



MEETING NOTICE

DATE: Wednesday, September 14, 2016

TIME: 9:00 a.m.

LOCATION: Osceola Council on Aging
700 Generation Point
In the Barney E. Veal Center
Kissimmee, FL 34744



Commissioner Scott Boyd, Board Chairman, Presiding

Wi-Fi Access: COA congregate - Password: a1b2c3d4e5 (all lowercase)

PLEASE SILENCE CELL PHONES

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. CHAIRMAN'S ANNOUNCEMENTS – Chairman Boyd
- III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS – Mr. Barley
- IV. CONFIRMATION OF QUORUM
- V. AGENDA REVIEW - Mr. Barley

VI. COMMITTEE REPORTS

Community Advisory Committee – Mr. Tom O’Hanlon
Municipal Advisory Committee – Mayor Gary Bruhn
Technical Advisory Committee – Ms. Mary Moskowitz
Transportation Systems Management & Operations Advisory Committee – Mr. Corey Quinn

VII. PUBLIC COMMENTS ON ACTION ITEMS

Comments from the public will be heard pertaining to Action Items on the agenda for this meeting. People wishing to speak must complete a “Speakers Introduction Card.” Each speaker is limited to two minutes. People wishing to speak on other items will be acknowledged under Agenda Item XIV.

VIII. CONSENT AGENDA (ACTION ITEMS)

A. Approval of Minutes - July 13, 2016 Board Meeting (Tab 1)

The minutes of the July 13, 2016 Board meeting are provided at Tab 1.

B. Approval of June (preliminary year-end 2016) and July Monthly Financial Reports; and Acknowledgement of July and August 2016 Travels (Tab 2)

The preliminary monthly financial reports for the period ending June 30, 2016 and July 31, 2016 are provided at Tab 2 for approval. Acknowledgment is also requested of travel outside our region during the months of July and August 2016, which is also provided at Tab 2.

C. Approval of Revisions to Internal Operating Procedures Adding the Board’s Secretary/Treasurer to the Personnel Committee

The Board’s Personnel Committee currently consists of the Board Chairman, the Vice Chairman, the Immediate-Past Chairman and one additional Board member appointed by the Board. Approval is requested to revise our Internal Operating Procedures (Section VI, paragraph (1)(b)) to include the Board’s Secretary-Treasurer as a member of the Personnel Committee. The Board’s Personnel Committee met on August 30, 2016 and recommended Board approval of this change.

D. Approval of Proposed Revisions to MetroPlan Orlando’s Personnel Manual (Tab 3)

The Board’s Personnel Committee met on August 30, 2016 and reviewed proposed changes to the organization’s Personnel Manual. A number of provisions were discussed and Committee members recommended some additional revisions. These are reflected in the document provided at Tab 3. The Board’s Personnel Committee recommends approval. In addition, the Personnel Committee recommends that (1) staff investigate establishing a sick leave bank policy and (2) the Personnel Manual be reviewed every two years with updates recommended to the Board for approval.

E. Renewal/Extension of Executive Director's Employment Agreement (Tab 4)

The Board's Personnel Committee met on August 30, 2016. One of the agenda items was the renewal of the Executive Director's Employment Agreement. The current agreement with Mr. Barley goes through March 10, 2018. The Agreement automatically renews each year and adds an additional year to the term unless notice of non-renewal is provided by October 1. Rather than this being an "automatic" action, Mr. Barley has always requested an affirmative action be taken by the Board (and himself) to extend the Agreement. The Personnel Committee generally discusses this subject in August and makes a recommendation to the Board in September. Mr. Barley informed the Personnel Committee of his plans to separate/retire on August 31, 2018. He will be 70 years old at that time. In addition, he has a family medical situation that will require him to spend more time as a caregiver by then. As a result, the Personnel Committee recommends that our current Agreement with Mr. Barley be extended through August 31, 2018 rather than being renewed for another term. In addition, the Personnel Committee recommends Board approval of a number of related actions pertaining to our Agreement with Mr. Barley and transition planning. These are summarized at Tab 4.

F. Approval of Budget Amendment #1 (FDOT Amendment 1) (Tab 5)

Approval is requested of Budget Amendment #1 (FDOT Amendment 1) to roll forward FTA X009-00 and X010-00 grants and to add expenditures and cash carryforward to reconcile; to adjust the TD grant and the WISE grant from estimated budgets to actual; to carry forward funds from FY'16 for completion of the MetroPlan Orlando website; and to add additional local funds for transit corridor work being completed for FDOT. Additional information available at Tab 5.

G. Approval of Graphic Design Contract (Both Item: G & H are at Tab 6) (Tab 6)

Approval is requested to award a three year contract with two, one-year renewals to Popcorn Initiative for graphic design services. A request for quotes was advertised in July and a selection committee of two MetroPlan Orlando staff members and one outside advisor scored and ranked the eleven proposals received, based on pre-determined criteria. Projects will be individually scoped as work is needed within the budget approved by the board. A scoring summary can be seen at Tab 6.

H. Approval of Video Production Services Contract (Both Item: G & H are at Tab 6) (Tab 6)

Approval is requested to award a three year contract with two, one-year renewals to Digital Brew for video production services. A request for quotes was advertised in July and a selection committee of two MetroPlan Orlando staff members and one outside advisor scored and ranked the three proposals received, based on pre-determined criteria. Projects will be individually scoped as work is needed within the budget approved by the board. A scoring summary can be seen also at Tab 6.

I. Approval of Revisions to Municipal Advisory Committee Bylaws (Tab 7)

At their June meeting, the Municipal Advisory Committee appointed a Task Force to review and recommend necessary changes to the committee's bylaws. The task force met on July 7, 2016 and submitted recommendations to the full MAC. These changes include:

1. Changing the term of the MAC officers from one year to two years,
2. Eliminating the 2nd Vice Chair seat effective July 2017,

3. Allowing for the immediate-past Chairperson to serve as alternate on the MetroPlan Orlando board in the event both officers are unavailable, and
4. Changing the election of officers' cycle to every other year.

A copy of the revised bylaws are provided at Tab 7. The Municipal Advisory Committee will take action at its September 8th meeting. Board approval of the final bylaws revisions is requested.

J. Approval of CFMPOA Interlocal Agreement (Tab 8)

A review of the Central Florida MPO Alliance Interlocal Agreement has necessitated updates that require approval by each respective Board. The update incorporates changes that have occurred since the Interlocal Agreement was first adopted in 2005, as well as revisions made by resolution in 2012. These changes include organizational names and address changes, changes to legal advertisements and posting notice requirements, Executive Director voting, annual member contributions, and the inclusion of the expanded metropolitan planning area of the River to Sea TPO. Each respective MPO is asked to adopt the recommended changes and designate a member to sign the agreement at the October CFMPOA meeting. Staff requests approval of the Amended and Restated Interlocal Agreement and designation of Commissioner Scott Boyd, CFMPOA Chair, to sign the agreement on behalf of the MetroPlan Orlando Board, a copy of which is provided at Tab 8.

K. Approval of "Put the Brakes on Fatalities Day" Resolution No. 16-13 (Tab 9)

The sixteenth annual "Put the Brakes on Fatalities Day" will be held on, October 10, 2016 in communities across the country. This is a national initiative that focuses on reducing the number of highway fatalities by improving our roadways, our vehicles and driver behavior. The goal is to unite the country to achieve one full day of zero traffic deaths by promoting safer highways and encouraging safer behavior. In support of this national campaign and recognizing that safety is one of the Board's top priorities, approval is requested of Resolution No. 16-13 declaring October 10, 2016 (provided at Tab 9) as "Put the Brakes on Fatalities Day" in the Orlando metropolitan area.

L. Approval of Blind Equality Act Resolution No. 16-14 (Tab 10)

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be "White Cane Safety Day." Besides serving as a national observance, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, "White Cane Safety Day" was named "Blind Americans Equality Day" by President Barack Obama. Approval is requested of Resolution No. 16-14 (provided at Tab 10) declaring October 15, 2016 as "Blind Americans Equality Day" in the Orlando metropolitan area.

M. Approval of Contribution to the University of Central Florida Foundation

Approval is requested to make a contribution of \$5,000 to the University of Central Florida Foundation to support the Distinguished Lecture Series sponsored by the Master's Program in Urban & Regional Planning at the University of Central Florida. This series consists of two or three lectures each academic year featuring prominent scholars, speakers and authors on topics being emphasized in the curriculum. The target audience is students, faculty members and practitioners but events are open to the general public as well. Funds have been provided for this purpose in our approved FY2016/2017 budget.

N. Approval of State Lobbying Contract

The Board approved a three year contract, with two options to renew for an additional year each, with William J. Peebles, P.A. for Florida State Government Relations Services effective November 1, 2012, subject to annual renewals at the sole discretion of the Board. The first year of the contract stipulated an annual fee of \$60,000 plus travel expenses approved in advance by the Executive Director. Authority to extend the contract into its second and third years was approved by the Board on September 11, 2013 and September 10, 2014. The execution of the first one-year renewal option was exercised in September 2015. Authority is now requested to exercise the final one-year renewal option effective November 1, 2016 at the same rate, plus travel under F.S. 112.061 and other expenses as approved in advance by the Executive Director. Funds are in our approved FY2016/2017 budget to cover this expense.

O. Approval to Host the 2018 NARC Annual Conference of Regions

The National Association of Regional Councils (NARC) is a national membership organization for metropolitan planning organizations, regional councils, economic development entities and other regional enterprises. Commissioner Dallari is currently serving as NARC's Executive Vice President. NARC holds a number of conferences each year with the largest being its Annual Conference of Regions. Board approval is requested to submit a proposal for hosting this Conference in the June-July time frame in 2018. We are a very popular location with an outstanding national reputation so we should be in a very good position to be chosen. Hosting this event will require a commitment of staff time and securing sponsorships to ensure the event's financial success. We plan to meet the goal through private sponsorships. Any change in this would require separate approval by the MetroPlan Orlando Board.

P. Transportation Disadvantaged Local Coordinating Board (TDLCB) Travel Authorization

Authorization is requested for Commissioner Clarke, Commissioner Constantine and Commissioner Harford, whom all serve on the TDLCB, to attend the Florida Public Transportation Association and the Commission for the Transportation Disadvantaged Annual Training and Workshop December 11 through December 14, 2016 in Jacksonville. In the event one or more of the officers are unable to attend, authorization is requested to extend invitations to other currently serving TDLCB volunteers. Funds are available in our approved FY2016/2017 budget.

IX. OTHER ACTION ITEMS

A. Approval to Ratify FDOT TIP Administrative Amendment & Resolution No. 16-12 (Tab 11)

(ROLL CALL REQUIRED)

Mr. Keith Caskey, MetroPlan Orlando staff, is requesting approval on behalf of FDOT to ratify an administrative amendment to the FY 2015/16-2019/20 and 2016/17-2020/21 TIP regarding funding changes for the intersection improvement project at SR 434 and Winding Hollow Boulevard. Due to the emergency nature of this administrative amendment, the Chairman of the MetroPlan Orlando Board approved the amendment on July 13, 2016 in order for FDOT to be able to allocate the funds for the project in a timely manner. The letter requesting the amendment that was signed by the Board Chairman and Resolution No. 16-12 is provided at Tab 11.

Community Advisory Committee – recommended approval
TSMO Advisory Committee – recommended approval
Technical Advisory Committee – recommended approval
Municipal Advisory Committee – will meet on September 8, 2016

B. Approval of FY 2021/22-2039/40 Prioritized Project List (PPL)

(Tab 12)

Mr. Keith Caskey, MetroPlan Orlando staff, will request approval of the FY 2021/22-2039/40 Prioritized Project List (PPL). This document includes a list of highway, Transportation Systems Management and Operations, bicycle and pedestrian, and transit projects that have been ranked in order of priority. FDOT will use the PPL in developing their FY 2017/18-2021/22 Five Year Work Program. A draft copy of the PPL is provided at Tab 12.

Note: Following the preview of the new PPL at the June/July committee and Board meetings, the Florida Legislature directed that \$2 million in TRIP funds be programmed for the design of the New Oxford Road extension and reconstruction project in Seminole County in FY 2016/17. As a result, FDOT has requested that this project be added to the list of TRIP projects in the PPL, and the project has been added as #26 in the list of TRIP projects.

In addition, FDOT set aside \$13.6 million in DDR funds in FY 2020/21 in the Five Year Work Program/TIP for the operation of premium transit projects in the PPL in accordance with the policy adopted by the MetroPlan Orlando Board. The original intent was to use these funds for the US 192 Bus Rapid Transit (BRT) and North-South Lymmo projects. However, since neither of these projects will be ready to use the DDR funds in FY 2020/21, FDOT will be submitting a TIP amendment at the October/November committee and Board meetings for these funds to be programmed for another project in the PPL that will be identified at those meetings.

Community Advisory Committee – recommended approval
TSMO Advisory Committee – recommended approval
Technical Advisory Committee – recommended approval
Municipal Advisory Committee – will meet on September 8, 2016
Regional Leadership Council – will meet on September 8, 2016

A report on actions taken by the Municipal Advisory Committee and the Regional Leadership Council will be sent to all Board members in advance of the Board meeting and will be included in Board members' supplemental folders.

C. Approval of CFMPOA Prioritized Project List

(Tab 13)

Ms. Virginia Whittington, MetroPlan Orlando staff, will request approval of the Central Florida MPO Alliance (CFMPOA) Prioritized Project List, which includes a list of highway, trail and transit projects that are of regional significance. The list was approved as a draft in July pending final ranking of the Regional Trails Priority List. A copy of the priorities is provided at Tab 13.

Community Advisory Committee – recommended approval
TSMO Advisory Committee – recommended approval
Technical Advisory Committee – recommended approval
Municipal Advisory Committee – will meet on September 8, 2016

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item)

(Tab 14)

- **Correspondence**

- Letter from Mr. Barley to Ms. Deirdre Macnab, Orange County League of Women Voters, Subject: FTE's Express Lanes, dated July 25, 2016
- Memorandum from Mr. Bechtel to Mr. Barley, Subject: Florida Turnpike Enterprise Projects in MetroPlan Orlando's Transportation Improvement Program, dated July 25, 2016
- Letter from Ms. Diane Gutierrez-Scaccetti to Mr. Barley, Subject: Express Lanes and MetroPlan Orlando's TIP, dated August 4, 2016
- Letter from FDOT Secretary Boxold to Mayor Jacobs, Subject: Central Florida Expressway Authority/SR 408 Extension, dated August 10, 2016
- Letter from FDOT Secretary Boxold to USDOT, Subject: Notice of Proposed Rulemaking Affecting MPOs, dated August 17, 2016
- Letter from Florida MPO Advisory Council to USDOT, Subject: Notice of Proposed Rulemaking Affecting MPOs
- Joint Letter from AMPO/NARC/NADO to USDOT, Subject: Notice of Proposed Rulemaking Affecting MPOs dated August 25, 2016

- **Status Updates**

- FDOT Monthly Construction Status Report – August 2016
- Monthly Air Quality Report – August 2016
Copies will also be provided in members' supplemental folders

- **General Information**

- WTS/Central Florida Chapter Scholarship Program – Downtown Doubletree Hotel - September 22, 2016
- Central Florida MPO Alliance Meeting hosted by MetroPlan Orlando – October 14, 2016
- Quarterly Meeting of the Florida MPO Advisory Council - October 20, 2016 – Cocoa Beach, Florida
- Quarterly Meeting of the Central Florida Leadership Congress – October 21, 2016 hosted by MetroPlan Orlando

- **Featured Articles and Research**

- “The Interstate Highway System Turns 60: Challenges to Its Ability to Continue to Save Lives, Time and Money,” TRIP National Transportation Research Group, June 2016
http://www.tripnet.org/docs/Interstate_Highway_System_TRIP_Report_June_2016.pdf
- “On the Horizon: State of Transportation Planning 2016,” American Planning Association, 2016
<http://smartgrowth.org/horizon-state-transportation-planning-2016/>
- “Who’s On Board 2016: What Today’s Riders Teach Us About Transit That Works,” Transit Center, 2016
http://transitcenter.org/wp-content/uploads/2016/07/Whos-On-Board-2016-7_12_2016.pdf
- “New Federal Data Show Transportation Sector Now The Largest Source of Carbon Pollution in the United States, First Time in Nearly 40 Years” U.S PIRG, August 2016
<http://www.uspirg.org/news/usp/new-federal-data-show-transportation-sector-now-largest-source-carbon-pollution-united>

XI. OTHER BUSINESS

A. Intelligent Transportation Systems (ITS) Quarterly Update

Mr. Eric Hill, MetroPlan Orlando staff, will provide a status report on the ITS Master Plan and Workshop that was held on July 22, 2016.

B. Presentation on SR 408 Extension PD&E Study

Mr. Will Sloup, Metric Engineering, will give a presentation on the CFX PD&E study for the eastern extension of SR 408 from the existing eastern terminus of SR 408 to SR 520.

XII. BOARD MEMBER COMMENTS

XIII. PUBLIC COMMENTS (GENERAL)

XIV. NEXT MEETING: Wednesday, November 9, 2016 - MetroPlan Orlando

XV. ADJOURNMENT

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodations to participate in this proceeding, he or she should contact Ms. Lena Tolliver, MetroPlan Orlando, Park Building 250 S. Orange Avenue, Suite 200, Orlando, Florida, 32801 or by telephone at (407) 481-5672 x307 at least three business days prior to the event.

Persons who require translation services, which are provided at no cost, should contact MetroPlan Orlando at (407) 481-5672 x307 or by email at ltolliver@metroplanorlando.com at least three business days prior to the event.

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.