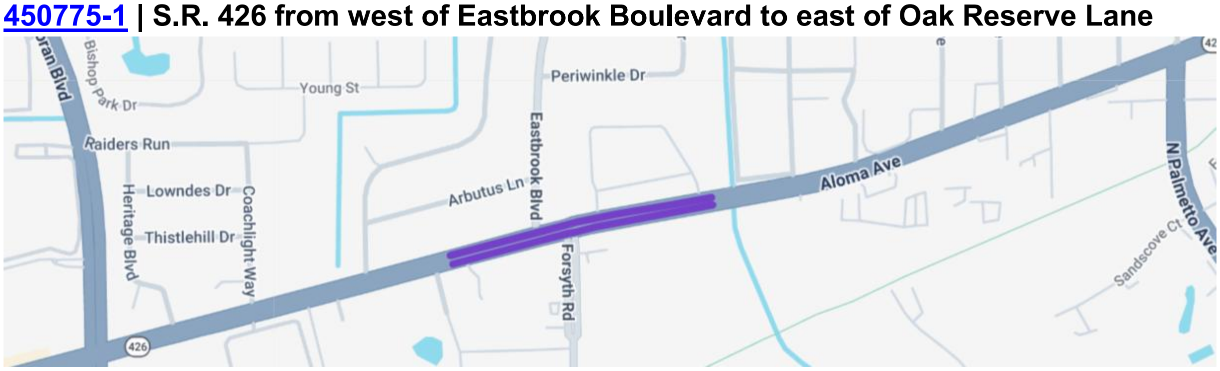
[451282-2](#) | S.R. 426 (Fairbanks Avenue) from South Park Avenue to North Lakemont Avenue



- Contract: T5874
- Contractor: Masci General Contractors Inc.
- Project Cost: $8.88 million
- Project Start: August 2026
- Estimated Completion: Fall 2027
- **Description:** The goal of this project is to enhance safety along a segment of Fairbanks Avenue (State Road (S.R.) 426) from South Park Avenue to North Lakemont Avenue in Winter Park, near Rollins College. In addition to resurfacing the roadway, the project will introduce several features designed to encourage safer driving speeds and heighten driver awareness near the curve at Brewer Avenue. The project also aims to improve pedestrian connectivity. Planned improvements include raised intersections, speed tables, upgraded pavement markings and signage, and reconstruction of an existing wall. Three new midblock crossings equipped with Pedestrian Hybrid Beacons will also be installed near Henkel Circle, Trismen Park, and Fletcher Place. These design features were developed with input from a 2019 coalition project that invited participation from local property owners, residents, businesses, government partners, and other interested individuals. The project will be constructed with FPID No. 450775-1.

Update: The Construction Open House was held on July 13, 2026, followed by the preconstruction meeting on July 16, 2026. Construction of the raised midblock crossings began on August 3.

450775-1 | S.R. 426 from west of Eastbrook Boulevard to east of Oak Reserve Lane

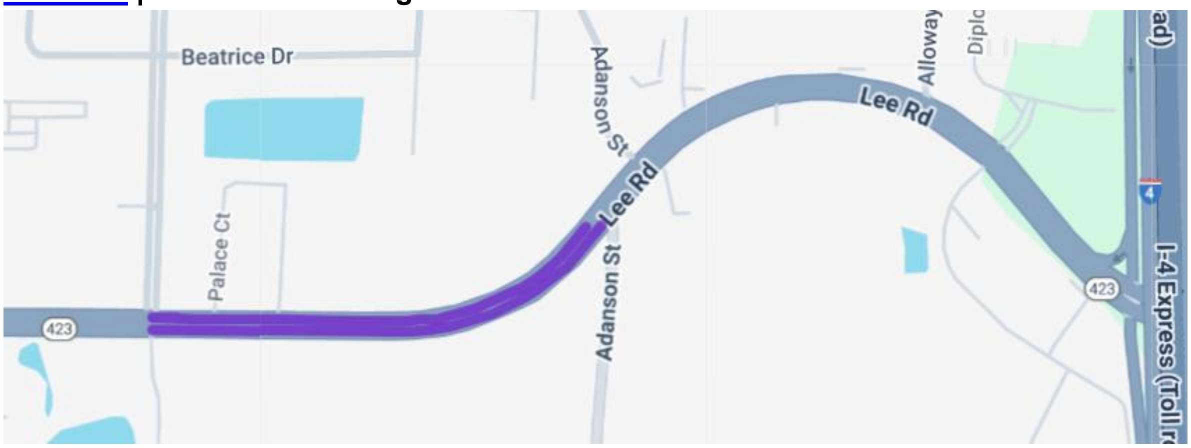


- Contract: T5874
- Contractor: Masci General Contractors Inc.

- Project Cost: $643,000
- Project Start: August 2026
- Estimated Completion: Fall 2027
- **Description:** The purpose of this project is to resurface Aloma Avenue (State Road (S.R.) 426) from west of Eastbrook Boulevard to east of Oak Reserve Lane. The project will also upgrade pedestrian curb ramps as needed in accordance with current Americans with Disabilities Act (ADA) standards. The project will be constructed with FPID No. 451282-2.

Update: The Construction Open House was held on July 13, 2026, followed by the preconstruction meeting on July 16, 2026. Milling and resurfacing is expected to begin in late 2026 and is expected to run concurrently with resurfacing on 451282-2.

449214-1 | S.R. 423 from Kingswood Drive to Adanson Street



- Contract: T5867
- Contractor: Chinchor Electric Inc.
- Project Cost: $3.3 million
- Project Start: May 2026
- Estimated Completion: Late 2026
- **Description:** This project will construct pedestrian safety improvements along State Road (S.R.) 423 from Kingswood Drive to Adanson Street. Intersection improvements include new crosswalks, updated pedestrian signals, and "Yield to Pedestrian" signs at Kingswood Drive and Adanson Street. The first directional median west of Adanson Street will be closed, and a new traffic signal will replace the existing directional median near the McDonald's and RNR Tire Express entrance at the Lee Road Shopping Center. The new intersection will also be equipped with crosswalks, pedestrian signals and "Yield to Pedestrian" signs. The roadway will be repaved as needed to accommodate new pavement markings.

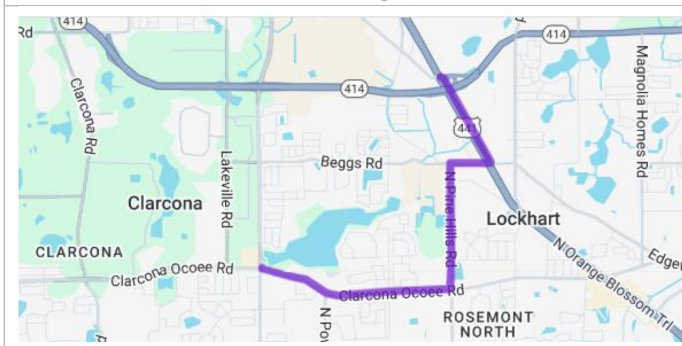
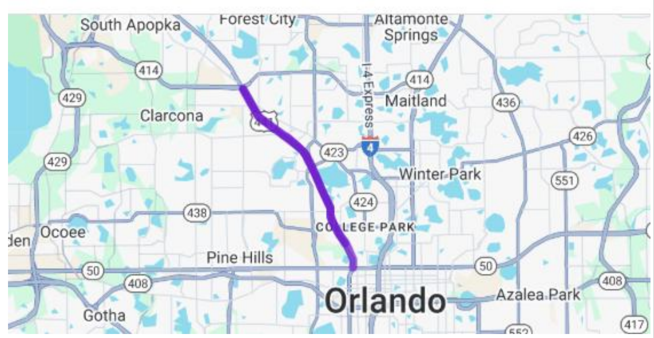
Update: The contractor is currently installing drainage structures and strain poles. To date, 8 of the 12 planned strain poles have been installed throughout the corridor. Following completion of the remaining strain poles, the contractor will begin installing span wires while continuing drainage structure installation, concrete demolition and reconstruction, and clearing and grubbing operations.

450640-1 | S.R. 436 from U.S. 441 to Seminole County Line

- Contract: E58F6
- Contractor: Ranger Construction Industries Inc.
- Project Cost: $6.9 million
- Project Start: February 2026
- Estimated Completion: Fall 2026
- **Description:** The purpose of this project is to resurface Semoran Boulevard (State Road (S.R.) 436) from U.S. 441 to the Seminole County line. The project will also upgrade pedestrian curb ramps as needed to comply with current Americans with Disabilities Act (ADA) standards. Construction will also include upgrading the signal detection to a video system. This work is being performed under FPID No. 450640-2, but the projects will be constructed under one contract.

Update: The contractor has completed friction course paving throughout the corridor and is now installing thermoplastic pavement markings.

436433-1 & 447104-1 | S.R. 500 (U.S. 441) – From North of S.R. 50 to S.R. 414 Interchange Ramps

<table>
<tr><th>436433-1 Coast to Coast Trail - Orange County Gap Trail Segment 2</th><th>447104-1 U.S. 441 from S.R. 50 to S.R. 414 Ramps</th></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>The purpose of this project is to construct a multi-use trail facility that will connect the Clarcona-Ocoee Connector Trail to the west and the Seminole Wekiva Trail to the east. This is part of the Coast-to-Coast Trail in Orange County.</td><td>The Florida Department of Transportation (FDOT) is resurfacing approximately 6.5 miles of U.S. 441 (Orange Blossom Trail) from north of Colonial Drive (State Road (S.R.) 50) to the S.R. 414 ramps. This work will extend the life of the existing roadway and enhance overall safety.

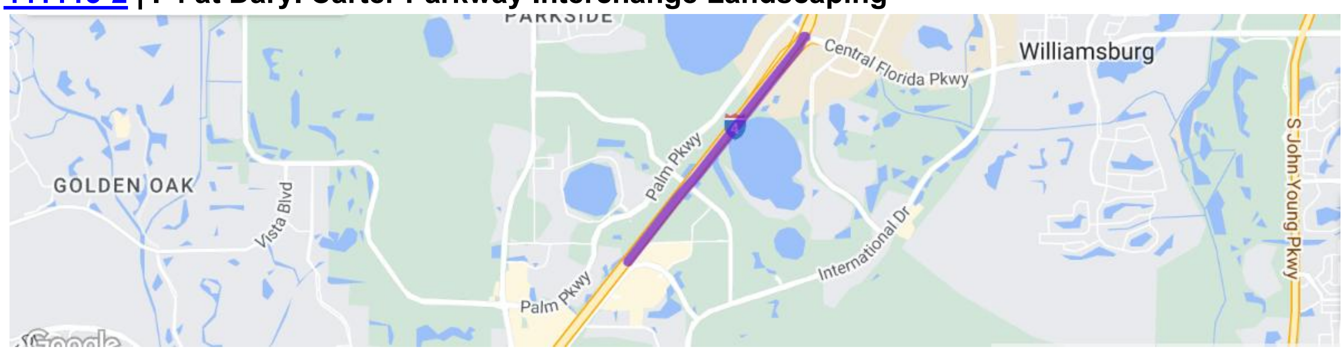
Other improvements include the installation of bike lanes in select locations, filling sidewalk</td></tr>
</table>

	gaps, and reconstructing pedestrian curb ramps to meet current Americans with Disabilities Act (ADA) standards. FDOT will also replace the existing open median at Mott Avenue with a directional median to reduce potential conflict points. This change will allow left turns from U.S. 441 onto Mott Avenue while restricting left turns from Mott Avenue and Pope Road onto U.S. 441. A bi-directional median will also be installed at Busby Avenue/National Street to help improve traffic flow. Additional safety improvements include narrowing travel lanes by one foot to help moderate vehicle speeds, widening turn lanes, adding median landscaping, and upgrading traffic signals and lighting to improve visibility and traffic efficiency.

- Contract: T5851
- Contractor: Jr. Davis Construction Co. Inc.
- Project Cost: $35.2 million
- Project Start: October 2025
- Estimated Completion: Summer 2027

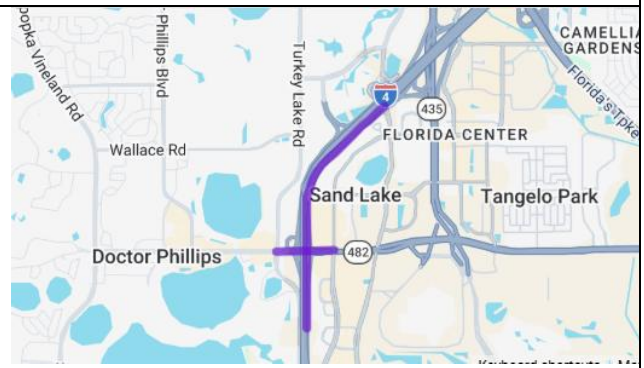
Update: Work continues on roadway widening and sidewalk reconstruction throughout the project. On U.S. 441, crews are continuing to work on the S.R. 414 on-ramp. The contractor is continuing to work on sidewalks, bike separators, and medians. On the Coast-to-Coast Trail, crews are continuing to install sod, form and pour sidewalks, and reconstruct turn lanes and travel lanes.

441113-2 | I-4 at Daryl Carter Parkway Interchange Landscaping



- Contract E56F9
- Contractor: Superior Construction Company Southeast LLC
- Project Cost: $83 million
- Project Start: October 2025
- Estimated Completion: Summer 2028
- **Description:** This project will landscape the Daryl Carter Parkway diverging diamond interchange overpass, between Central Florida Parkway and State Road (S.R.) 535. The interchange gives motorists an alternative route to reach retailers and restaurants in the Lake Buena Vista area.

Update: The contractor continues to lay out plant placements, install irrigation, and plant trees, bamboo, and shrubs. They are continuing along Palm Parkway and sodding.

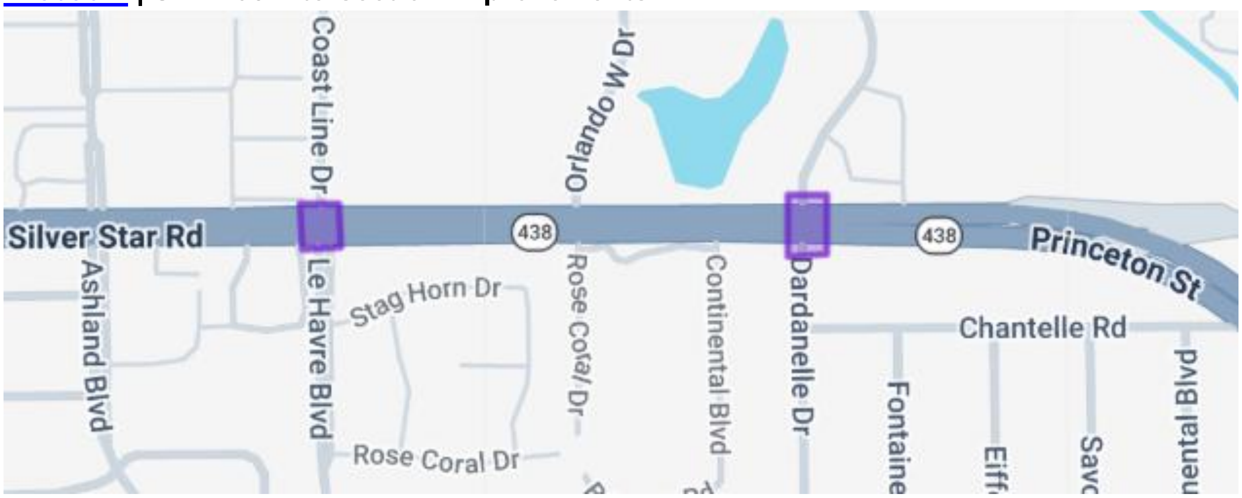
444315-3 | **S.R. 400 from west of S.R. 536 to west of S.R. 528**	444315-1 | **I-4 at Sand Lake Road Interchange from east of S.R. 528 to west of S.R. 435**
	
The project will construct a single buffer separated express lane on I-4 in the westbound direction from west of State Road (S.R.) 528 to west of Central Florida Parkway. The project will also add the final striping, friction course and tubular markers for the full length of the single buffer express lane on I-4 in the westbound direction from west of S.R. 528 to west of S.R. 536 Construction began in Spring 2023 and is anticipated to reach completion in Early 2027. This project is being constructed in conjunction with FPID No. 444315-1. The combined construction cost is $219,342,910.12. For the most up-to-date information and status on this project, please visit I4Beyond.com/SandLake.	This project will convert the Sand Lake Road and I-4 interchange into a Diverging Diamond Interchange (DDI). Unlike a conventional interchange, the lanes in a DDI cross over to the left side of the roadway at a traffic signal. That limits the number of traffic signal phases and allows drivers to make left turns without crossing oncoming traffic. The lanes then change back to the right side of the road at another traffic signal. These improvements will help to accommodate future projected traffic demand and improve driver safety and efficiency. In a variation of the typical DDI design, the reconfigured interchange will include a new loop ramp from westbound Sand Lake Road to Turkey Lake Road. Motorists traveling westbound on Sand Lake Road who want to access Turkey Lake Road south of the interchange will no longer turn left across traffic. Instead, they will enter the loop ramp on the right and pass over Sand Lake Road. At the end of the ramp, they can choose to travel north or south on Turkey Lake Road. Construction began Spring 2023 and is anticipated to reach completion in 2027. This project is being constructed in conjunction with FPID No. 444315-3. The combined construction cost is $219,342,910.12. For the most up-to-date information and status on this project, please visit I4Beyond.com/SandLake.

- Contract: E59A6

- Contractor: Lane Construction Corporation
- Project Cost: $219.3 million
- Project Start: Spring 2023
- Estimated Completion: December 2027

Update: Crews are working on placing embankment, limerock, and mechanically stabilized earth (MSE) wall panels to construct the new road surface and bridge over Sand Lake Road. Crews are preparing to place new asphalt for the eastbound I-4 exit and entrance ramps in early August. Crews are also continuing to work on force main installation at the intersection of Turkey Lake Road and Sand Lake Road, westbound I-4 Express tube lane paving, and curb and sidewalk demolition along southbound Turkey Lake Road. Crews are tentatively planning to shift eastbound I-4 exit ramp traffic onto new pavement in mid-August.

445696-2 | S.R. 438 Intersection Improvements



- Contract: T5872
- Contractor: Blacktip Services Inc.
- Construction Cost: $2.6 million
- Project Start: February 2026
- Estimated Completion: Fall 2026
- **Description:** This project will improve the intersections of Silver Star Road (State Road (S.R.) 438) with Le Havre Boulevard/Coast Line Drive and Dardanelle Drive in the Pine Hills community of Orlando. Planned improvements include adding bi-directional medians and new pedestrian-activated signals at Le Havre Boulevard/Coast Line Drive. At this location, the bi-directional medians will restrict left turns onto Silver Star Road from the side streets. Additionally, when a pedestrian activates the signal, traffic will be stopped to allow pedestrians to cross Silver Star Road diagonally using the median. This project will also reconstruct and upgrade the traffic signals at Dardanelle Drive. Upgrades to the existing lighting are planned at both intersections, and additional signage will be installed to increase pedestrian safety.

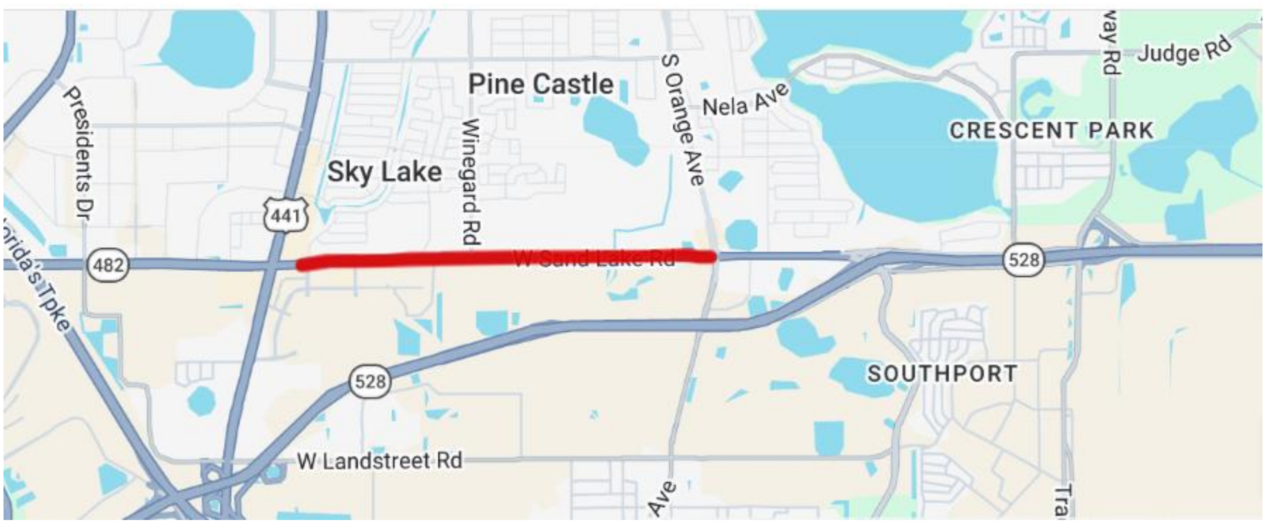
Update: The contractor is awaiting delivery of the electric service poles. Once delivered, the contractor plans to install the service poles and meter; coordinate the power drop; and begin wiring the cabinets and activating the signals during the week of August 10.

445772-1 | U.S. 441 at Clarcona-Ocoee Road

- Contract: T5859
- Contractor: American Design Engineering Construction Inc.
- Construction Cost: $2.7 million
- Project Start: April 2026
- Estimated Completion: Summer 2026
- **Description:** This project will reconstruct and upgrade the existing traffic signal at the intersection of Orange Blossom Trail (U.S. 441/ State Road 500) and Clarcona-Ocoee Road. Improvements include new signal poles, new signal heads with enhanced visibility for drivers, and new pedestrian signals. Additional intersection improvements include the extension of the eastbound right-turn lane.

Update: The contractor continues structural, drainage, crosswalk, signalization work, excavation, widening, and curb and gutter work.

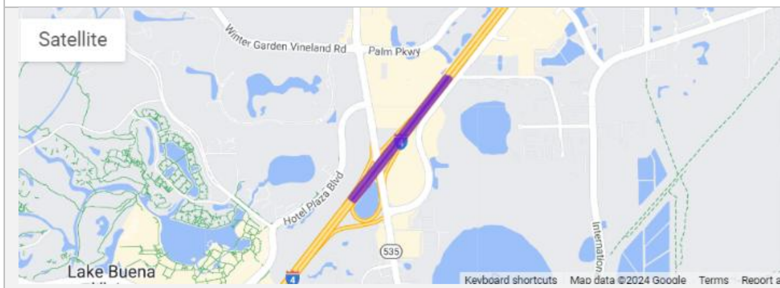
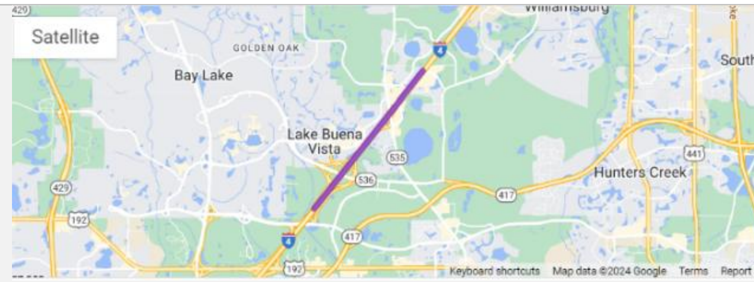
450638-1 | Sand Lake Road (S.R. 482) from Orange Blossom Trail to South Orange Avenue



- Contract: E50G4
- Contractor: Preferred Materials Inc.
- Construction Cost: $4.7 million
- Project Start: April 2026
- Estimated Completion: Fall 2026
- **Description:** This project will resurface Sand Lake Road (State Road (S.R.) 482) to rehabilitate and restore the asphalt pavement. Project limits are from east of Orange Blossom Trail (U.S. 441) to South Orange Avenue (S.R. 527) in Orange County.

Update: The contractor continues to work on curb ramps, sidewalks, pedestrian signalization, and overhead signals.

448914-1 & 449771-1 | I-4 at S.R. 535 Interchange Improvements

<table>
<tr><th>448914-1</th><th>449771-1</th></tr>
<tr><td>
</td><td>
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Description: This project will partially reconstruct the Interstate 4 (I-4) and Apopka-Vineland Road (State Road (S.R.) 535) interchange to enhance safety and improve access to and from westbound I-4.

Planned improvements include:

- Constructing a new loop ramp from northbound Apopka-Vineland Road to westbound I-4. The ramp will enhance safety and mobility by eliminating the need for motorists to turn left across traffic.
- Realigning the westbound I-4 entrance ramp from southbound Apopka-Vineland Road, improving traffic flow, and giving motorists more time to merge onto I-4.
- Lengthening the westbound I-4 exit ramp to Apopka-Vineland Road to reduce backups onto the I-4 mainline.
- Milling and resurfacing Apopka-Vineland Road and extending storage for left- and right-turn lanes.

To learn more, please visit: www.i4beyond.com.

</td><td>

Description: This project will add a single, buffer-separated, westbound managed lane to Interstate 4 (I-4) from west of State Road (S.R.) 536 to west of Daryl Carter Parkway. The complete managed lane will be built in three separate projects extending from west of S.R. 536 to west of Sand Lake Road (S.R. 482). The buffer-separated express lane will be open once all three segments are completed.

To learn more, please visit: www.i4beyond.com.

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- Contract E55B8
- Contractor: Lane Construction Corp.
- Project Cost: $102 million
- Project Start: October 2023
- Estimated Completion: Fall 2028

Update: Crews completed all concrete deck pours for the new bridge in the median of I-4 over Apopka-Vineland Road (State Road (S.R.) 535). Crews are also preparing to pave portions of the westbound I-4 Express tube lane, bridge approach slabs, westbound I-4 entrance ramp tie-in, and the eastbound I-4 entrance ramp from northbound Apopka-Vineland Road. Crews are preparing to shift westbound I-4 traffic to the inside to widen westbound I-4 in mid-August. Crews continue installing MSE wall panels for the new loop ramp connecting westbound I-4 to northbound Apopka-Vineland Road. Other activities include drainage, utility, and barrier wall installation.

ORANGE COUNTY RECENTLY COMPLETED PROJECTS:

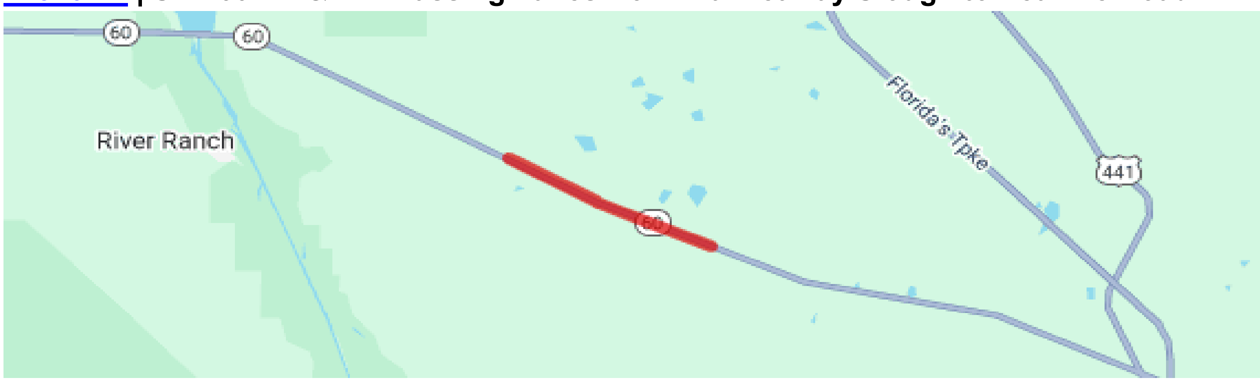
OSCEOLA COUNTY

OSCEOLA COUNTY UPCOMING PROJECTS:

None to report.

OSCEOLA COUNTY CURRENT PROJECTS:

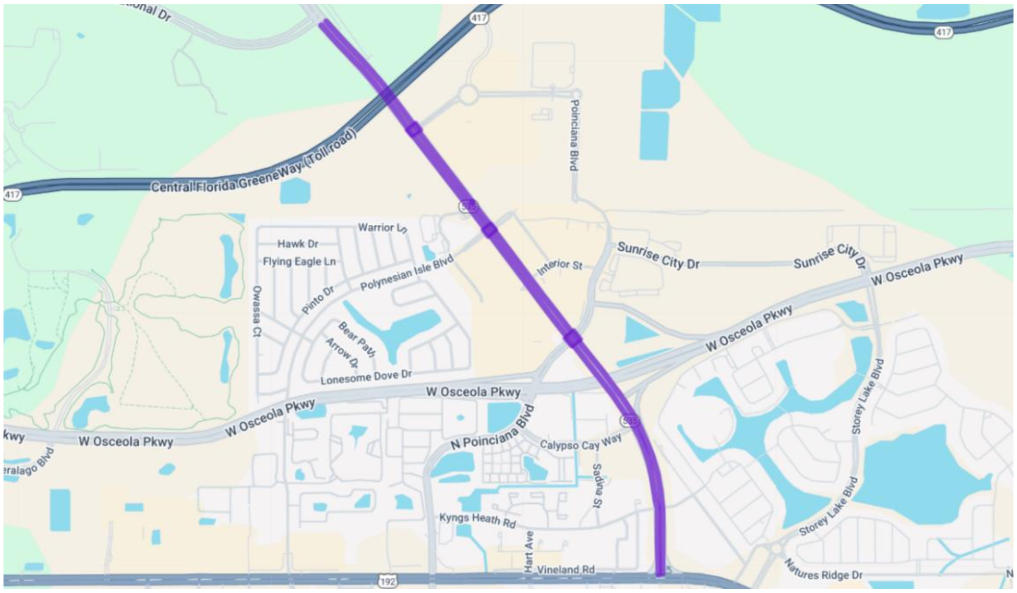
443702-1 | S.R. 60 EB & WB Passing Lanes from Blanket Bay Slough to Peavine Road



- Contract T5836
- Contractor: C.W. Roberts Contracting Inc.
- Project Cost: $18.3 million
- Project Start: July 2025
- Estimated Completion: Late 2026
- **Description:** The purpose of the project is to add an eastbound and westbound passing lane on State Road (S.R.) 60. Other improvements include reapplying audible and vibratory roadway treatments, enhancing signs, and drainage improvements.

Update: The contractor continues to work on dewatering, guardrail installation, and widening work.

445299-1 | S.R. 535 from north of U.S. 192 to south of International Drive



- Contract: T5823
- Contractor: The Middlesex Corp.
- Construction Cost: $11.9 million
- Project Start: November 2024
- Estimated Completion: Summer 2026
- **Description:** This project intends to resurface State Road (S.R.) 535 from north of U.S. 192 to south of International Drive and implement operational and safety improvements along the corridor. The intersection at Poinciana Boulevard will also be modified to allow traffic on S.R. 535 to turn right or go straight through the intersection. S.R. 535 traffic desiring to turn left onto the side street would go through the intersection, make a U-turn, and then turn right onto the side street. Traffic from the side streets can go straight through the intersection or turn right or left onto S.R. 535. Other safety improvements, such as curb reconstruction to shorten pedestrian crossing distances and turn-lane and traffic-signal upgrades, are planned at Kyngs Heath Road, the Osceola Parkway eastbound on-ramp, Poinciana Boulevard and LBV Factory Stores Drive. The project will add a third left-turn lane from southbound S.R. 535 onto eastbound U.S. 192. Pedestrian crosswalks and upgraded pedestrian signals, as well as enhanced lighting at signalized intersections, are also planned.

Update: The contractor is awaiting final acceptance.

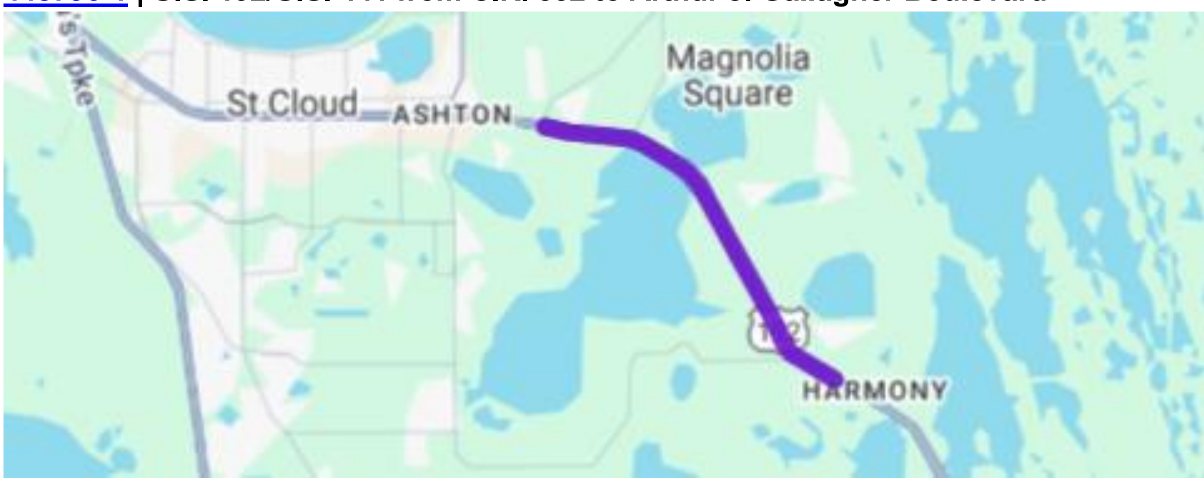
448783-1 | U.S. 192 from Bamboo Lane to Main Street

- Contract: T5843

- Contractor: Hubbard Construction Co.
- Construction Cost: $26 million
- Project Start: July 2025
- Estimated Completion: Late 2026
- **Description:** The purpose of this project is to improve safety and operations along U.S. 192 (Vine Street) from Bamboo Lane to Main Street in Kissimmee. In addition to repaving the roadway, the project will provide new 7-foot-wide buffered bicycle lanes from east of Bamboo Lane to Hoagland Boulevard. The project also enhances pedestrian safety by adding signalized crossing opportunities at Club Sevilla, south of Four Winds Boulevard and at Oren Brown Road. At Club Sevilla, the project adds a pedestrian-activated signal and reconstructs the existing bi-directional median. The crossing near Four Winds Boulevard will be equipped with a Pedestrian Hybrid Beacon (PHB), and there will be a new traffic signal, pedestrian signals, and crosswalks at Oren Brown Road. A turn-lane extension and pedestrian improvements at Old Vineland Road are also planned, as well as pedestrian curb-ramp upgrades and sidewalk connections at Yates Road and Mann Street.

Update: The contractor continues working on signalization and sidewalk work for Phase 2, erosion control, maintenance, and milling and resurfacing.

448796-1 | U.S. 192/U.S. 441 from C.R. 532 to Arthur J. Gallagher Boulevard



- Contract: T5854
- Contractor: Jr. Davis Construction Co. Inc.
- Construction Cost: $16 million
- Project Start: October 2025
- Estimated Completion: Fall 2026
- **Description:** The Florida Department of Transportation (FDOT) is resurfacing U.S. 192/U.S. 441 (State Road (S.R.) 500/East Irlo Bronson Memorial Highway) from Nova Road (County Road (C.R.) 532) to Arthur J. Gallagher Boulevard to extend the life of the existing roadway. A 6-foot sidewalk will be added along westbound U.S. 192/U.S. 441 to enhance pedestrian safety and mobility along the corridor. This project includes improvements at the Arthur J. Gallagher Boulevard intersection, such as upgraded traffic signals, signage, and pavement markings. Safety enhancements include the installation of a supplemental traffic signal closer to the intersection for increased visibility, as well as a new pedestrian signal detector and crosswalk at the west end of the intersection. A bicycle through lane (or keyhole lane) will be added at the Nova Road intersection, and new intersection lighting is planned at Old Melbourne Highway (C.R. 500A). Pedestrian curb ramps will be reconstructed to meet current Americans with Disabilities Act (ADA) standards. Landscaping enhancements will also be placed between Lake Lizzie Court and Lake Lizzie Drive.

Update: The contractor is working on punch-list items and awaiting final acceptance.

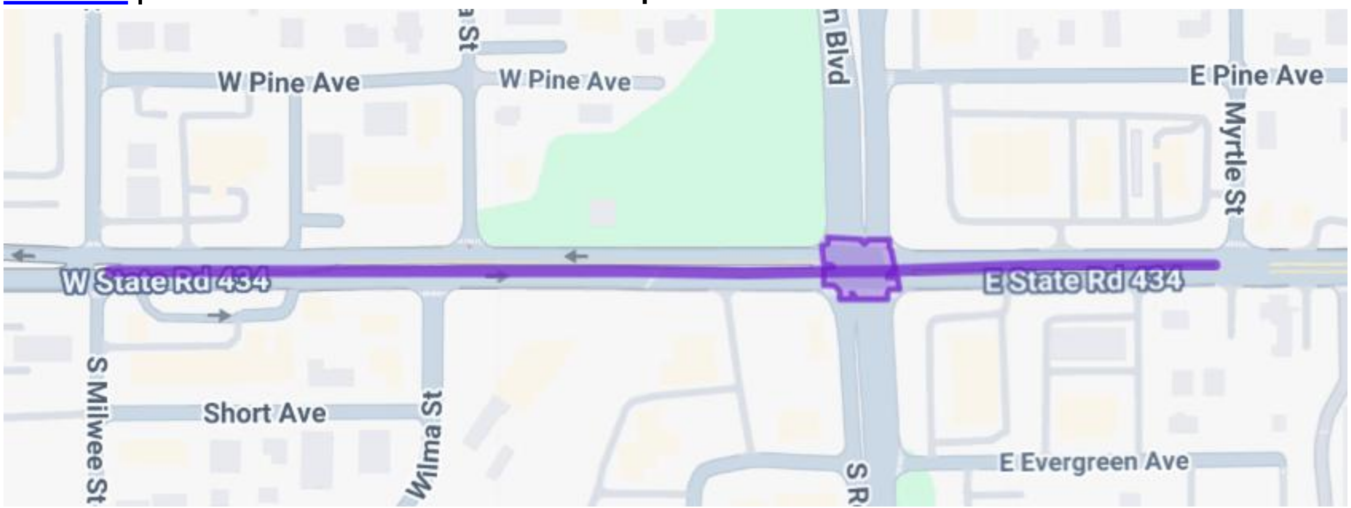
OSCEOLA COUNTY RECENTLY COMPLETED PROJECTS:

None to report.

Seminole County

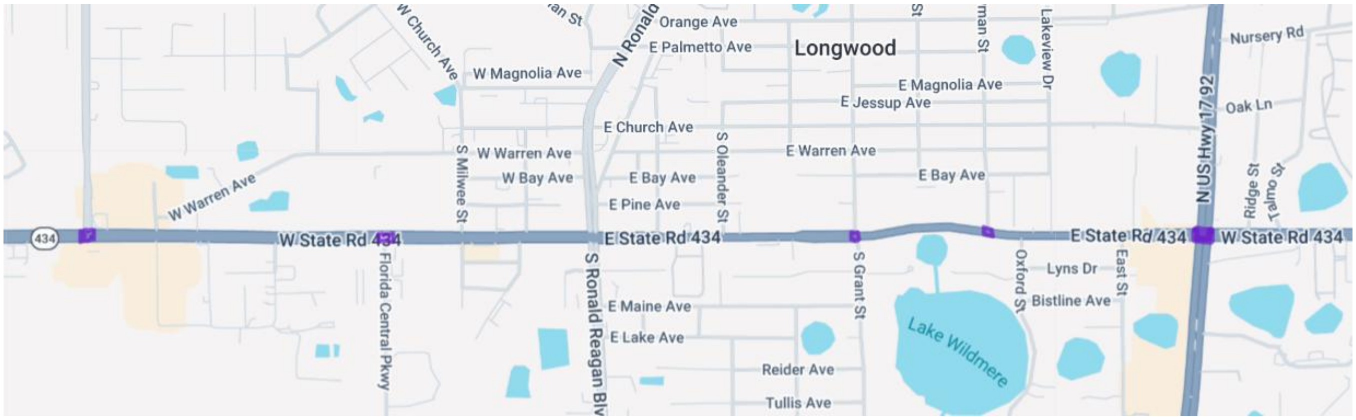
SEMINOLE COUNTY UPCOMING PROJECTS:

439040-1 | S.R. 434 at C.R. 427 Intersection Improvements



- Contract: T5863
- Contractor: Masci General Contractors Inc.
- Project Cost: $4.8 million
- Project Start: November 2026
- Estimated Completion: Early 2028
- **Description:** The purpose of this project is to improve operations at the intersection of State Road (S.R.) 434 and County Road (C.R.) 427 (S. Ronald Reagan Boulevard) by including additional turn lanes. The project begins at South Milwee Street and extends to just west of South Oleander Street. The proposed improvements will create dual left turns for the east and westbound traffic on S.R. 434 to C.R. 427. A new exclusive right turn lane will be added for the eastbound S.R. 434 traffic turning onto C.R. 427. The project will also include bike lanes on S.R. 434 from South Milwee Street to C.R. 427, as well as minor drainage, sidewalk, and signalization improvements. This project was designed by Seminole County. Right of way was purchased by FDOT. The project will be constructed with the State Road 434 safety improvements project (443838-1).

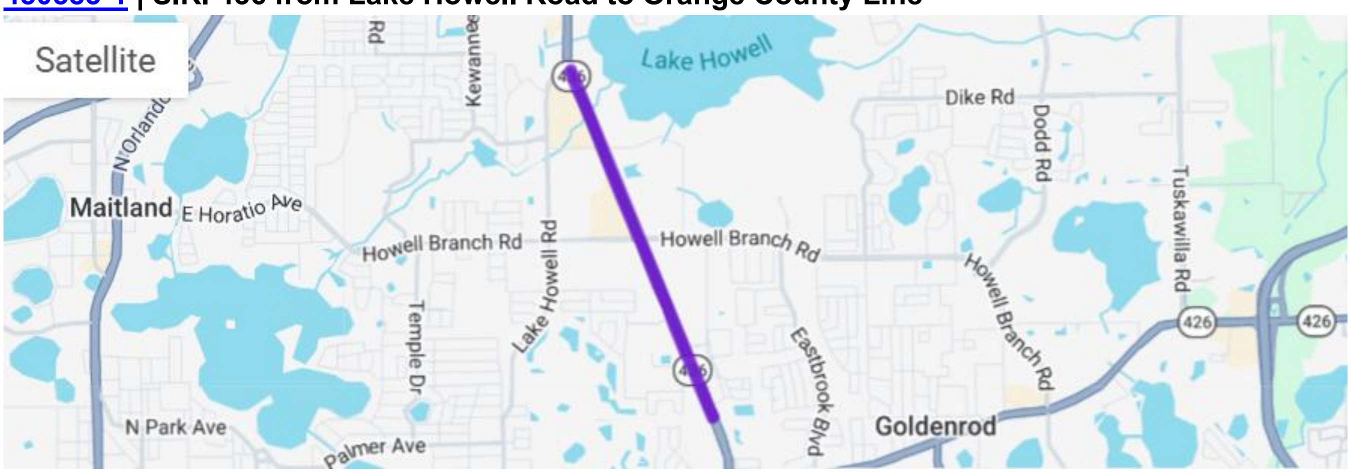
443838-1 | S.R. 434 Intersection Improvements



- Contract: T5863
- Contractor: Masci General Contractors Inc.
- Project Cost: $1.8 million
- Project Start: November 2026
- Estimated Completion: Early 2028
- **Description:** The purpose of this project is to make safety improvements on State Road (S.R.) 434 at five signalized intersections: Rangeline Road, Florida Central Parkway, Grant Street, Wayman Street and U.S. 17-92. Planned improvements include sidewalk repairs and enhancements, reconstruction of curb ramps to meet current Americans with Disabilities Act (ADA) standards, and upgrades to pedestrian signals for improved accessibility and visibility. Additionally, the project plans improvements to make U-turns safer at the Wayman Street and Grant Street intersections. The project will be constructed with the County Road 427 intersection improvements project (439040-1).

SEMINOLE COUNTY CURRENT PROJECTS:

450583-1 | S.R. 436 from Lake Howell Road to Orange County Line



- Contract: E50G8
- Contractor: C.W.R Contracting, Inc.
- Project Cost: $6.8 million
- Project Start: June 2026
- Estimated Completion: Spring 2027
- **Description:** The purpose of this project is to repave a segment of State Road (S.R.) 436 from Lake Howell Road to the Orange County line to maintain the roadway. The project will also upgrade

pedestrian crosswalks and curb ramps as needed in accordance with current Americans with Disabilities Act (ADA) standards. Additionally, the City of Casselberry coordinated with the design team to propose raised concrete channelizing islands, which will be constructed at several locations along the corridor to control the flow of traffic through intersections and past driveways.

Update: The contractor is currently constructing the concrete channelizing islands while continuing milling and resurfacing operations.

RECENTLY COMPLETED:

None to report.

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Air Quality Monitoring: Ozone Attainment Status

January - August
As of August 19, 2026

Seminole State College (#C117-1002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2026	61	7-May
2025	62	11-Apr
2024	63	8-May
2023	63	5-May
2025 3-Year Attainment Average:		63
2026 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
2026	58	25-Feb
2025	62	16-Apr
2024	69	30-May
2023	61	5-May
2025 3-Year Attainment Average:		64
2026 Year-to-Date 3-Year Running Average:		63
Change		(1)

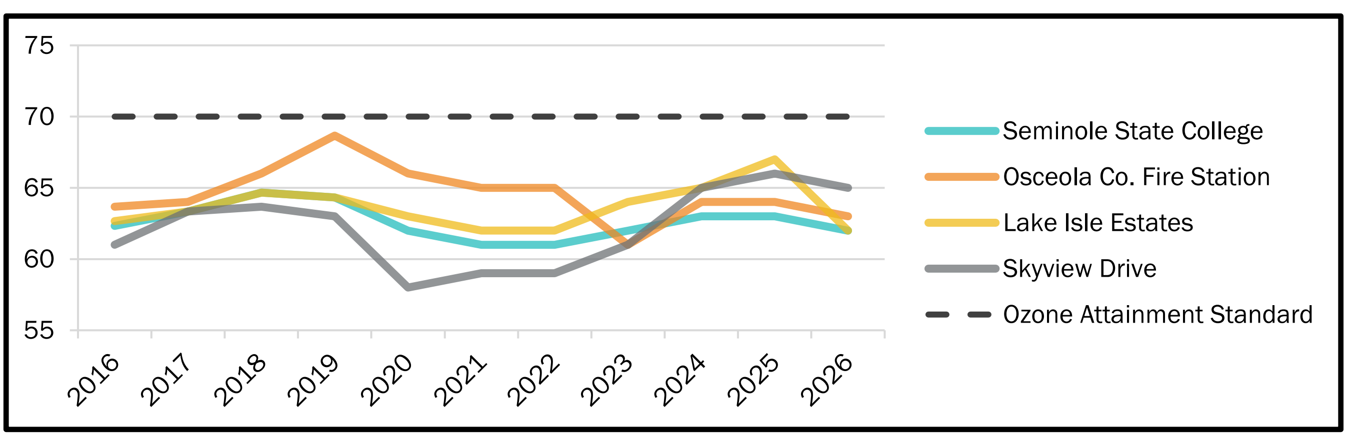
Lake Isle Estates - Winter Park (#095-2002)*		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2026	54	16-Aug
2025	66	23-May
2024	65	24-Apr
2023	69	10-Jun
2025 3-Year Attainment Average:		67
2026 Year-to-Date 3-Year Running Average:		62
Change		(5)

*Note: This site had a gap in reporting data

Skyview Drive (#L095-0010)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2026	61	27-Mar
2025	65	16-May
2024	68	18-Apr
2023	66	6-Sep
2025 3-Year Attainment Average:		66
2026 Year-to-Date 3-Year Running Average:		65
Change		(1)

10-Year Historic Ozone Attainment Status

(Displayed in Parts per Billion)



Source: *Florida Department of Enviromental Protection*

Air Quality Monitoring: Particulate Matter 2.5 Attainment Status

As of August 19, 2026

Lake Isle Estates - Winter Park (#095-2002)		
Year	Daily Average $PM_{2.5}$ (micrograms per cubic meter)	Date
2026	34	19-Jan
2025	18	25-Jul
2024	44	1-Jan
2023	34	3-Oct

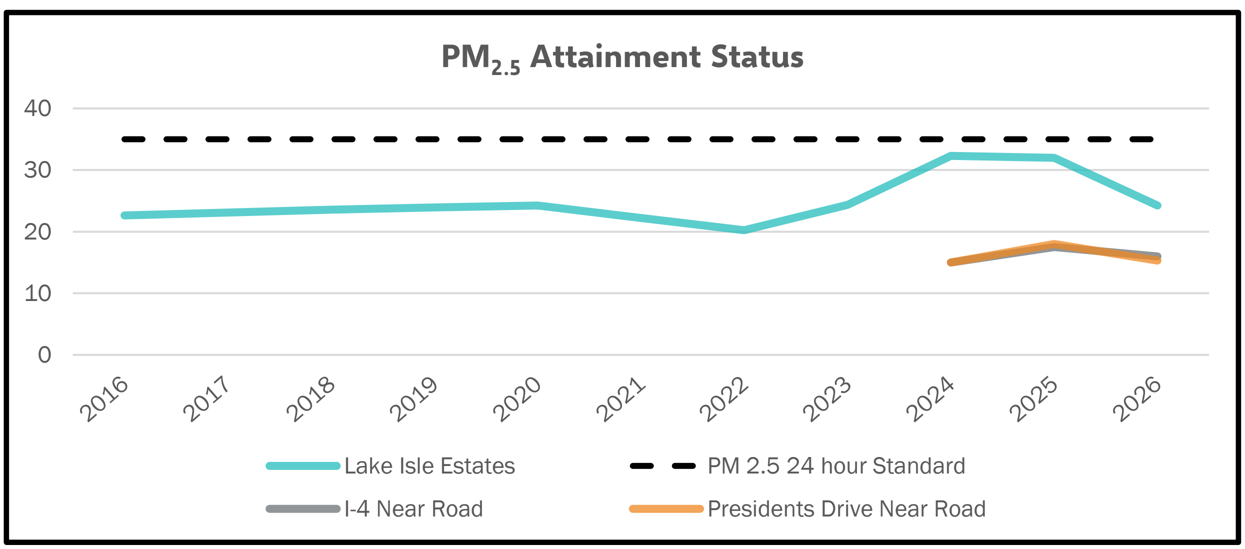
$PM_{2.5}$ 24 hour NAAQ Standard	35
98th percentile, 3 year average - 2025	32
98th percentile, 3 year average - 2024	32
Change	0

I-4 Near Road (#095-0009)		
Year	Daily Average $PM_{2.5}$ (micrograms per cubic meter)	Date
2026	34	19-Jan
2025	20	5-Jun
2024	15	3-Dec

$PM_{2.5}$ 24 hour NAAQ Standard	35
98th percentile, 3 year average - 2025	23
98th percentile, 3 year average - 2024	18
Change	6

Presidents' Drive Near Road (#095-0011)		
Year	Daily Average $PM_{2.5}$ (micrograms per cubic meter)	Date
2026	17	9-Jul
2025	21	5-Jun
2024	15	8-Aug

$PM_{2.5}$ 24 hour NAAQ Standard	35
98th percentile, 3 year average - 2025	18
98th percentile, 3 year average - 2024	18
Change	(0)



Source: *Florida Department of Enviromental Protection*

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Air Quality Monitoring: Primary NO_2 Attainment Status

As of August 19, 2026

Lake Isle Estates - Winter Park (#095-2002)		
Year	Primary NO_2 max one hour average (Parts per Billion)	Date
2026	32	3-Feb
2025	41	8-Mar
2024	28	20-Mar
2023	114	9-Jan

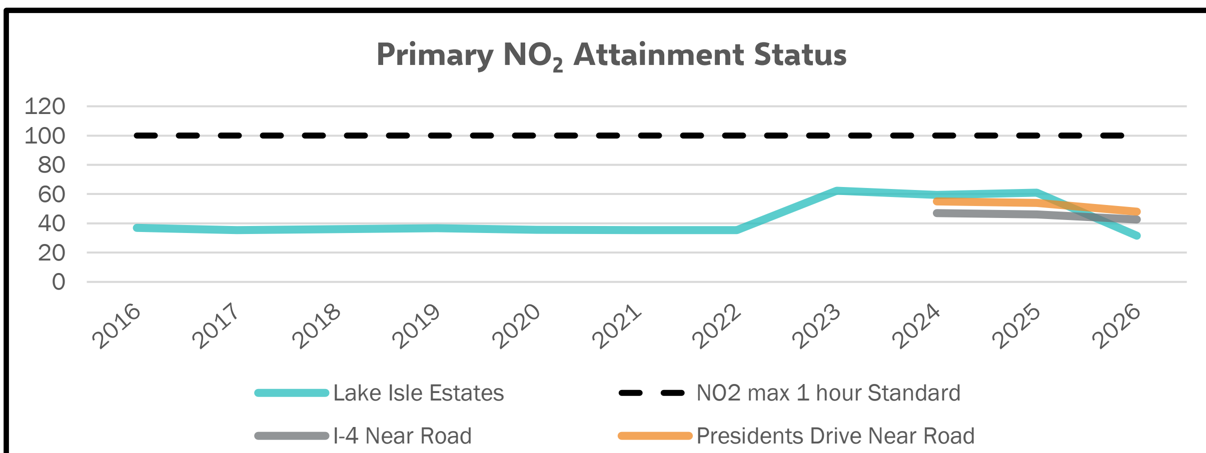
NO_2 max 1 hour average NAAQ Standard	100
98th percentile, 3 year average - 2025	34
98th percentile, 3 year average - 2024	61
Change	(27)

I-4 Near Road (#095-0009)		
Year	Primary NO_2 max one hour average (Parts per Billion)	Date
2026	46	3-Feb
2025	45	8-Mar
2024	47	26-Nov

NO_2 max 1 hour average NAAQ Standard	100
98th percentile, 3 year average - 2025	46
98th percentile, 3 year average - 2024	46
Change	0

Presidents' Drive Near Road (#095-0011)		
Year	Primary NO_2 max one hour average (Parts per Billion)	Date
2026	55	26-Feb
2025	53	7-Mar
2024	55	26-Nov

NO_2 max 1 hour average NAAQ Standard	100
98th percentile, 3 year average - 2025	54
98th percentile, 3 year average - 2024	54
Change	0



Source: *Florida Department of Enviromental Protection*

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250 S. Orange Avenue, Suite 200
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July 24, 2026

The Honorable Sean Duffy
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave. SE Washington, DC 20590

Subject: *Letter of Support for the City of Orlando's FY26 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Application "Downtown Orlando Transportation & Technology Initiative (DOTTI)"*

Secretary Duffy,

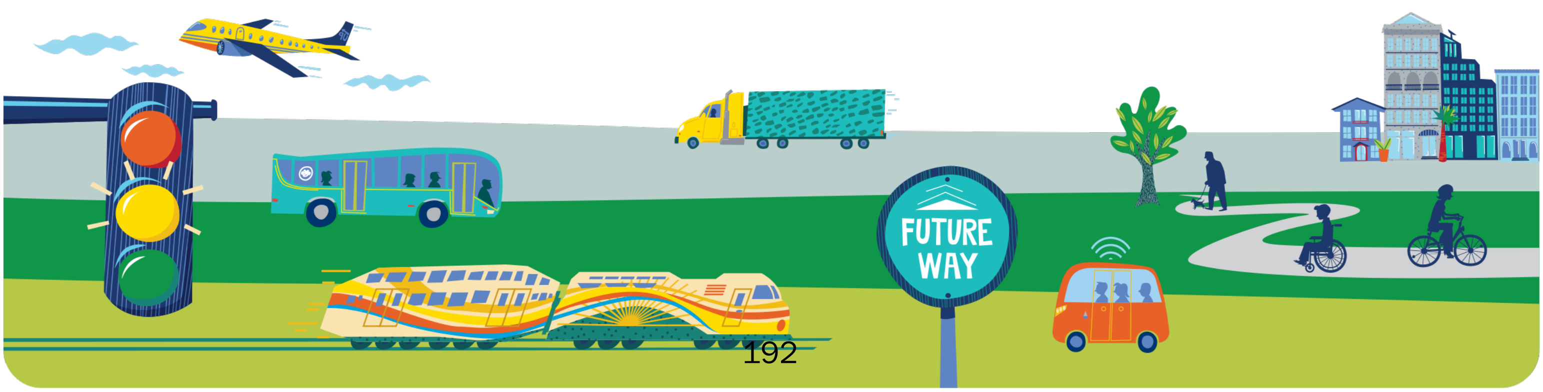
On behalf of MetroPlan Orlando, I am pleased to express our support for the City of Orlando's FY26 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Application for the **Downtown Orlando Transportation & Technology Initiative (DOTTI)** project.

DOTTI will implement additional ITS, transit, and safety improvements within the downtown business district. These improvements will further supplement the work of the DTO 2.0 implementation projects by advancing key planning initiatives:

- Downtown Orlando DTO 2.0 Implementation Plan
- Digital Wayfinding Program
- LYNX LYMMO Bus Rapid Transit
- Future Ready Masterplan

DOTTI is a critical infrastructure enhancement initiative that will implement the following targeted improvements, beyond those in the DTO implementation plan to accommodate an even safer, more efficient, and future leaning access throughout the downtown commercial core of Orlando:

- ITS enhancements including roadside units (RSUs) and upgraded communications equipment across dozens of downtown intersections where over 150 new and rehabilitated mast arms will be installed as part of the DTO Implementation Project to allow for the integration of corridor signalization plans, connected autonomous vehicles, and other ITS focused safety initiatives
- Upgrade digital wayfinding infrastructure along the LYNX LYMMO BRT lanes throughout downtown
- Additional vehicular digital wayfinding infrastructure at three planned locations
- Expansion of improvements installed as part of the Smart Orlando Downtown Advanced Traffic Operations Project (SODATOP) jointly implemented by the city and FDOT
- Upgrade preemption technology within the downtown core to accommodate transit and emergency vehicles utilizing the hardware



We encourage your support of this grant application to increase the City of Orlando's traffic infrastructure communication capabilities to improve safety and efficiency, improve traffic wayfinding equipment to increase clarity and ease of use for motorists, and create updated, state-of-the-art infrastructure resistant to the elements which will cost less in the long run thanks to reduced upkeep requirements.

Please consider funding this application to make Orlando an even safer, more accessible, and more enjoyable place for residents, workers, and visitors who rely on our transportation networks.

Sincerely,

Gary Huttmann

Gary Huttmann
Executive Director

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A REGIONAL TRANSPORTATION PARTNERSHIP

250 S. Orange Avenue, Suite 200
Orlando, FL 32801

407.481.5672
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August 12, 2026

The Honorable Sean McMaster
Administrator
Federal Highway Administration
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

RE: Letter of Support for the City of Altamonte Springs, CraneRIDES ASCEND, FY 2025 and 2026 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Program

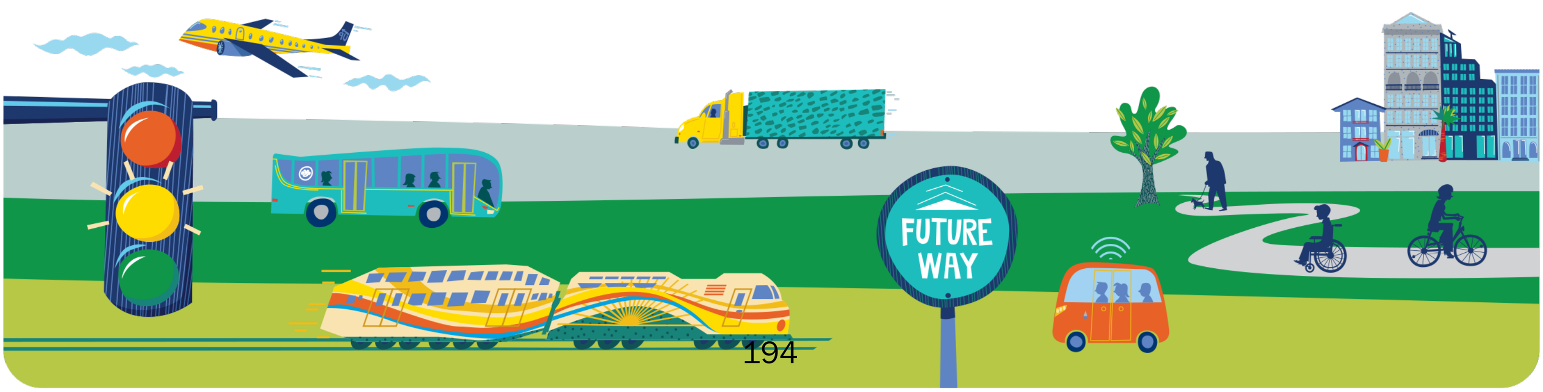
Administrator McMaster:

On behalf of MetroPlan Orlando, the Metropolitan Planning Organization for Orange, Osceola and Seminole Counties, I offer our support of the City of Altamonte Springs and its application for $12,000,000 through the FY 2025 and 2026 ATTAIN Competitive Grant Program. The CraneRIDES ASCEND project is a $15 million initiative that expands a proven municipal autonomous mobility service and modernizes it with connected infrastructure, Vehicle to Everything communications, and an artificial intelligence operational platform.

Between July 2023 and June 2026, CraneRIDES delivered over 14,500 passenger trips across more than 15,000 service hours in mixed urban traffic with zero reported safety incidents. Few communities in the country can point to that record. The City of Altamonte Springs has already done the hard work of proving the concept. ASCEND is the logical next step: expanding service into East Altamonte, adding at least 5,000 residents to the service area population, and operating seven days per week on 15-minute headways.

Rider surveys show that 80% of trips on the shuttle were trips that likely would not have occurred without the service. Those trips carry customers to restaurants, retail storefronts, entertainment venues, and healthcare appointments. Roughly half of surveyed riders would otherwise have driven, which means the service removes short vehicle trips from the congested State Road 436 corridor while putting foot traffic in front of local businesses. AdventHealth Altamonte Springs, one of the region's largest employers, has identified direct demand for daily commute connections for its employees, patients, and visitors. For the business community, this project is workforce access, customer access, and congestion relief in a single investment.

The project also multiplies the value of federal and state transit investments already on the ground. SunRail recorded approximately 60,000 annual boardings at the Altamonte Springs station in 2025, yet first and last mile barriers still limit how many workers and customers can use it. By linking SunRail, LYNX, and Seminole County's SCOUT transit service through a single Regional Mobility Platform, ASCEND turns separate systems into a network. That is how a region earns full return on dollars already spent.



We also have full confidence in the applicant to deliver on their commitment. The City of Altamonte Springs operates debt free, has successfully administered state and federal transportation funding, including an FDOT service development grant that launched CraneRIDES, and has a decades long record of national firsts, including the nation's longest continuously running city operated autonomous vehicle service. Through the Altamonte Global Innovation Lab (AGīL), the City has built a partnership structure that attracts technology companies, research institutions, and international investment to Central Florida.

The application also arrives at a defining moment for Federal transportation policy. In his July 22, 2026 letter to Congress outlining the Administration's surface transportation reauthorization priorities, U.S. Transportation Secretary Sean Duffy called for advancing safe automated vehicle deployment, including authorization of a Federal AV pilot program, strengthening transit safety and performance accountability, expanding private sector participation in transportation infrastructure, modernizing core infrastructure, and restoring fiscal discipline to Federal transportation spending. CraneRIDES ASCEND fully embraces and activates each of these priorities today. It is a safety proven municipal AV deployment ready to scale. It is a performance measured service with zero incidents across 15,000 hours and an AI platform built to detect near misses before they become crashes. It is a public private collaboration engine through AGīL. It modernizes existing corridors instead of building new capacity. The application is backed by a 20% local match from a debt free city. Funding this application does not wait on reauthorization to advance the Secretary's agenda. It puts that agenda on the street now and hands Congress a working proof point.

CraneRIDES ASCEND will make Altamonte Springs safer, more connected, and more competitive, and it will give USDOT a working national model for municipal deployment of connected and automated transportation. MetroPlan Orlando supports this application and respectfully urges its selection for award. Please contact me at 321 732-6365 with about our support.

Sincerely,

Gary Huttmann
Executive Director

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A REGIONAL TRANSPORTATION PARTNERSHIP

250 S. Orange Avenue, Suite 200
Orlando, FL 32801

407.481.5672
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July 13, 2026

U.S. Department of Transportation
Federal Highway Administration
Office of Operations
1200 New Jersey Avenue, S.E.
Washington, DC 20590

Subject: FY 2025–2026 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Program (Opportunity No. FHWA-ATTI-26-001)

Secretary Duffy and Administrator McMaster:

On behalf of MetroPlan Orlando, the Metropolitan Planning Organization for Orange, Osceola, and Seminole Counties, I am pleased to express our support for Seminole County's application to the Fiscal Years 2025 and 2026 Advanced Transportation Technology and Innovation (ATTAIN) Competitive Grant Program.

Seminole County's proposed ATTAIN initiative will strengthen multimodal connectivity between the Altamonte Springs SunRail Station and UCF through an integrated deployment of advanced Intelligent Transportation System (ITS) technologies and the expansion of the County's SCOUT on-demand microtransit service. The project includes installation of Roadside Units (RSUs), CCTV cameras, uninterrupted power supply systems, Intelligent Management Center cameras, and advanced safety analytics—including near-miss event monitoring—to enhance real-time transportation management, traffic operations, and corridor safety.

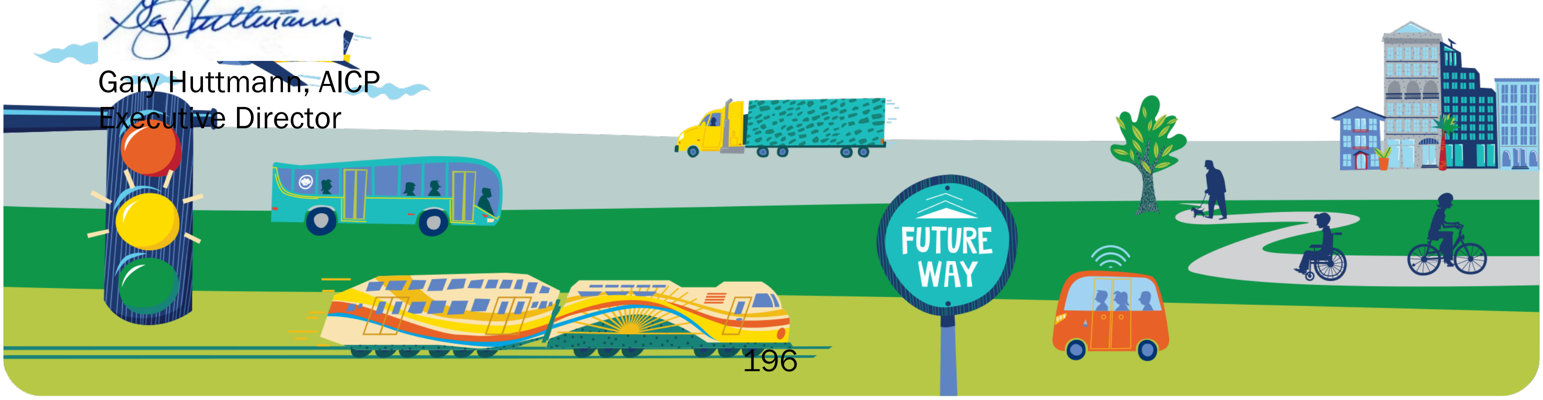
The County additionally proposes to add three dedicated electric, ADA-accessible SCOUT vehicles to create a new high-performance UCF–SunRail Connector route. This service will provide predictable, demand-response mobility between regional rail and campus activity centers and will incorporate advanced dispatching, real-time analytics, and synchronized trip planning with SunRail to improve reliability and reduce wait times.

This initiative represents an innovative, scalable model for regional mobility improvement. It enhances system integration, expands transportation options for students and employees, reduces congestion around major campus gateways, and leverages cutting-edge technology to support safer and more efficient travel. These outcomes directly align with ATTAIN's statutory priorities and program objectives.

MetroPlan Orlando is proud to support Seminole County's ATTAIN application and respectfully urges the U.S. Department of Transportation to approve this important proposal. We look forward to continuing our collaboration with Seminole County to advance innovation, mobility, and community prosperity throughout the region.

Sincerely,

Gary Huttmann, AICP
Executive Director



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July 29, 2026

The Honorable Ashley Moody
United States Senate
SR-387 Russell Senate Office Building
Washington, DC 20002

Subject: Maintaining Transportation Investment for Florida

Dear Senator Moody,

I wanted to share some perspective from MetroPlan Orlando as Congress considers an extension of the current surface transportation law and begins serious work on the next reauthorization bill.

One issue we are watching closely is whether an extension will preserve the full level of transportsation investment provided under the Infrastructure Investment and Jobs Act. An extension may continue the core highway and transit formula programs funded through the Highway Trust Fund, but it would not automatically continue the additional funding provided through Division J. Maintaining that full level of investment is critical to our transportation system, and we encourage Congress to direct Division J funding through predictable, flexible formula programs, particularly the Surface Transportation Block Grant Program, so states, regions, and local governments can reliably advance their highest priority projects. provided important additional transportation investment that has helped communities advance their highest priority projects.

Predictable funding is so important for Central Florida's priorities such as Interstate 4, SR 50, and the future of SunRail as well as numerous others. These investments help to improve freight movement, connect people to jobs and services, modernize aging infrastructure, improve safety, and support growth.

As Congress considers the future of these programs, we wanted to highlight the importance of the funding provided through Division J. We also encourage Congress to consider moving more of this funding into formula programs, particularly the Surface Transportation Block Grant Program (STBG). STBG is one of the most flexible and accessible federal transportation programs for states, regions, and local governments, and it allows communities to advance the transportation projects that best meet critical infrastructure needs.

We appreciate your continued attention to the transportation needs of Florida. We would be happy to share more information about local and regional projects that have benefited from these investments and how continued federal funding certainty supports long-term planning and project delivery.

Thank you for your consideration.

Sincerely,

Gary Huttmann
Executive Director

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250 S. Orange Avenue, Suite 200
Orlando, FL 32801

407.481.5672
MetroPlanOrlando.gov

July 29, 2026

The Honorable Rick Scott
United States Senate
110 Hart Senate Office Building
Washington, DC 20510

Subject: Maintaining Transportation Investment for Florida

Dear Senator Scott,

I wanted to share some perspective from MetroPlan Orlando as Congress considers an extension of the current surface transportation law and begins serious work on the next reauthorization bill.

One issue we are watching closely is whether an extension will preserve the full level of transportsation investment provided under the Infrastructure Investment and Jobs Act. An extension may continue the core highway and transit formula programs funded through the Highway Trust Fund, but it would not automatically continue the additional funding provided through Division J. Maintaining that full level of investment is critical to our transportation system, and we encourage Congress to direct Division J funding through predictable, flexible formula programs, particularly the Surface Transportation Block Grant Program, so states, regions, and local governments can reliably advance their highest priority projects. provided important additional transportation investment that has helped communities advance their highest priority projects.

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Sincerely,

Gary Huttmann
Executive Director

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250 S. Orange Avenue, Suite 200
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July 24, 2026

Submitted electronically via Regulations.gov

Mr. Edward Strocko, Acting Director
U.S. Department of Transportation
Bureau of Transportation Statistics
1200 New Jersey Ave. SE
Washington, DC 20590

Re: Docket No. DOT–OST–2026–1387—Request for Information: Shaping the Future of the Bureau of Transportation Statistics

Dear Acting Director Strocko,

MetroPlan Orlando appreciates the opportunity to comment on the future of the Bureau of Transportation Statistics' (BTS) data, analytical tools, and statistical products.

MetroPlan Orlando is the metropolitan planning organization for Orange, Osceola, and Seminole counties in Central Florida. Our responsibilities include long-range multimodal transportation planning, system performance monitoring, safety and freight analysis, corridor and modal planning, and technical assistance to local governments. Although our formal planning area includes three counties, regional travel extends across a much larger metropolitan area and is shaped by rapid population growth, tourism, major employment centers, airports, freight activity, and significant intercounty travel.

BTS data provides an important national foundation for our work. Consistent federal datasets are especially valuable for benchmarking regional conditions, evaluating long-term trends, and comparing Central Florida with peer metropolitan areas using common definitions and methodologies. These capabilities are difficult to replicate through state, local, or proprietary data sources alone.

At the same time, many metropolitan and local planning decisions require information that is more current, geographically detailed, and responsive to changing travel patterns than traditional federal datasets currently provide. MetroPlan Orlando therefore leverages commercially available origin-destination, roadway-network, travel-time, freight, and mobility data from multiple vendors. These resources support regional planning and allow us to assist local and state agencies with planning needs within the greater metropolitan area.

We use commercially available data to:

- Understand travel between communities, employment centers, airports, visitor destinations, and neighboring counties;
- Evaluate corridor travel patterns, congestion, travel-time reliability, and network performance;
- Support transit, freight, safety, bicycle, pedestrian, and multimodal planning;
- Monitor changes in travel behavior and system use;
- Inform long-range plans, corridor studies, project prioritization, and scenario analysis; and

- Provide local governments with data and analytical capabilities they may not have the staff or resources to procure independently.

These data sources have become an important part of metropolitan planning practice, but they also present challenges. Commercial products can involve significant recurring costs, licensing restrictions, proprietary methodologies, inconsistent definitions, and limitations on public sharing and reproducibility. Differences among vendors can make it difficult to compare results, while changes in source data or methodology can complicate trend analysis over time.

BTS has an opportunity to address these challenges by providing or facilitating access to a nationally consistent, privacy-protected mobility-data foundation. Such a resource would not necessarily replace commercial products, but it would provide a common baseline available to metropolitan planning organizations, state departments of transportation, transit agencies, and local governments.

Priority areas for future BTS products could include the following:

Origin-destination travel patterns. Regularly updated estimates of travel between small geographic areas, including time-of-day, day-of-week, and seasonal variations, would strengthen metropolitan and local planning/operations.
Regional and intercounty travel. Data should support analysis across county, metropolitan planning-area, and state boundaries. Transportation systems and travel markets do not stop at jurisdictional boundaries.
Visitor and nonresident travel. In tourism-oriented regions such as Central Florida, permanent population and household-based statistics do not fully reflect transportation demand. Where methodologically feasible, BTS products should better help distinguish residents, visitors, commuters, and other travel markets.
Multimodal travel. Improved data are needed for transit, walking, bicycling, micromobility, transportation-network companies, shared mobility, and other emerging transportation options.
Freight and commercial activity. More detailed information on truck origins and destinations, distribution centers, last-mile deliveries, freight corridors, and supply-chain disruptions would support metropolitan freight planning and resilience analysis.
Network performance. Consistent information on speeds, travel times, reliability, bottlenecks, and recurring and nonrecurring congestion would strengthen performance-based planning and project evaluation.
Geographic and demographic details. Where privacy and statistical reliability permit, data should be available at census-tract, block-group, transportation-analysis-zone, corridor, and activity-center levels. BTS should then clearly document sample sizes, confidence levels, suppression rules, and appropriate uses.
BTS products should also be ideally designed for integration into modern planning workflows. We recommend that future products include:

- Well-documented application programming interfaces;
- Bulk downloadable files;
- GIS-ready formats and web services;
- Consistent geographic identifiers and crosswalks;
- Machine-readable metadata and data dictionaries;
- Stable data schemas and persistent dataset identifiers;
- Archived historical versions;
- Clear release schedules and revision histories; and

- Methodology documentation, including known limitations and appropriate uses.

Dashboards and summary reports are useful for communicating findings, but they should be accompanied by access to the underlying data so agencies can conduct independent analysis. Products should work readily with geographic information systems, transportation models, databases, dashboards, Python, R, and other commonly used analytical platforms.

BTS can also improve product discovery and usability by organizing resources around transportation mode, geography, update frequency, geographic resolution, and common planning applications. Each product page could clearly explain what the dataset measures, what it does not measure, its methodology, limitations, update schedule, geographic coverage, and available access formats.

MetroPlan Orlando encourages BTS to establish an ongoing metropolitan planning data-user group. MPOs provide a unique position between federal and state data programs and the detailed planning needs of local governments. A user group could help BTS test proposed products, identify practical regional and local use cases, assess geographic and technical requirements, and evaluate whether new datasets are suitable for real-world planning applications.

BTS has a unique role in providing credible, consistent, and publicly accessible transportation information nationwide. Its products are essential for understanding national trends, benchmarking regional performance, and comparing metropolitan areas using common measures. Expanding the timeliness, geographic detail, multimodal coverage, and technical accessibility of these products would strengthen regional and local decision-making while reducing duplication and dependence on proprietary data.

Thank you for considering these comments.

Sincerely,

Gary Huttmann, AICP
Executive Director

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250 S. Orange Avenue, Suite 200
Orlando, FL 32801

407.481.5672
MetroPlanOrlando.gov

August 25, 2026

Ms. Kirsten Wiard-Bauer
Buses and Bus Facilities Program Manager
Office of Program Management
Federal Transit Administration
1200 New Jersey Ave, SE
Washington, DC 20590

RE: FY 2026 LOW OR NO EMISSION AND BUSES & BUS FACILITIES COMPETITIVE GRANTS – LYNX'S CNG FLEET CONVERSION

Dear Ms. Wiard-Bauer:

On behalf of MetroPlan Orlando, I extend our support for the Central Florida Regional Transportation Authority (LYNX) in its FY 2026 applications for the Low or No Emission Grant Program (FTA-2026-011-TPM–LWNO) and the Buses and Bus Facilities Competitive Program (FTA–2026–010–TPM–BUS) under CFDA 20.526.

LYNX's proposal centers on replacing aging fixed-route buses with new Compressed Natural Gas (CNG) vehicles to continue its low-emission transition. This project aligns with FTA's priorities by addressing critical State of Good Repair needs through fleet modernization while delivering the following environmental and economic benefits:

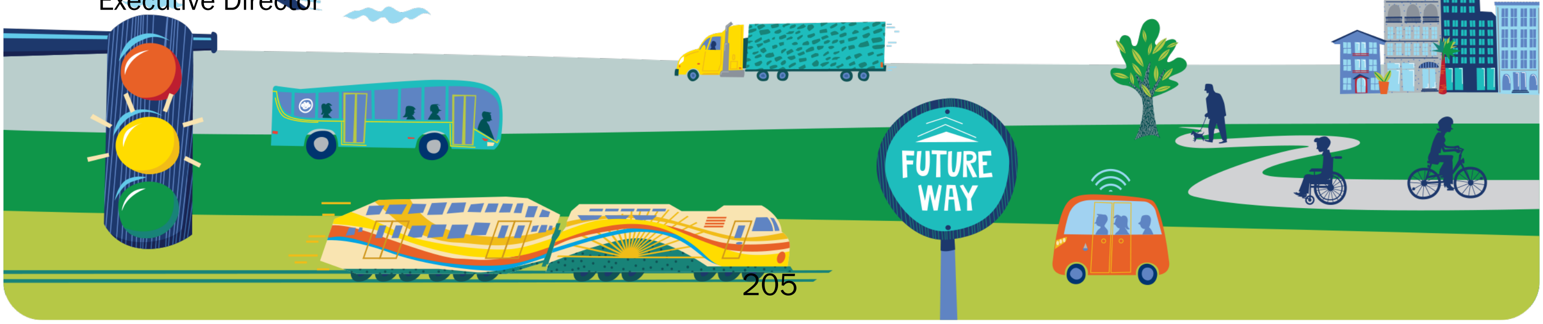
- Reduces greenhouse gas emissions and particulate matter compared to aging diesel fleets, supporting public health and environmental justice goals.
- Supports quieter operations, enhancing rider experience, particularly in Opportunity Zones and communities historically impacted by transportation pollution.
- Aligns with program requirement of supporting low-emission projects.

These modernized operations directly advance the 2055 Florida Transportation Plan, which emphasizes safe, efficient, resilient, and environmentally responsible transportation systems. LYNX's leadership in deploying cleaner vehicle technologies will continue to strengthen mobility, ensuring access for all users throughout Central Florida.

We respectfully request your favorable consideration of LYNX's applications for FY 2026 funding under both the Low-No and Bus & Bus Facilities programs, confident that these investments will yield substantial benefits for the communities they serve.

Sincerely,

Gary Huttmann
Executive Director



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250 S. Orange Avenue, Suite 200
Orlando, FL 32801

407.481.5672
MetroPlanOrlando.gov

July 21, 2026

Subject: Central Florida Micromobility Safety Initiative

Dear Stakeholder,

On behalf of the MetroPlan Orlando Board, I would like to invite you to participate in the inaugural Central Florida Micromobility Safety Initiative Regional Roundtable on **Thursday, August 27, 2026, at 1:30 p.m.** or immediately following the LYNX Board meeting. The Roundtable will be held at LYNX, 455 S. Garland Avenue, Orlando, FL 32801.

The MetroPlan Orlando Board launched the Central Florida Micromobility Safety Initiative in response to the growing number of safety concerns involving e-bikes, e-scooters, and other micromobility devices across Central Florida. While many organizations throughout our region are already undertaking important work in this area, these challenges extend beyond jurisdictional boundaries and present an opportunity for greater regional coordination.

MetroPlan Orlando Board Vice Chair Osceola County Commissioner Viviana Janer, Secretary-Treasurer Seminole County Commissioner Bob Dallari, and I are leading this effort with the goal of bringing together local governments, school districts, colleges and universities, law enforcement agencies, transportation partners, health and safety organizations, and other key stakeholders to begin developing a regional policy framework and identifying best practices that can help improve safety throughout our region.

This first meeting is intended to begin the conversation and establish a shared regional direction. We want to better understand the work already underway, identify common challenges, explore opportunities for collaboration, and discuss how a coordinated regional approach can support local efforts.

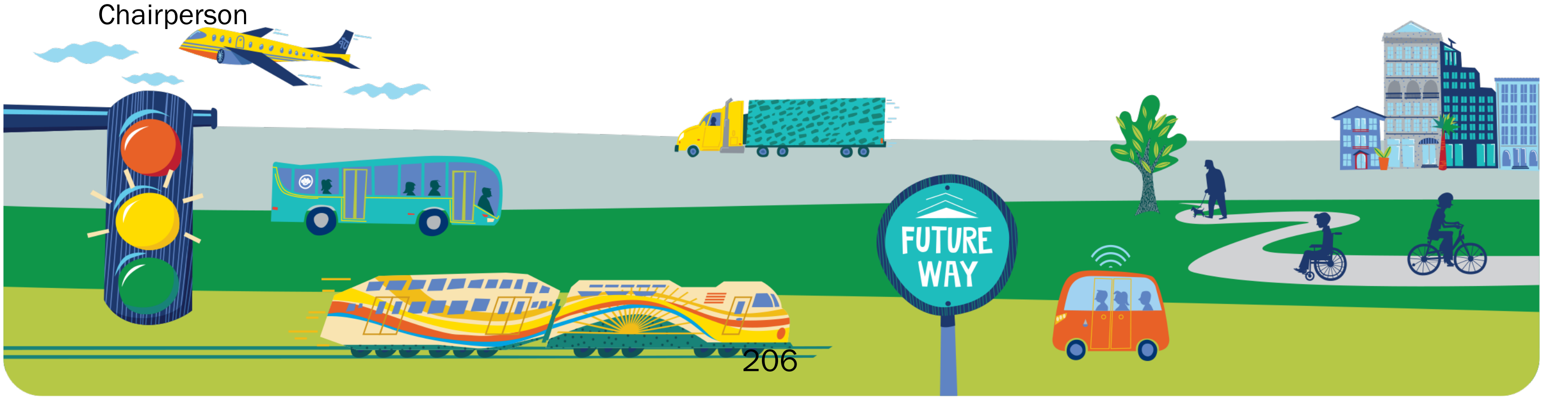
Additional meeting details, including the agenda and logistical information, will be provided in the coming weeks. Please confirm your attendance with Ms. Lisa Smith at lisa.smith@metroplanorlando.gov by August 3, 2026.

Thank you in advance for your partnership and your commitment to improving transportation safety throughout Central Florida. I look forward to your participation.

Sincerely,

Nicole Wilson

Nicole H. Wilson
Chairperson



From:	Virginia Whittington
To:	"francis.a.jimenez@icloud.com"
Bcc:	Lisa Smith; Gary Huttmann; Rachel Frederick; Alex Trauger
Subject:	RE: FORMAL PUBLIC COMMENT AND COMPLAINT| Request for Seven-Day Public Transportation Access in Central Florida
Date:	Wednesday, August 12, 2026 2:11:00 PM
Attachments:	RE FORMAL PUBLIC COMMENT AND COMPLAINT Request for Seven-Day Public Transportation Access in Central Florida.pdf

Dear Mr. Jimenez:

This is in response to an email received via our organization's general delivery email address.

Thank you for sharing your experience. Your concerns are valid and are consistent with what we hear often as we speak with the public throughout the region.

First, I'd like to assure you that, as requested, your email will be shared with MetroPlan Orlando's board and our transportation planning staff as part of the upcoming meeting materials which is included as part of the public record.

Second, please know that many of your requests involve agencies with different responsibilities. MetroPlan Orlando's 2050 Metropolitan Transportation Plan recognizes the need for stronger regional transit connections, better coordination between LYNX and SunRail, and service beyond traditional weekday commuting hours. While MetroPlan Orlando considers these needs in its long-range planning process, we do not operate transit service or determine routes, schedules, or service hours. These decisions rest with LYNX for bus and NeighborLink service and with FDOT and the Central Florida Commuter Rail Commission for SunRail, in coordination with funding partners such as Orange County. Your correspondence will be forwarded to those agencies for their consideration.

Lastly, we acknowledge that it can be difficult for working people to attend meetings that are primarily held during working hours. For this reason, MetroPlan Orlando also accepts written comments and provides virtual access to join or make public comment at all of its public meetings. If you'd like to make a public comment at an upcoming meeting, please fill out a speaker card ahead of time (MetroPlanOrlando.gov/SpeakerCard) to help us facilitate a seamless public comment period.

Thank you for taking the time to share your experience and offer thoughtful recommendations. Your input is important to us and does help inform the region's ongoing transportation conversations.

Sincerely,

Virginia L. Whittington

Virginia L. Whittington

Director of Regional Partnerships

321-732-8284 office direct | 407-497-1536 cell

250 S. Orange Ave., Suite 200, Orlando, FL 32801

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metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

From: Info
Sent: Thursday, August 6, 2026 10:18 AM
To: Gary Huttmann; Alex Trauger; Virginia Whittington
Cc: Lisa Smith
Subject: FW: FORMAL PUBLIC COMMENT AND COMPLAINT| Request for Seven-Day Public Transportation Access in Central Florida

Good morning,

Please see the comment below that came into the Info box.

Rachel

From: francis.a.jimenez@icloud.com <francis.a.jimenez@icloud.com>
Sent: Tuesday, August 4, 2026 7:56 PM
To: Comment <Comment@metroplanorlando.gov>
Cc: Info <info@metroplanorlando.gov>
Subject: FORMAL PUBLIC COMMENT AND COMPLAINT| Request for Seven-Day Public Transportation Access in Central Florida

To Whom It May Concern:

I am writing to formally express my concern regarding the lack of adequate public transportation on weekends, particularly Sundays, throughout Orlando and the greater Central Florida region.

I am submitting these concerns in writing because I am employed and work during the hours when many public transportation meetings are conducted. I cannot simply leave work to attend a daytime transportation meeting without interfering with my employment.

I respectfully request that this correspondence be provided to the appropriate board members, transportation-planning staff, and government officials and be included in the public record where applicable.

I would also like to point out that scheduling public transportation meetings primarily during normal working hours can itself create a barrier to public participation. Many of the people most affected by inadequate public transportation are working people. If residents must miss work to speak about the transportation they depend upon to get to work, then some of the people most directly affected may have difficulty participating in the decision-making process.

My concerns come from my own attempts to use Central Florida's public transportation system for ordinary travel.

Recently, I needed to travel from my home in the Ocoee area to Panera Bread at 3131 Daniels Road, Winter Garden, Florida 34787, with a Sunday arrival around noon.

When I attempted to plan the trip using public transportation, I discovered that the transportation options serving this area are extremely limited on Sundays and that the local transit service that would make this destination reasonably accessible does not operate on Sunday.

This is not the first time I have encountered this problem.

I previously attempted to plan transportation from my home to Sanford for work without relying on a private automobile. During that process, I encountered another major limitation: SunRail does not provide regular Saturday or Sunday service.

These experiences have caused me to ask a much larger question:

Why are we accepting a public transportation system that significantly limits the mobility of the general public simply because it is the weekend?

People still work on Saturdays and Sundays.

People attend church.

People buy groceries.

People visit family.

People attend appointments and community activities.

People work in hospitals, restaurants, hotels, retail stores, entertainment venues, airports, warehouses, manufacturing facilities, and countless other businesses that operate seven days a week.

Transportation needs do not disappear because it is Saturday or Sunday.

Central Florida continues to grow and develop. If Orlando and the surrounding communities intend to function as a growing, modern metropolitan region, our public transportation infrastructure must develop alongside that growth.

Public transportation should not function only as a limited alternative during certain days and hours.

It should provide meaningful mobility.

A resident should be able to travel throughout the region for employment, education, worship, medical care, shopping, family responsibilities, and other ordinary activities without automatically being required to own a private automobile.

There are residents who cannot drive.

There are residents who do not own vehicles.

There are residents who cannot afford the expenses associated with purchasing, financing, insuring, fueling, maintaining, and repairing a vehicle.

There are also residents who simply choose to use public transportation.

All of these residents should have reasonable access to their communities.

When a destination that is easily reachable by automobile becomes extremely difficult—or effectively inaccessible—using public transportation solely because the trip occurs on a Saturday or Sunday, that represents a serious gap in regional mobility.

The problem becomes even more significant when looking at Central Florida as an interconnected region.

Someone living in western Orange County should have a reasonable public transportation option for reaching employment and other destinations in Winter Garden, Downtown Orlando, Winter Park, Maitland, Altamonte Springs, Lake Mary, Sanford, and other major employment and activity centers.

However, limited weekend bus service combined with the absence of regular weekend SunRail service can make those trips extraordinarily difficult.

The alternative should not automatically be:

"Take Uber or Lyft."

Rideshare services can be useful transportation options, but they should not be required substitutes for unavailable public transportation.

For someone who depends on public transportation every day, repeatedly paying for private rideshare transportation can substantially increase the cost of simply getting to work, attending church, buying groceries, or participating in the community.

If Central Florida wants residents to have alternatives to automobile dependency, those alternatives must actually be available when people need them.

I respectfully request that MetroPlan Orlando, LYNX, SunRail/FDOT, Orange County, and other appropriate regional transportation authorities evaluate the following:

1. Expand Sunday LYNX service in West Orange County, particularly in the Winter Garden and Daniels Road corridor.
2. Provide Sunday NeighborLink service or another reliable transit connection in communities where fixed-route bus service is insufficient.
3. Evaluate establishing regular Saturday and Sunday SunRail service.
4. Improve coordination between LYNX and SunRail schedules so that bus-to-rail and rail-to-bus connections are practical.
5. Evaluate public transportation based on seven-day mobility needs, rather than assuming weekday transportation patterns adequately represent the needs of Central Florida residents.
6. Study transportation access between residential communities and major employment centers, particularly for workers who depend entirely on public transportation.
7. Evaluate gaps in early-morning, evening, and weekend transportation, since many workers do not work traditional Monday-through-Friday, 9-to-5 schedules.
8. Provide meaningful opportunities for working residents to participate in transportation planning, including written comments, virtual participation, evening meetings when feasible, surveys, and other methods that do not require residents to miss work.
9. Provide clear public information about what residents can do to formally request new routes, expanded operating hours, and weekend service.
10. Develop a long-term regional strategy for seven-day public transportation that recognizes Central Florida as an interconnected metropolitan area rather than treating individual transit routes in isolation.

I understand that expanding transportation involves legitimate considerations involving funding, staffing, equipment, ridership, infrastructure, operations, and long-term planning.

However, those challenges do not eliminate the underlying problem.

They make it necessary to address it.

The fundamental question remains:

What does Central Florida expect residents without reliable automobiles to do on Saturdays and Sundays when the public transportation they depend upon is unavailable?

That question deserves a substantive answer.

I am not asking that this correspondence be treated merely as a customer-service complaint concerning one trip to Winter Garden or one attempted commute to Sanford.

I am requesting that it be treated as a broader public transportation accessibility and regional mobility concern.

My experiences attempting to travel to Winter Garden on Sunday and Sanford when SunRail is unavailable on weekends demonstrate the practical consequences of these transportation gaps.

Central Florida's population does not stop moving on Friday evening.

Our economy does not shut down for the weekend.

Our hospitals do not close.

Our restaurants and hotels do not close.

Our stores do not close.

Our churches and community organizations do not close.

And thousands of employees still have to get to work.

Our public transportation system should reflect that reality.

I respectfully request a written response addressing the following questions:

- Is expanded Sunday LYNX service being considered for the Winter Garden/Daniels Road area?
- Is regular Saturday and Sunday SunRail service currently being studied or considered?
- What criteria are used to determine whether a LYNX route or service area receives Sunday service?
- What criteria are used to determine whether SunRail operates on weekends?
- What studies have been conducted regarding weekend transportation demand in Central Florida?
- What is the process for residents to formally request expanded routes, operating hours, or weekend service?

- What governmental or transportation-planning body has primary responsibility for addressing regional gaps between LYNX, SunRail, and other transportation services?
- How can residents who work during daytime public meetings ensure that their comments are presented to decision-makers and entered into the public record?

I also respectfully request that this correspondence be forwarded to any department, board, committee, or governmental agency with jurisdiction over these issues rather than being treated solely as an individual customer-service matter.

Finally, I encourage the agencies responsible for Central Florida's transportation future to consider public transportation not simply as a service for people who have no other option, but as essential regional infrastructure.

A growing metropolitan area needs transportation that connects its residents to employment and their communities seven days a week.

Central Florida is growing.

Our public transportation system needs to grow with it.

Thank you for your consideration of these concerns. I respectfully request a substantive written response regarding what Central Florida is doing—and what it plans to do—to improve seven-day transportation accessibility for its residents.

Sincerely,

Francis Jimenez

Francis Jimenez

Francis.a.jimenez@icloud.com

689.371.6429

From:	C
To:	Tyler Winik; Brandon Arrington; charles.broadway@kissimmee.gov; chris.blackmon@osceolasheriff.org; srodriguez@wkmg.com; Cheryl Grieb; Mayor; Roby, Elizabeth J; Peggy.Choudhry@osceola.org; Viviana Janer; Ricky.Booth@osceola.org; Soto, Valerie; Arrington.Kristen.web@flsenate.gov; Jackie Espinosa; Angela Eady; Ken Jackson - ONG; janette.martinez@kissimmee.gov; noel.ortiz@kissimmee.gov; Carlos Alvarez, III; office@srcog.org; Info; Traffic@osceola.org
Subject:	Michigan avenue project
Date:	Wednesday, August 12, 2026 6:24:40 PM

I am writing to express my gratitude for the upcoming traffic safety improvements on Michigan Avenue.

My advocacy for a crosswalk in this area began after I witnessed a fatal accident involving a senior in a wheelchair and a cyclist trapped under a vehicle. Additionally, vehicles were frequently crashing through the concrete walls and road barriers along Michigan Avenue. I remain deeply concerned for local children who were asked to navigate this traffic in the dark each morning.

While the initial lighting improvements at Ocean and Boulder were a positive step, accelerating the timeline for the remaining upgrades to next year—rather than 2029—will significantly bolster community safety, better connect both sides of our neighborhood, and support the local businesses that call Michigan Avenue home.

Thank you for prioritizing this critical project.

Best regards,

Claudia Zuco