



DATE: Wednesday, May 8, 2019

TIME: 9:00 a.m.

Wireless access available
Network = MpoGuest
Password = mpoaccess

Commissioner Viviana Janer, Board Secretary Treasurer, Presiding

PLEASE SILENCE CELL PHONES

- | | | |
|------|--|-----------------------|
| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE | Commissioner Janer |
| II. | CHAIR'S ANNOUNCEMENTS | Commissioner Janer |
| III. | EXECUTIVE DIRECTOR'S ANNOUNCEMENTS | Mr. Gary Huttman |
| IV. | CONFIRMATION OF QUORUM | Ms. Cathy Goldfarb |
| V. | AGENDA REVIEW | Mr. Gary Huttman |
| VI. | COMMITTEE REPORTS | |
| | Municipal Advisory Committee | Mayor John Dowless |
| | Community Advisory Committee | Mr. Atlee Mercer |
| | Technical Advisory Committee | Mr. William Hawthorne |
| | Transportation Systems Management & Operations Committee | Mr. Benton Bonney |

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

(Tab 1)

- A. Approval of Minutes from March 13, 2018 Board meeting**
- B. Approval of Financial Report for February/March 2019**
- C. Acknowledgement of Travel Report for February/March 2019**
- D. Approval of the Annual Investment Report**
- E. Approval of FY 20 Budget Amendment**
- F. Approval of Update to Employee Handbook and Travel Policy**
- G. Approval to Dispose of Fixed Assets**
- H. Approval of Crash Database agreement with the University of Florida**
- I. Approval to Exercise Options to Extend General Planning Consultant Contracts with Kittelson & Associates, Inc. and HDR Engineering, Inc.**
- J. Approval of new members to the Community Advisory Committee**
- K. Approval of Modification to 2040 LRTP**

IX. OTHER ACTION ITEMS

- A. Recommendation to approve FDOT TIP Amendments Railroad Crossings & SR 436 (Roll Call Vote)**

(Tab 2)

Mr. Keith Caskey, MetroPlan Orlando staff

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item)

(Tab 3)

- A. Executive Director's Report**
- B. Letter from Mr. Huttman to Secretary Mike Shannon on FDOT Draft LAP Policy**
- C. Letter from Mr. Huttman to Carl Mikyska regarding MPOAC Freight Priorities**
- D. Letter from Ms. Betsy Fulmer to Chairwoman VanderLey regarding SunRail**
- E. Letter from Chairwoman VanderLey to Ms. Betsy Fulmer regarding SunRail**
- F. Letter from James Stansbury, Department of Economic Opportunity to Chairwoman VanderLey**

G. FDOT Monthly Construction Status Report

H. FDOT Third Quarter Variance Report

I. General Information

- Meeting of the TDLCB – May 9, 2019
- Meeting of the CFX Board – May 9, 2019
- Meeting of the CFCRC – May 30, 2019
- MPOAC Institute in Tampa – May 31-June 2, 2019
- NARC Annual Meeting in Omaha – June 9-June 12, 2019
- Floridian's for Better Transportation Summer Camp – July 10-July 12, 2019

J. Featured Articles and Research

Airbnb and Uber alumni fuel tech's next wave

<https://www.nytimes.com/2019/03/13/technology/silicon-valley-network-mafias.html>

Atlanta's Big Transit Vote Is a Referendum on Race

<https://www.citylab.com/transportation/2019/03/gwinnett-county-transit-referendum-marta-race-crime/584737/>

Millennials Are Driving Cars as Much as Older Generations

<https://www.citylab.com/transportation/2019/03/millennial-car-ownership-driving-behavior-vehicle-data/585667/>

Beyond Speculation 2.0: Automated Vehicles and Public Policy

<https://www.enotrans.org/etl-material/beyond-speculation-2-0-automated-vehicles-and-public-policy/>

XI. OTHER BUSINESS/PRESENTATIONS

- A. ReThink Your Commute Report on Best Work Places-Courtney Reynolds, ReThink
- B. Silver Star Road Project-Nick Lepp, MetroPlan Orlando Staff
- C. FDOT Certification-Kellie Smith, FDOT
- D. Report on the 2019 Legislative Session-John Wayne Smith, PSM

XII. BOARD MEMBER COMMENTS

XIII. PUBLIC COMMENTS (GENERAL)

XIV. NEXT MEETING: Wednesday, June 12, 2019

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.

TAB 1





MetroPlan Orlando Board

MEETING MINUTES

DATE: Wednesday, March 13, 2019

TIME: 9:00 a.m.

LOCATION: Second Harvest Food Bank
411 Mercy Drive
Orlando, FL 32805

Commissioner Betsy VanderLey, Board Chairwoman, Presided

Members

Hon. Jose Alvarez, City of Kissimmee
Hon. Pat Bates, City of Altamonte Springs
Hon. Emily Bonilla, Orange County
Hon. Jerry L. Demings, Orange County
Hon. John Dowless, Municipal Advisory Committee
Hon. Buddy Dyer, City of Orlando
Hon. Cheryl L. Grieb, Osceola County
Hon. Samuel B. Ings, City of Orlando
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission
Mr. Thomas Kapp, Kissimmee Gateway Airport
Hon. Maribel Gomez Cordero for Hon. Christne Moore, Orange County
Hon. Doug Bankson for Hon. Bryan Nelson, City of Apopka
Hon. Victoria Siplin, Orange County
Mr. Stephen Smith, Sanford Airport Authority
Hon. Mayra Uribe, Orange County
Hon. Betsy VanderLey, Orange County
Hon. Jay Zembower, Seminole County

Advisors in Attendance:

FDOT Secretary Mike Shannon, District 5
Mr. Benton Bonney, Transportation Systems Management & Operations Committee
Mr. Will Hawthorne, Technical Advisory Committee
Mr. Atlee Mercer, Community Advisory Committee

Members/Advisors not in Attendance:

Hon. Bob Dallari, Seminole County
Hon. Fred Hawkins, Jr., Central Florida Expressway Authority
Hon. Jeff Triplett, City of Sanford
Vacant, GOAA

Staff in Attendance:

Mr. Steve Bechtel, Mateer & Harbert
Mr. Keith Caskey
Mr. Joe Davenport
Ms. Lisa Smith
Ms. Cathy Goldfarb
Mr. Eric Hill
Ms. Mary Ann Horne
Mr. Gary Huttman
Ms. Cynthia Lambert
Mr. Nick Lepp
Mr. Jason Loschiavo
Ms. Crystal Mercedes
Ms. Sally Morris
Ms. Nikhila Rose
Mr. Alex Trauger
Ms. Virginia Whittington
Ms. Elizabeth Whitton
Mr. Mighk Wilson

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Commissioner Betsy VanderLey called the meeting to order at 9:00 a.m. Mayor Jose Alvarez led the Pledge of Allegiance.

II. CHAIRWOMAN'S ANNOUNCEMENTS

Commissioner VanderLey informed Board members of the passing of Mayor Ray Bagshaw, City of Edgewood. Council President Dowless reported that visitation for Mayor Bagshaw will be Wednesday, March 20th, 4:00 – 6:00 p.m. at City Hall and a celebration of life will be held in April. Mr. Gary Huttman provided a report on the February CFMPOA meeting. He reported that at the February 15th CFMPOA meeting they approved the October 12, 2018 meeting

minutes, received a brief orientation, an overview of the Regional Priority Process and a request to consider adding Transportation Systems Management and Operations (TSMO) projects to the priority list. He added CFMPOA members received presentations on Best Foot Forward, Brightline and the Voyage, Autonomous Taxi project. Commissioner VanderLey introduced Mr. Dave Krepcho who spoke briefly about Second Harvest and how the agency relates to the work of MetroPlan Orlando. Commissioner Mayra Uribe provided a report on the February TDLCB meeting. She reported that at the February 14th meeting TDLCB members held their election of officers, received Sunshine Law training, and heard from OWL Transportation representatives, who provide paratransit service. In addition, TDLCB members approved the November meeting minutes, Grievance Procedures and Membership Certification and received CTC and Transportation Disadvantaged Service Plan updates.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS

Mr. Gary Huttman introduced new Board member, Mr. Thomas Kapp, representing Kissimmee Gateway Airport. He called attention to alternates in attendance Commissioner Maribel Gomez Cordero for Commissioner Moore and Vice Mayor Doug Bankson for Mayor Nelson. Mr. Huttman reviewed events from the past month that had been included on the slides scrolling before the meeting. He noted that the legislative session began March 3rd and he called upon Ms. Virginia Whittington, who provided a legislative update. Ms. Whittington reviewed the MetroPlan Orlando legislative priorities and their current status. Mr. Huttman reported that MetroPlan Orlando had a state certification review February 19th and the federal certification review March 5th. He added that the federal certification process had been streamlined and now included an online comment period, which is open until April 5th. Mr. Huttman noted that there was a memo, from Mr. Mighk Wilson, in the supplemental folders as a follow up to the February Dangerous by Design discussion. He called attention to recent Brightline public hearings, an upcoming ART event, sponsored by the Orlando Economic Partnership, Kissimmee Cattle Drive and fundraiser events and an upcoming UCF Lecture Series event. Mr. Huttman reported that the April 10th Board Workshop is confirmed. Mr. Huttman acknowledged the Second Harvest Culinary School for providing breakfast, Mr. Luis Melara, One AV, for providing audio visual services and MetroPlan Orlando staff for their assistance with the March Board meeting.

IV. CONFIRMATION OF QUORUM

Ms. Cathy Goldfarb confirmed a quorum of 17 voting members present.

V. AGENDA REVIEW

Mr. Huttman stated that they were ready to move forward with the agenda.

VI. COMMITTEE REPORTS

Council President John Dowless reported that MAC met on March 7th and recognized Mayor Gary Bruhn for his 15 year tenure as Mayor of the Town of Windermere and a MAC member. MAC members recommended approval of a request to modify the 2040 LRTP to include the widening and interchange modifications project on the Turnpike as well as the Kirkman Road extension project. Committee members also received several presentations including: an overview of the 2045 Metropolitan Transportation Plan; a presentation on the Orange-Lake

Connector project; and a presentation on Voyage Door-to-Door Autonomous Taxi Service. The next MAC meeting is scheduled on May 2, 2019.

Mr. Atlee Mercer reported that Community Advisory Committee members met on February 27th and welcomed new member Edmund Cid, who is the City of Kissimmee representative. He noted that the Community Advisory Committee is currently accepting applications for new members, who are not elected officials and who do not work in the transportation industry. CAC members, he added, voted to approve the Turnpike modification to the 2040 Long Range Transportation Plan, and to table the Kirkman Road extension modification. He noted that some CAC members had concerns that the project ended at Destination Parkway, and not at Universal Boulevard where there is an intermodal center. Mr. Mercer reported that CAC members appointed members to the 2045 Plan subcommittee and also created a group to review new member applications. New CAC member recommendations will be presented to the Board for action at a future meeting.

Mr. Will Hawthorne reported that Technical Advisory Committee members met on February 22nd and recommended approval of the request to modify the 2040 LRTP to include the widening project on Florida's Turnpike from SR 408 to SR 50 and the Kirkman Road Extension project from Sand Lake Road to Destination Parkway. TAC members heard a presentation introducing the 2045 Metropolitan Transportation Plan and appointed representatives from Osceola and Seminole Counties and the City of Orlando to serve on the MTP Working Group. Mr. Hawthorne added that committee members heard presentations on the Lake/Orange Connector study and the Voyage door-to-door autonomous taxi service that is operating in The Villages.

Mr. Benton Bonney reported that the Transportation Systems Management & Operations Committee met on February 22, 2019 and approved the January 25, 2019, TSMO meeting minutes and staff's request that the 2040 LRTP be modified to include the widening and interchange modifications project on Florida's Turnpike from SR 408 to SR 50 and the Kirkman Road Extension project from Sand Lake Road to Destination Parkway. TSMO members, he added, approved volunteers to participate on the MTP Working Group and Mr. Bob McQueen, Teradata Government Systems, gave a presentation on the emergence of big data and analytics for transportation.

VII. PUBLIC COMMENTS ON ACTION ITEMS

None.

VIII. CONSENT AGENDA

- A. Approval of Minutes from February 13, 2019 Board meeting**
- B. Approval of Financial Report January 2019**
- C. Acknowledgement of January 2019 Travel Report**
- D. TDLCB Membership Certification**

MOTION: Commissioner Samuel Ings moved approval of Consent Agenda, Action Items A-D. Mayor Jose Alvarez seconded the motion, which passed unanimously.

IX. OTHER ACTION ITEMS

A. Approval of 2040 LRTP Administrative Modification for Kirkman Road Extension & Florida's Turnpike Enterprise

Mr. Alex Trauger, MetroPlan Orlando staff, requested that the 2040 LRTP be modified to include the widening and interchange modifications project on Florida's Turnpike Enterprise (FTE) from SR 408 to SR 50, requested by FTE, as well as the Kirkman Road Extension project from Sand Lake Road to Destination Parkway, requested by Orange County. Attachments were provided. Mr. Trauger clarified that the request was for a modification, not an amendment to the LRTP and there were two separate requests. An 11" x 17" copy of the Orange County Kirkman Road extension project was included in the supplemental folders. He noted that the Kirkman Road project was previously in the cost feasible plan but due to an oversight was removed from MetroPlan Orlando's 2025 LRTP; and now with private developer funding and the prospect of discretionary grant funding the project needs to be included in the LRTP. Mr. Trauger added that in regards to CAC's concerns, the project will eventually extend to Universal Boulevard, however, the funds are currently available only for the segment included in the request.

MOTION: Commissioner Samuel Ings moved approval of the 2040 LRTP being modified to include the widening and interchange modifications project on Florida's Turnpike Enterprise (FTE) from SR 408 to SR 50, requested by FTE, as well as the Kirkman Road Extension project from Sand Lake Road to Destination Parkway, requested by Orange County. Council President John Dowless seconded the motion, which passed unanimously.

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT

- A. Executive Director's Report
- B. FDOT Monthly Construction Status Report
- C. MetroPlan Board Member Workshop April 10, 2019
- D. Lake Nona Introduces First Autonomous Shuttles to Central Florida press release
- E. Featured Articles and Research

Fast-Growing Companies Prefer Vibrant Parts of Cities—and Suburbs

https://www.citylab.com/life/2018/12/high-growth-companies-urban-suburban-vibrancy/578296/?utm_source=newsletter&silverid=%25%25RECIPIENT_ID%25%25&utm_campaign=citylab-daily-newsletter&utm_medium=email

“After rising for several years, the percentage of commuters turning to bikes declined for the third year straight, U.S. Census Bureau figures show.”

<https://www.usatoday.com/story/news/nation/2019/01/02/bike-work-fewer-americans-new-trails-share-programs/2319972002/>

Fleets of automated cars may be coming to Florida roads with no human oversight - Sun Sentinel

<http://www.sun-sentinel.com/business/fl-bz-push-is-on-to-legalize-fully-automated-vehicles-in-florida-20190125-story.html>

MOTION: Commissioner Viviana Janer moved approval of the Information Items for Acknowledgement. Commissioner Mayra Uribe seconded the motion, which passed unanimously.

XI. OTHER BUSINESS

A. 2045 Metropolitan Transportation Plan: Overview

Mr. Alex Trauger, MetroPlan Orlando staff, provided an overview introducing key elements and new emphasis areas for the 2045 Metropolitan Transportation Plan (MTP - formerly LRTP) development process. Mr. Trauger reported that Metropolitan Transportation Plan was the commonly used term for MPOs and it is the core planning product. The MTP, he noted, identifies needs while projects are prioritized in the Prioritized Project List and funding is associated with projects in the Transportation Improvement Plan. Mr. Trauger reviewed the federal requirements, planning emphasis areas, tasks and activities, things to think about related to the 2045 MTP and next steps. The MTP scope was just approved by Federal Highway Administration allowing for work to move forward. He added that a systems performance report was a new requirement and a MTP Working Group was being formed, which included MetroPlan TAC, TSMO and CAC representation along with local agencies and stakeholders. Mr. Trauger noted that work on the 2045 MTP will go through the regular advisory board process. Commissioner VanderLey asked about base population data and if it included residents and tourists. Mr. Trauger responded that 2015 population data is being used and tourist figures are usually based on hotel occupancy. Mr. Atlee Mercer asked if 2020 census information will be incorporated. Mr. Trauger responded that using 2020 data would be a challenge since the MTP was required to be completed in 2020.

B. Truck Parking Study

Mr. Jeremy Upchurch, FDOT, provided a status report on the FDOT District 5 Truck Parking Study. Mr. Upchurch reviewed the background and need for the study, along with the study purpose and the work completed so far. He reported that the study is working to identify needs and he provided information on Interstate truck parking supply and demand, along with private and public operated locations. Mr. Upchurch included information on a recommendation from the National Coalition on Truck parking to work with property owners and public agencies to study the feasibility of using large venues for additional parking capacity. In addition, he reviewed the next steps for the Truck Parking Study and provided his contact information. Commissioner VanderLey commented that she had

received complaints from constituents regarding trucks parking on local streets. Commissioner Uribe asked that if I-4 is a problem spot, is the study looking to identify land for additional parking. She noted that she had received complaints from constituents regarding trucks parking on local streets as well. Mr. Upchurch responded that part of the Phase II efforts will be looking at the I-4 areas. Commissioner Zembower inquired about consideration being given to trucking regulations, specifically the one that requires stopping after a set number of hours. Mr. Upchurch responded that the study will look at placement of truck stops, along with other options for additional sites. He added that FDOT will be finalizing the scope for the study shortly and that safety is a core element.

C. Orange Lake Connector PD&E

Mr. Gary Huttman called attention to the fact that PD&E updates are not provided on a regular basis, however, if one is of regional importance, such as the Orange Lake Connector, Board members will receive an update. Mr. Will Sloup, Metric Engineering, gave a presentation on the proposed Orange-Lake Connector that will run from US 27 to SR 429. Mr. Sloup provided an overview of the project and a current status report. He reviewed the four project alternatives, typical section diagram, next steps, the project schedule, which was 11 months into a 16 month timeline, and stakeholder/public involvement efforts. Mr. Sloup noted that additional information was available on the project website <https://bit.ly/2MdwCmH>. He also provided contact information for the CFX public involvement coordinator.

D. Voyage Door-to-Door Autonomous Mobility Service

Dr. Dean Bushey, Voyage, gave a presentation on Voyage, which brings communities together with self-driving cars by enabling residents to summon an autonomous vehicle and move effortlessly from point A to point B. Prior to expanding to The Villages in Sumter County, Voyage operated self-driving cars in a San Jose, California-based retirement community. Dr. Bushey provided an overview of a current demonstration project in The Villages (Florida), home to over 125,000 residents. Dr. Bushey reported that Voyage provides an alternative means of transportation for those who cannot or choose not to drive. He provided background information on the program including the staff team, benefits of the service, technology, safety measures and staff contact information.

XII. BOARD MEMBER COMMENTS

Commissioner VanderLey reminded board members that a tour of Second Harvest was available and to meet in the lobby immediately following the meeting, if they would like to participate.

Commissioner Grieb thanked the Second Harvest team and encouraged Board members to donate to support the good work of local non-profits.

Mr. Thomas Kapp introduced himself and noted that he would be actively participating in future meetings.

XIII. PUBLIC COMMENTS (GENERAL)

None.

XIV. NEXT BOARD MEETING: Wednesday, May 8, 2019

XV. ADJOURNMENT

There being no further business, the meeting adjourned at 10:48 a.m. The meeting was transcribed by Ms. Cathy Goldfarb.

Approved this 8th day of May 2019.

Commissioner Betsy VanderLey, Chairwoman

Ms. Cathy Goldfarb,
Senior 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 02/28/19

ASSETS

Operating Cash in Bank	\$	818,014.51
Petty Cash	\$	125.00
SBA Investment Account	\$	1,677,482.09
FL CLASS Investment Account	\$	1,535,881.02
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	6,059.26
Accounts Receivable - Grants	\$	413,413.97
Fixed Assets-Equipment	\$	706,293.18
Accumulated Depreciation	\$	(429,138.10)

TOTAL ASSETS:	\$	4,748,130.93
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LIABILITIES

Accrued Personal Leave	\$	256,076.29
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TOTAL LIABILITIES:	\$	256,076.29
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	6,059.26
Deposits	\$	20,000.00
Unassigned:	\$	4,465,995.38

TOTAL EQUITY:	\$	4,492,054.64
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TOTAL LIABILITIES & EQUITY:	\$	4,748,130.93
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Net difference to be reconciled:	\$	-
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METROPLAN ORLANDO
AGENCYWIDE REVENUES & EXPENDITURES
For Period Ending 02/28/19

REVENUES	Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 383,022.24	2,213,601.19	\$ 5,344,285.00	\$ 3,130,683.81	41.42%
State Revenue	\$ 1,610.35	71,437.93	\$ 236,890.00	\$ 165,452.07	30.16%
Local Revenue	\$ 0.00	589,638.00	\$ 1,178,127.00	\$ 588,489.00	50.05%
Interest Income	\$ 6,526.34	51,911.03	\$ 67,000.00	\$ 15,088.97	77.48%
Other	\$ 9,739.00	10,989.76	\$ 12,500.00	\$ 1,510.24	87.92%
Contributions	\$ 0.00	30,000.00	\$ 35,000.00	\$ 5,000.00	85.71%
Cash Carryforward	\$ 0.00	0.00	\$ 305,479.00	\$ 305,479.00	0.00%
Local Match - Transfers In	\$ 1,610.35	18,969.22	\$ 135,009.00	\$ 116,039.78	14.05%
TOTAL REVENUES:	\$ 402,508.28	\$ 2,986,547.13	\$ 7,314,290.00	\$ 4,327,742.87	40.83%
EXPENDITURES					
Salaries	\$ 121,586.25	1,034,223.75	\$ 1,901,489.00	\$ 867,265.25	54.39%
Fringe Benefits	\$ 40,342.33	343,155.45	\$ 617,385.00	\$ 274,229.55	55.58%
Local Match - Transfers Out	\$ 1,610.35	18,969.22	\$ 135,009.00	\$ 116,039.78	14.05%
Audit Fees	\$ 0.00	24,500.00	\$ 37,500.00	\$ 13,000.00	65.33%
Computer Operations	\$ 3,259.92	55,662.03	\$ 109,161.00	\$ 53,498.97	50.99%
Dues & Memberships	\$ 708.00	10,638.50	\$ 17,650.00	\$ 7,011.50	60.27%
Equipment & Furniture	\$ 1,490.98	5,945.02	\$ 17,400.00	\$ 11,454.98	34.17%
Graphic Printing/Binding	\$ 0.00	20,618.33	\$ 32,842.00	\$ 12,223.67	62.78%
Insurance	\$ 1,258.67	14,528.84	\$ 32,614.00	\$ 18,085.16	44.55%
Legal Fees	\$ 3,925.00	30,097.25	\$ 42,000.00	\$ 11,902.75	71.66%
Office Supplies	\$ 2,334.22	20,788.24	\$ 44,662.00	\$ 23,873.76	46.55%
Postage	\$ 361.48	1,803.54	\$ 3,100.00	\$ 1,296.46	58.18%
Books, Subscrips/Pubs	\$ 96.25	5,510.01	\$ 7,673.00	\$ 2,162.99	71.81%
Exec. Dir 457 Def. Comp.	\$ 769.24	4,615.44	\$ 10,133.00	\$ 5,517.56	45.55%
Rent	\$ 26,041.98	174,877.36	\$ 283,822.00	\$ 108,944.64	61.62%
Equipment Rent/Maint.	\$ 1,172.53	12,957.29	\$ 24,806.00	\$ 11,848.71	52.23%
Seminar & Conf. Regist.	\$ 1,810.00	11,748.10	\$ 21,445.00	\$ 9,696.90	54.78%
Telephone	\$ 422.19	2,937.86	\$ 7,130.00	\$ 4,192.14	41.20%
Travel	\$ 3,571.30	25,456.14	\$ 39,950.00	\$ 14,493.86	63.72%
Small Tools/Office Mach.	\$ 34.98	104.97	\$ 1,200.00	\$ 1,095.03	8.75%
HSA/FSA Annual Contrib.	\$ 0.00	9,250.00	\$ 12,500.00	\$ 3,250.00	74.00%
Computer Software	\$ 0.00	0.00	\$ 2,500.00	\$ 2,500.00	0.00%
Contingency	\$ 0.00	0.00	\$ 30,000.00	\$ 30,000.00	0.00%
Contractual/Temp Svcs.	\$ 232.00	2,288.35	\$ 9,594.00	\$ 7,305.65	23.85%
Pass-Thru Expenses	\$ 14,132.72	103,350.99	\$ 778,433.00	\$ 675,082.01	13.28%
Consultants	\$ 223,006.40	1,068,594.91	\$ 2,946,286.00	\$ 1,877,691.09	36.27%
Repair & Maintenance	\$ 0.00	2,533.00	\$ 3,000.00	\$ 467.00	84.43%
Advertising/Public Notice	\$ 1,081.25	7,201.33	\$ 11,026.00	\$ 3,824.67	65.31%
Other Misc. Expense	\$ 530.01	4,355.92	\$ 15,840.00	\$ 11,484.08	27.50%
Contributions	\$ 0.00	100,600.00	\$ 100,950.00	\$ 350.00	99.65%
Educational Reimb.	\$ 0.00	511.00	\$ 1,690.00	\$ 1,179.00	30.24%
Comm. Rels. Sponsors	\$ 0.00	7,000.00	\$ 15,500.00	\$ 8,500.00	45.16%
Indirect Expense Carryfwd.	\$ 0.00	0.00	\$ 0.00	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 449,778.05	\$ 3,124,822.84	\$ 7,314,290.00	\$ 4,189,467.16	42.72%
AGENCY BALANCE:	\$ (47,269.77)	\$ (138,275.71)			

**METROPLAN ORLANDO
AGENCYWIDE
BALANCE SHEET
For Period Ending 03/31/19**

ASSETS

Operating Cash in Bank	\$	999,933.00
Petty Cash	\$	125.00
SBA Investment Account	\$	1,681,263.86
FL CLASS Investment Account	\$	1,539,302.15
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	31,237.85
Accounts Receivable - Grants	\$	479,334.28
Fixed Assets-Equipment	\$	706,293.18
Accumulated Depreciation	\$	(429,138.10)

TOTAL ASSETS:	\$	5,028,351.22
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LIABILITIES

Accrued Personal Leave	\$	263,912.01
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TOTAL LIABILITIES:	\$	263,912.01
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	31,237.85
Deposits	\$	20,000.00
Unassigned:	\$	4,713,201.36

TOTAL EQUITY:	\$	4,764,439.21
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TOTAL LIABILITIES & EQUITY:	\$	5,028,351.22
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Net difference to be reconciled:	\$	-
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METROPLAN ORLANDO
AGENCYWIDE REVENUES & EXPENDITURES
For Period Ending 03/31/19

REVENUES	Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 409,428.65	2,623,029.84	\$ 5,344,285.00	\$ 2,721,255.16	49.08%
State Revenue	\$ 26,631.06	98,068.99	\$ 236,890.00	\$ 138,821.01	41.40%
Local Revenue	\$ 315,578.50	905,216.50	\$ 1,178,127.00	\$ 272,910.50	76.84%
Interest Income	\$ 7,202.90	59,113.93	\$ 67,000.00	\$ 7,886.07	88.23%
Other	\$ 850.00	11,839.76	\$ 12,500.00	\$ 660.24	94.72%
Contributions	\$ 0.00	30,000.00	\$ 35,000.00	\$ 5,000.00	85.71%
Cash Carryforward	\$ 0.00	0.00	\$ 305,479.00	\$ 305,479.00	0.00%
Local Match - Transfers In	\$ 8,037.78	27,007.00	\$ 135,009.00	\$ 108,002.00	20.00%
TOTAL REVENUES:	\$ 767,728.89	\$ 3,754,276.02	\$ 7,314,290.00	\$ 3,560,013.98	51.33%
EXPENDITURES					
Salaries	\$ 119,444.79	1,153,668.54	\$ 1,901,489.00	\$ 747,820.46	60.67%
Fringe Benefits	\$ 39,631.77	382,787.22	\$ 617,385.00	\$ 234,597.78	62.00%
Local Match - Transfers Out	\$ 8,037.78	27,007.00	\$ 135,009.00	\$ 108,002.00	20.00%
Audit Fees	\$ 0.00	24,500.00	\$ 37,500.00	\$ 13,000.00	65.33%
Computer Operations	\$ 4,684.59	60,346.62	\$ 109,161.00	\$ 48,814.38	55.28%
Dues & Memberships	\$ 150.00	10,788.50	\$ 17,650.00	\$ 6,861.50	61.12%
Equipment & Furniture	\$ 5,352.70	11,297.72	\$ 17,400.00	\$ 6,102.28	64.93%
Graphic Printing/Binding	\$ 0.00	20,618.33	\$ 32,842.00	\$ 12,223.67	62.78%
Insurance	\$ 8,072.66	22,601.50	\$ 32,614.00	\$ 10,012.50	69.30%
Legal Fees	\$ 2,204.25	32,301.50	\$ 42,000.00	\$ 9,698.50	76.91%
Office Supplies	\$ 2,738.04	23,526.28	\$ 44,662.00	\$ 21,135.72	52.68%
Postage	\$ 281.70	2,085.24	\$ 3,100.00	\$ 1,014.76	67.27%
Books, Subscrips/Pubs	\$ 130.24	5,640.25	\$ 7,673.00	\$ 2,032.75	73.51%
Exec. Dir 457 Def. Comp.	\$ 769.24	5,384.68	\$ 10,133.00	\$ 4,748.32	53.14%
Rent	\$ 25,041.98	199,919.34	\$ 283,822.00	\$ 83,902.66	70.44%
Equipment Rent/Maint.	\$ 3,107.53	16,064.82	\$ 24,806.00	\$ 8,741.18	64.76%
Seminar & Conf. Regist.	\$ 290.00	12,038.10	\$ 21,445.00	\$ 9,406.90	56.13%
Telephone	\$ 692.58	3,630.44	\$ 7,130.00	\$ 3,499.56	50.92%
Travel	\$ 1,559.38	27,015.52	\$ 39,950.00	\$ 12,934.48	67.62%
Small Tools/Office Mach.	\$ 109.95	214.92	\$ 1,200.00	\$ 985.08	17.91%
HSA/FSA Annual Contrib.	\$ 0.00	9,250.00	\$ 12,500.00	\$ 3,250.00	74.00%
Computer Software	\$ 0.00	0.00	\$ 2,500.00	\$ 2,500.00	0.00%
Contingency	\$ 0.00	0.00	\$ 30,000.00	\$ 30,000.00	0.00%
Contractual/Temp Svcs.	\$ 464.00	2,752.35	\$ 9,594.00	\$ 6,841.65	28.69%
Pass-Thru Expenses	\$ 0.00	103,350.99	\$ 778,433.00	\$ 675,082.01	13.28%
Consultants	\$ 271,072.64	1,339,667.55	\$ 2,946,286.00	\$ 1,606,618.45	45.47%
Repair & Maintenance	\$ 1,667.00	4,200.00	\$ 3,000.00	\$ (1,200.00)	140.00%
Advertising/Public Notice	\$ 522.25	7,723.58	\$ 11,026.00	\$ 3,302.42	70.05%
Other Misc. Expense	\$ 310.42	4,666.34	\$ 15,840.00	\$ 11,173.66	29.46%
Contributions	\$ 122.48	100,722.48	\$ 100,950.00	\$ 227.52	99.77%
Educational Reimb.	\$ 0.00	511.00	\$ 1,690.00	\$ 1,179.00	30.24%
Comm. Rels. Sponsors	\$ 0.00	7,000.00	\$ 15,500.00	\$ 8,500.00	45.16%
Indirect Expense Carryfwd.	\$ 0.00	0.00	\$ 0.00	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 496,457.97	\$ 3,621,280.81	\$ 7,314,290.00	\$ 3,693,009.19	49.51%
AGENCY BALANCE:	\$ 271,270.92	\$ 132,995.21			



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

Travel Summary - February 2019

Traveler:	Gary Huttman
Dates:	February 10-12, 2019
Destination:	Washington, DC
Purpose of trip:	NARC Conference
Cost:	\$1,200.16
Paid By:	MetroPlan Orlando funds



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A REGIONAL TRANSPORTATION PARTNERSHIP

Travel Summary - February/March 2019

Traveler: Nick Lepp
Dates: February 24-26, 2019
Destination: Navarre, FL
Purpose of trip: Emerald Coast Symposium
Cost: \$923.91
Paid By: MetroPlan Orlando funds

Traveler: Gary Huttman
Dates: March 1, 2019
Destination: Tallahassee, FL
Purpose of trip: Brightline Public Hearing
Cost: \$64.59
Paid By: MetroPlan Orlando funds

Traveler: Crystal Ford
Dates: March 19-20, 2019
Destination: Tallahassee, FL
Purpose of trip: Transportation Disadvantaged (TD) Day 2019
Cost: \$336.00
Paid By: MetroPlan Orlando funds

Traveler: Gary Huttman
Dates: March 19-20, 2019
Destination: Tallahassee, FL
Purpose of trip: Transportation Disadvantaged (TD) Day 2019
Cost: \$484.32
Paid By: MetroPlan Orlando funds

Traveler:	Virginia Whittington
Dates:	March 19-20, 2019
Destination:	Tallahassee, FL
Purpose of trip:	Transportation Disadvantaged (TD) Day 2019
Cost:	\$355.76
Paid By:	MetroPlan Orlando funds



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.D. (Tab 1)

Roll Call Vote: No

Action Requested: Approval of Annual Investment Report

Reason: Florida Statutes require periodic reports of investment activity to the Board.

Summary/Key Information: The attached report shows month end and average annual balances of all bank deposits and investment accounts and interest earned thereon for the 12-month period spanning March 2018 through February 2019. All investments are classified as Cash and Cash Equivalents. All funds were invested with 1) the State Board of Administration Local Government Surplus Funds Trust Fund (Florida Prime); 2) the Florida Cooperative Liquid Assets Securities System (FLCLASS) Local Government Investment Pool; 3) non-interest-bearing business checking account; and 4) non-interest-bearing checking account (the Municipal NOW account with SunTrust Bank). The rate applied for fee credit offsets for both checking accounts equaled 0.5% by year end. Actual returns/fee offsets were \$74,979.23. The total rate of return was 1.85% compared to the benchmark LGIP30D Index S&P US AAA & AA average rate (weighted 22% cash) of 1.57%.

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: Investment Report Summary Document

INVESTMENT ACTIVITIES - MARCH, 2018 - FEBRUARY, 2019					
BANK ACCOUNTS		FEBRUARY 2019		AVERAGE MONTHLY BALANCE	ANNUAL EARNINGS
BUSINESS CHECKING					
Beginning Balance		\$ 260,452.38			
Ending Balance		\$ 347,044.83			
Average Balance		\$ 342,918.67		\$ 332,071.90	
Business Checking Interest Earned		\$ -			\$ -
MUNI NOW ACCOUNT					
Beginning Balance		\$ 229,955.26			
Ending Balance		\$ 470,969.68			
Average Balance		\$ 369,886.13		\$ 544,824.13	
Muni NOW Interest Earned		\$ -			\$ -
Combined Account Analysis Fee Credit Offset		\$ 273.40			\$ 2,550.50
STATE BOARD OF ADMINISTRATION (SBA) LOCAL GOVERNMENT SURPLUS FUNDS TRUST LGIP					
SBA LGIP-A Beginning		\$ 1,674,064.22			
SBA LGIP-A Ending		\$ 1,677,482.09			
SBA LGIP-A Average		\$ 1,675,773.16		\$ 1,656,939.26	
SBA LGIP-A Interest Earned		\$ 3,417.87			\$ 38,582.33
FLORIDA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (FLCLASS) LGIP**					
FLCLASS Beginning		\$ 1,532,772.55			
FLCLASS Ending		\$ 1,535,881.02			
FLCLASS Average		\$ 1,534,440.46		\$ 1,517,901.77	
FLCLASS Interest Earned		\$ 3,108.47			\$ 33,846.40
TOTAL MONTHLY AVERAGE		\$ 3,923,018.42		\$ 4,051,737.07	
TOTAL ACTUAL RETURN		\$ 6,799.74			\$ 74,979.23
Actual Rate of Return Annualized		2.08%			1.85%
Benchmark - LGIP30D Index S&P US AAA & AA*		2.42%			2.01%
Benchmark - Weighted 22% Cash		1.90%			1.57%



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.E. (Tab 1)

Roll Call Vote: No

Action Requested: Approval of FY'20 Budget Amendment #1

Reason: To update the 2nd year of the two-year UPWP to bring forward ongoing consultant projects, pass-through expense commitments, and grant revenue; to update local revenue with current population estimates; and to update expenditures with current information.

Summary/Key Information: The UPWP must be created as a two year budget. The second year of the two-year UPWP was created with many revenue and expenditure estimates that must be updated before the new year. This is also an opportunity to bring forward projects that are underway and will be continued into the new year.

MetroPlan Budget Impact: Increase of FY'20 revenue and expenditures of \$1,223,981. The increase of revenue is mostly carryforward from prior year projects and additional SU funds for Traffic Signal Retiming Studies and TSMO projects.

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 revised budget amendment document and comparison agencywide budget are available under tab 1.

FINANCE USE ONLY:

Approved Bd Mtg:
Agenda Item #:

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REQUEST FOR UPWP BUDGET AMENDMENT

DATE: 4/24/2019

(WHOLE DOLLARS ONLY)

<u>PROJECT</u>	<u>ELEMENT</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
				<u>REVENUES</u>	<u>EXPENDITURES</u>
38020	--	40000	Federal Revenue	82,145	
38020	820100	50000	Salaries		(29,275)
38020	820100	50500	Fringe Benefits		(9,752)
38020	820100	59700	Indirect Costs		(6,178)
38020	820110	50000	Salaries		22,090
38020	820110	50500	Fringe Benefits		7,284
38020	820110	59700	Indirect Costs		5,615
38020	820120	50000	Salaries		(831)
38020	820120	50500	Fringe Benefits		(284)
38020	820120	59700	Indirect Costs		(77)
38020	820130	50000	Salaries		(8,327)
38020	820130	50500	Fringe Benefits		(2,794)
38020	820130	59700	Indirect Costs		(1,495)
38020	820200	50000	Salaries		(12,825)
38020	820200	50500	Fringe Benefits		(4,290)
38020	820200	59700	Indirect Costs		(2,474)
38020	820200	63000	Consultants		4,480
38020	820220	50000	Salaries		101
38020	820220	50500	Fringe Benefits		29
38020	820220	59700	Indirect Costs		75
38020	820300	50000	Salaries		9,710
38020	820300	50500	Fringe Benefits		3,178
38020	820300	59700	Indirect Costs		2,775
38020	820300	60500	Computer Operations		(20,000)
38020	820400	50000	Salaries		59,816
38020	820400	50500	Fringe Benefits		19,748
38020	820400	59700	Indirect Costs		14,905
38020	820400	60500	Computer Operations		(15,000)
38020	820400	63000	Consultants		325,000
38020	820500	63000	Consultants		(177,000)
38020	820600	50000	Salaries		(45,203)
38020	820600	50500	Fringe Benefits		(15,036)
38020	820600	59700	Indirect Costs		(9,813)
38020	820610	50000	Salaries		(12,964)
38020	820610	50500	Fringe Benefits		(4,318)
38020	820610	59700	Indirect Costs		(2,736)
38020	820700	50000	Salaries		66,352
38020	820700	50500	Fringe Benefits		21,920

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38020	820700	59700	Indirect Costs	16,365
38020	820700	63000	Consultants	12,000
38020	820800	50000	Salaries	1,116
38020	820800	50500	Fringe Benefits	355
38020	820800	59700	Indirect Costs	440
38020	820820	50000	Salaries	(95,870)
38020	820820	50500	Fringe Benefits	(31,887)
38020	820820	59700	Indirect Costs	(20,853)
38020	820820	63000	Consultants	(60,000)
38020	820821	50500	Fringe Benefits	(11)
38020	820821	59700	Indirect Costs	132
38020	820830	50000	Salaries	9,525
38020	820830	50500	Fringe Benefits	3,139
38020	820830	59700	Indirect Costs	2,447
38020	820840	50000	Salaries	(52)
38020	820840	50500	Fringe Benefits	(25)
38020	820840	59700	Indirect Costs	88
38020	820840	63000	Consultants	(25,000)
38020	820860	50000	Salaries	(1,261)
38020	820860	50500	Fringe Benefits	(423)
38020	820860	59700	Indirect Costs	(237)
38020	820870	50000	Salaries	(7,218)
38020	820870	50500	Fringe Benefits	(2,459)
38020	820870	59700	Indirect Costs	(814)
38020	820870	63000	Consultants	100,000
38020	820880	50000	Salaries	50
38020	820880	50500	Fringe Benefits	3
38020	820880	59700	Indirect Costs	189
37020	--	42900	Orange Co. Assessment	14,240
37020	--	43000	Osceola Co. Assessment	6,238
37020	--	43100	Seminole Co. Assessment	3,572
37020	--	43200	Altamonte Springs Assessment	233
37020	--	43300	Kissimmee Assessment	1,204
37020	--	43400	Orlando Assessment	2,655
37020	--	43500	Sanford Assessment	597
37020	--	44300	Apopka Assessment	963
37020	--	44100	Belle Isle	(2)
37020	--	44110	Eatonville	(6)
37020	--	44120	Edgewood	(2)
37020	--	44130	Maitland	36
37020	--	44140	Oakland	25
37020	--	44150	Ocoee	62
37020	--	44160	Windermere	(6)
37020	--	44170	Winter Garden	15
37020	--	44180	Winter Park	(22)
37020	--	44190	St. Cloud	(32)

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37020	--	44200	Casselberry	4	
37020	--	44210	Lake Mary	(34)	
37020	--	44220	Longwood	(36)	
37020	--	44230	Oviedo	36	
37020	--	44240	Winter Springs	(38)	
37020	--	45000	Interest Income	47,000	
37020	720100	50000	Salaries		22,182
37020	720100	50500	Fringe Benefits		9,810
37020	720100	59700	Indirect Costs		9,516
37020	720100	60600	Due & Memberships		2,328
37020	720100	60900	Insurance		400
37020	720100	61100	Office Supplies		500
37020	720100	61300	Books Subscriptions & Publications		48
37020	720100	61400	Deferred Comp 457 Exec. Director		(8,000)
37020	720100	61700	Seminars & Conf. Registration		2,210
37020	720100	61900	Travel Expenses		18,650
37020	720100	62500	Contingency		(11,572)
37020	720100	64100	Other Misc Expense		(1,150)
37020	720110	50000	Salaries		(8,693)
37020	720110	50500	Fringe Benefits		(2,913)
37020	720110	59700	Indirect Costs		(1,603)
37020	720110	60800	Graphic Printing & Binding		70
37020	720130	50000	Salaries		5,396
37020	720130	50500	Fringe Benefits		1,708
37020	720130	59700	Indirect Costs		2,291
37020	720140	50000	Salaries		145
37020	720140	50500	Fringe Benefits		32
37020	720140	59700	Indirect Costs		233
37020	720150	59800	Local Match Transfer Out		44,000
37020	720210	50000	Salaries		7,628
37020	720210	50500	Fringe Benefits		2,525
37020	720210	59700	Indirect Costs		1,812
37020	720500	50000	Salaries		13,752
37020	720500	50500	Fringe Benefits		4,484
37020	720500	59700	Indirect Costs		4,159
37020	720500	63000	Consultants		(60,000)
37020	720610	50000	Salaries		(13,464)
37020	720610	50500	Fringe Benefits		(4,524)
37020	720610	59700	Indirect Costs		(2,334)
37020	720610	63400	Advertising/Public Notice		300
37020	720700	63000	Consultants		60,000
37020	720700	63400	Advertising/Public Notice		50
37020	720820	63000	Consultants		(20,000)
37020	720850	50000	Salaries		(587)
37020	720850	50500	Fringe Benefits		(206)
37020	720850	59700	Indirect Costs		19

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37020	720870	61100	Office Supplies		(500)
37020	720870	61600	Equipment Rent & Maintenance		(2,000)
36019	--	40000	Federal Revenue	352,000	
36019	--	41000	State Revenue	44,000	
36019	--	49800	Local Match Transfer In	44,000	
36019	619100	50000	Salaries		25,408
36019	619100	50500	Fringe Benefits		8,378
36019	619100	59700	Indirect Costs		6,480
36019	619210	50000	Salaries		(7,702)
36019	619210	50500	Fringe Benefits		(2,557)
36019	619210	59700	Indirect Costs		(1,737)
36019	619210	62900	Pass-Through Expenses		50,000
36019	619300	50000	Salaries		(3,042)
36019	619300	50500	Fringe Benefits		(1,018)
36019	619300	59700	Indirect Costs		(577)
36019	619810	50000	Salaries		(8,821)
36019	619810	50500	Fringe Benefits		(2,937)
36019	619810	59700	Indirect Costs		(1,875)
36019	619810	62900	Pass-Through Expenses		240,000
36019	619820	62900	Pass-Through Expenses		55,000
36019	619840	62900	Pass-Through Expenses		30,000
36019	619850	62900	Pass-Through Expenses		55,000
36020	620100	50000	Salaries		(76,256)
36020	620100	50500	Fringe Benefits		(25,317)
36020	620100	59700	Indirect Costs		(17,199)
36020	620110	50000	Salaries		(17,839)
36020	620110	50500	Fringe Benefits		(5,952)
36020	620110	59700	Indirect Costs		(3,632)
36020	620130	50000	Salaries		(275)
36020	620130	50500	Fringe Benefits		(134)
36020	620130	59700	Indirect Costs		494
36020	620210	62900	Pass-Through Expenses		10,000
36020	620300	50000	Salaries		(5,341)
36020	620300	50500	Fringe Benefits		(1,813)
36020	620300	59700	Indirect Costs		(692)
36020	620400	50000	Salaries		(2,797)
36020	620400	50500	Fringe Benefits		(987)
36020	620400	59700	Indirect Costs		121
36020	620700	50000	Salaries		3,055
36020	620700	50500	Fringe Benefits		957
36020	620700	59700	Indirect Costs		1,430
36020	620810	50000	Salaries		(21,135)
36020	620810	50500	Fringe Benefits		(7,024)
36020	620810	59700	Indirect Costs		(4,664)
36020	620810	62900	Pass-Through Expenses		60,000
36020	620820	62900	Pass-Through Expenses		25,000

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36020	620840	62900	Pass-Through Expenses		50,000
36020	620850	62900	Pass-Through Expenses		40,000
34018	--	41000	State Revenue	726	
34018	418850	50000	Salaries		(873)
34018	418850	50500	Fringe Benefits		(304)
34018	418850	59700	Indirect Costs		3
34018	418850	61700	Seminars & Conf. Registration		1,500
34018	418850	63400	Advertising/Public Notice		400
34119	--	40000	Federal Revenue	129,408	
34119	319820	63000	Consultants		179,989
34119	319821	63000	Consultants		(50,581)
34219	--	40000	Federal Revenue	45,000	
34219	329200	63000	Consultants		45,000
34220	--	40000	Federal Revenue	450,000	
34220	320820	50000	Salaries		127,505
34220	320820	50500	Fringe Benefits		42,212
34220	320820	59700	Indirect Costs		30,283
34220	320821	63000	Consultants		250,000

TOTAL: \$ 1,223,981.00 1,223,981.00

REASON(S):

1) To update the 2nd year of the 2-year UPWP to bring forward ongoing consultant projects, pass-through expense commitments, and grant revenue; to update local revenue with current population estimates; and to update expenditures with current information.

Finance Director's Signature:

Jason S. Loschiavo

Date:

Executive Director's Signature:

Gary Huttman

Date:

REMARKS:

Revised 10/24/16

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2019/2020

REVENUES		Original	BE1	Change
ACCOUNT		FY2020	FY2020	
CODE	DESCRIPTION			
40000	FEDERAL REVENUES			
	FHWA PL Planning Funds	2,143,329	2,225,474	82,145
	NEW FTA Sec 5305d Planning Funds X014	835,322	835,322	0
	Carryfwd from FTA X013	200,000	552,000	352,000
	SU (NEW) TSR & TSMO Position	750,000	1,200,000	450,000
	Multimodal Connectivity Grant (FY'19 Carryfwd)		45,000	45,000
	Traffic Signal Timing-SU (FY'19)	100,000	229,408	129,408
	TOTAL FEDERAL REVENUES	4,028,651	5,087,204	1,058,553
41000	STATE REVENUES			
	NEW FTA Sec 5305d Planning Funds X014	104,415	104,415	0
	Carryfwd from FTA X013	25,000	69,000	44,000
	Carryfwd from FTA X012	101,560	102,286	726
	TOTAL STATE REVENUES	230,975	275,701	44,726
	LOCAL REVENUES			
42900	Orange Co. Assessment	492,171	506,411	14,240
43000	Osceola Co. Assessment	133,826	140,064	6,238
43100	Seminole Co. Assessment	176,218	179,790	3,572
43200	Altamonte Springs Assessment	22,241	22,474	233
43300	Kissimmee Assessment	34,981	36,185	1,204
43400	Orlando Assessment	139,895	142,550	2,655
43500	Sanford Assessment	28,920	29,517	597
44300	Apopka Assessment	24,875	25,838	963
43700	CFX	25,000	25,000	0
43800	Sanford Airport Authority	25,000	25,000	0
43900	GOAA	25,000	25,000	0
44000	LYNX	25,000	25,000	0
44100	Belle Isle	508	506	(2)
44110	Eatonville	175	169	(6)
44120	Edgewood	200	198	(2)
44130	Maitland	1,320	1,356	36
44140	Oakland	202	227	25
44150	Ocoee	3,267	3,329	62
44160	Windermere	219	213	(6)
44170	Winter Garden	3,258	3,273	15
44180	Winter Park	2,223	2,201	(22)
44190	St. Cloud	3,421	3,389	(32)
44200	Casselberry	2,165	2,169	4
44210	Lake Mary	1,254	1,220	(34)
44220	Longwood	1,149	1,113	(36)
44230	Oviedo	2,859	2,895	36
44240	Winter Springs	2,780	2,742	(38)
	TOTAL LOCAL ASSESSMENTS	1,178,127	1,207,829	29,702
	OTHER REVENUES			
45000	Interest Income	43,000	90,000	47,000
47000	Reimbursement of Claims & Expenses	12,500	12,500	0
48900	Other Grant/Contribution Income (MPO Alliance)	25,000	25,000	0
49700	Cash Carryforward	304,082	304,082	0
	TOTAL LOCAL REVENUES (ASSESSMENTS + OTHER)	1,562,709	1,639,411	76,702

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2019/2020

49800	Local Match Transfer Out for New FTA X014	104,415	104,415	0
49800	Local Match Transfer Out for Rollover FTA X013	25,000	69,000	44,000
TOTAL LOCAL MATCH		129,415	173,415	44,000
TOTAL REVENUES:		5,951,750	7,175,731	1,223,981

EXPENDITURES

ACCOUNT

CODE	DESCRIPTION			
50000	Salaries, Leave & Car Allow.	1,761,376	1,754,556	(6,820)
50600	Fringe - FICA Employer	134,745	134,224	(521)
50700	Fringe - Unemployment Ins	10,000	10,000	0
50800	Fringe - Health Insurance Emplr.	233,961	233,961	0
50900	Fringe - Dental Insurance Emplr.	5,902	5,902	0
51000	Fringe - Life Insurance Emplr.	1,447	1,447	0
51100	Fringe - Long-Term Disability	2,598	2,598	0
51200	Fringe - Workers Comp Ins.	4,000	4,000	0
51300	Fringe Pension Fund ICMA 401	174,638	173,956	(682)
51500	Fringe - VisionCare Insurance	1,376	1,376	0
51600	Fringe - Short-Term Disability	2,472	2,472	0
51700	Fringe - Grant Carry Forward	0	0	0
59800	Local Match Transfer Out	129,415	173,415	44,000
60400	Audit Fees	40,000	40,000	0
60500	I-Computer Operations	79,161	61,443	(17,718)
60600	Dues and Memberships	17,650	19,978	2,328
60700	Equipment	14,200	14,200	0
60800	Graphic Printing & Binding	32,471	32,541	70
60900	Insurance	32,614	33,014	400
61000	Legal Fees	42,000	42,000	0
61100	Office Supplies	38,412	38,412	0
61200	Postage	3,500	3,500	0
61300	Books, Subscrips & Pubs	7,673	7,721	48
61400	Deferred Comp 457 Ex Dir	26,000	18,000	(8,000)
61500	I- Rent	303,092	303,092	0
61600	I-Equipment Rent & Maintenance	25,157	24,157	(1,000)
61700	Seminars & Conf. Registration	21,195	24,905	3,710
61800	I - Telephone	7,130	9,730	2,600
61900	Travel Expenses	39,950	58,600	18,650
62000	Small Tools/Office Machinery	1,200	1,200	0
62100	HSA Employer Contribution	12,500	12,500	0
62200	Computer Software	7,500	7,500	0
62500	Contingency	30,000	18,428	(11,572)
62600	Contractual/Temporary Services	3,530	3,530	0
62900	Pass-Through Expenses	635,000	1,250,000	615,000
63000	Consultants	1,929,000	2,512,888	583,888
63100	Repair & Maintenance	1,200	1,200	0
63400	Advertising/Public Notice	10,705	11,455	750
64100	Other Miscellaneous Expense	7,840	6,690	(1,150)
64300	Awards & Promotional Expense	8,000	8,000	0
64400	Contributions	100,950	100,950	0
64500	Educational Reimbursement	1,690	1,690	0
64600	Comm. Relations Sponsorships	10,500	10,500	0
64700	Grant Carry Forward - Indirect	0	0	0
TOTAL EXPENDITURES:		5,951,750	7,175,731	1,223,981



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.F. (Tab 1)

Roll Call Vote: No

Action Requested:	Approval is requested to update the employee handbook and remove the travel policy from the employee handbook and create a new travel policy and procedures document with reference to it in the employee handbook.
Reason:	Staff is charged with updating the employee handbook every two years. During this update, staff looks at current laws, industry trends, and other needed updates to the handbook.
Summary/Key Information:	The Board's Personnel Committee met on April 16, 2019 and reviewed proposed changes to the organization's employee handbook. A number of provisions were discussed and Committee members recommended some additional revisions. The Committee also requested that MetroPlan Orlando's attorney review the handbook as well. The handbook was reviewed by Steve Bechtel and Mateer & Harbert's attorney specializing in Human Resources. The attorney review suggested minor text edits and the inclusion of a new section on the Fair Labor Standards Act which were all incorporated into the document. A summary of changes is provided in Tab 1 along with a strike-through/underline version of the Employee Handbook. The Board's Personnel Committee unanimously 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:	Summary of Changes Employee Handbook Document (strikethrough underline format) Travel Policies and Procedures (strikethrough underline format)



Employee Handbook & Travel Policy Revisions for 2019

Employee Handbook Updates

Section 1.4 Applicability

Removed reference to Section 20 Travel Policy – The travel policy was removed from this document and summarized in Section 20

Section 7.1(D) Added conflict of interest resolution involving the Executive Director

Section 8.2 Holidays

Clarified language regarding executive director authority and approving additional holidays or emergency closings as previously requested by the personnel committee.

Section 8.3 Personal Leave

NEW SECTION ADDED - part C – Created employee leave sell back policy

Section 8.4 Insurance

Added gym subsidy

Section 9.14

NEW SECTION ADDED - Effect of Improper Deductions from Salary – This section was added during the attorney review to explicitly state the rules of the Fair Labor Standards Act regarding overtime and exempt/nonexempt statuses.

Section 9.16 Transit Flextime

NEW SECTION ADDED allowing an employee to use part of their transit commute for work purposes in lieu of a transit subsidy.

Section 10 Worker's Compensation (& Personnel Safety)

NEW SECTION ADDED - Section 10.2 Personnel Safety

Section 12.2 Forms of Disciplinary Action – Just Cause

Defined insubordination, added insolence, and defined insolent behavior

Section 20 Travel Policies and Procedures

Summarized travel information for staff members. Removed all travel policies and created a new, separate travel policy document. The separate travel policy document was also updated.

Employee Handbook & Travel Policy Revisions for 2019 (Continued)

Travel Policy Updates

20.2 Formalizes policy regarding limiting multiple employees from attending conferences

20.5 (1) e. Clarifies language regarding mileage reimbursement for local travel. Employees may be reimbursed for any excess mileage they travel for business purposes beyond what they would normally travel to commute to work. Employees living outside the three-county region must apply local travel policies to their home county as well.

20.5 (3) a. Added Florida Statute table regarding meal reimbursement

In addition to the major changes listed, there were minor text edits and updates for Federal and Florida Statutes, Codes, and other references.

Pagination and page number updates will occur after approval by the board.

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 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 personal leave and other types of absences.
- (E) The policies and procedures relating to provisional, temporary, and contractual employees.
- (F) Coordination of in-service training programs.
- (G) The policies and procedures regarding employee grievances and disciplinary hearings.
- (H) Other procedures, practices, and interpretations of policy necessary to the administration of MetroPlan Orlando's Personnel System.

- (I) Coordination of MetroPlan Orlando's 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 Clerk 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. 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. ~~However, Section 20.0 Travel Policy and Procedures shall apply to all employees, the Executive Director, board members, advisory committee members, interns and temporary employees.~~

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

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

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

2.2 VACANCIES IN THE CLASSIFIED SERVICE

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

They do not include temporary positions, non-regular part-time positions, interns, commissioners, board members, committee members, the MetroPlan Orlando Attorney retained or employed by MetroPlan Orlando, or the Executive Director. They do not include positions associated with contractual agreements or vendor agreements. Vacancies shall be filled in accordance with existing Federal, State, or Local laws as applicable.

2.3 VACANCIES IN THE UNCLASSIFIED SERVICE

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

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

2.4 APPLICANTS

Unsolicited resumes received when there are no advertised jobs 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 and Executive Order of the Governor No. 11-116, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and

present documentation establishing identity and employment eligibility. All new employees must also have employment eligibility verified through E-Verify.

3.4 TESTING

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

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

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

3.5 SELECTION

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

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

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

SECTION 4.0

SPECIAL EMPLOYMENT SITUATIONS

4.1 SPECIAL PREFERENCE

In certain situations, special preference will be afforded to individuals seeking employment with MetroPlan Orlando. Examples ~~of such preference~~ 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) **REGRADE**

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

(D) **DEMOTION**

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

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

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

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

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

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

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

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

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

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

~~(3)~~ Demoted employees shall be subject to a new "Date of Classification" which shall be based upon the effective date of the demotion action.

(E) **RESIGNATION**

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

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

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

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

(F) **JOB ABANDONMENT**

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

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

(G) **RETIREMENT**

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

All regular full-time or part-time employees regularly scheduled to work 30 or more hours per week are eligible for the MetroPlan Orlando Money Purchase Pension and Trust Plan. Employees will be eligible to participate from the first day of employment. This plan provides separate accounts for each participant, and investments will be self-directed by the employee. MetroPlan Orlando will contribute 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.
- (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~~**Excellent**” 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 written mutual agreement between the employee being rated and the respective Department Director outlining the specific reason(s) for the extension and the date of the agreed upon subsequent performance review. (Normally this extension should not exceed six (6) months).

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

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

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

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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 ~~at~~the project, or any property included or planned to be included in ~~at~~the project, in which any employee of MetroPlan Orlando during his or her tenure or for two (2) years thereafter has any interest, direct or indirect.
- (B) The term “material interest” for the purpose of this section is defined in Florida Statutes Chapter 112.312(15).

7.4 DISCLOSURE OF INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

1. No MetroPlan Orlando employee shall use his or her official position, authority or influence arising from his or her relationship with MetroPlan Orlando for the purpose of interfering with an election or a nomination to office, or coercing another person's activities or vote in connection therewith.
2. No MetroPlan Orlando employee shall request, solicit, or communicate in any manner with any Board Member, employee, Consultant, Vendor or Independent Contractor for the purpose of inducing that person to pay, lend, or contribute any part of his or her salary, any money or anything else of value, to any party, committee, organization, agency or person for political purposes.
3. Employees may express opinions on candidates or issues and participate in political campaigns only during off duty hours. No employee shall take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from MetroPlan Orlando. The use of any MetroPlan Orlando

employee work time or equipment, supplies or funds to assist political parties or candidates for public office is strictly prohibited.

4. Any employee who makes a contribution of his or her own volition to the campaign of a sitting Board Member shall file a disclosure of said contribution within fourteen (14) days with the MetroPlan Orlando Executive Director, who shall publish said filing as an informational item at the next regularly scheduled Board meeting.

7.6 PERSONAL APPEARANCE

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

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

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

7.7 USE OF METROPLAN ORLANDO EQUIPMENT/PROPERTY

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

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

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

7.8 PERSONAL MAIL/DELIVERIES/CALLS/VISITORS

- (A) MetroPlan Orlando is not in the position to handle and/or distribute the personal mail or deliveries of its employees. All employees should advise correspondents, businesses, etc., that personal mail is to be delivered to their home address and not to their place of work.
- (B) Under no circumstances shall employees use MetroPlan Orlando stationery or postage for personal business.
- (C) The receiving and making of personal phone calls and the receiving of personal visitors on MetroPlan Orlando time is strongly discouraged. The extent to which these are permitted is at the discretion of the Department Director but should not disrupt

the work environment or take away from work time. Employees may be required to reimburse MetroPlan Orlando for any charges resulting from their personal use of the telephone.

- (D) To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.
- (E) All attempts should be made to calm a belligerent caller or visitor. Belligerent callers or visitors should be transferred to a Department Director.

7.9 COOPERATION WITH JOB-RELATED INVESTIGATIONS

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

7.10 INDICTMENTS

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

7.11 INCARCERATION

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

7.12 EQUIPMENT USAGE

Computers, computer files, the e-mail system, Internet access, cell phones, software furnished to employees, as well as any other equipment or software purchased or leased by MetroPlan Orlando, hereafter referred to as "MetroPlan Orlando Equipment," are MetroPlan Orlando property intended for business use. Employees should back up their computer files on a regular basis by only saving documents on designated network drives or local computer

folders that sync to network drives or by other methods approved by the Director of Finance & Administration. The use of MetroPlan Orlando Equipment for any non-business purpose is strongly discouraged. To ensure compliance with the policy, MetroPlan Orlando Equipment usage may be monitored.

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

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

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

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

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

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

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

7.13 COMPUTER SOFTWARE

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

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

7.14 SOCIAL MEDIA POLICY

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

The lines between professional and personal online interactions can be blurry and, while we encourage you to participate in the social media world, you should understand and abide by the rules of engagement stated in our Social Media Guidelines document as you navigate online postings and conversations.

7.15 NON-TOBACCO USE

In keeping with MetroPlan Orlando’s intent to provide a safe and healthful work environment, the use of tobacco, in all forms including e-cigarettes, is strictly prohibited throughout the workplace. In addition, all types of e-cigarettes/vaporizers, whether the contents of those

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

NON-TOBACCO USE

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

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

B. Enforcement of Policy

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

- * ~~Oral~~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. ~~Unusual instances will be handled by the Executive Director after conferring with the Board Chairman.~~

(B) The days listed below are designated as official MetroPlan Orlando holidays:

New Year's Day	January 1 st
Martin Luther King Day.....	Third Monday in January
Memorial Day	Last Monday in May
Independence Day.....	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Christmas Day	December 25 th
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, etc.~~

~~(D)~~(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. ~~and 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.

~~(E)~~(F) Floating holidays may be taken after completion of the introductory period, i.e., after six (6) months' employment, on any day at the employee's discretion, subject to the approval of the Department Director based on scheduling requirements.

The floating holidays will be credited (posted) to the employee's account after completion of the introductory period, i.e., six (6) months from the hire date, along with the "Change of Status" form from introductory to full-time. Employees hired before July 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 PERSONAL LEAVE

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

Employees earn credited personal leave based on the following:

- (1) Employees who work 7.5 hours per day earn personal leave as follows:
- | | |
|---------------------------|---|
| 0 through 2 Years Service | Eligible for 18 work days or 135 hours per year: $135 \text{ hours} / 26 = 5.19 \text{ hours per biweekly pay period.}$ |
| 2 through 5 Years Service | Eligible for 22 work days or 165 hours per year: $165 \text{ hours} / 26 = 6.35 \text{ hours per biweekly pay period.}$ |

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

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

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

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

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

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

Employees should be mindful of taking more than two weeks of personal leave in a single absence for discretionary purposes and should consult with their Supervisor/Department Director at least one month in advance so that arrangements can be made for coverage.
- ~~(G)~~(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.
- ~~(H)~~(I) Holidays occurring while an employee is on MetroPlan Orlando personal leave are to be counted as holidays, not personal leave.
- ~~(I)~~(J) An employee resigning or retiring from MetroPlan Orlando with two (2) weeks notice, shall be paid for his/her credited personal leave up to a maximum allowable rate as specified in Section 8.3 (B). Such leave pay shall be made at the employee's current rate of pay.
- ~~(J)~~(K) Personal leave pay generally shall not be paid to separating employees who fail to give at least two (2) weeks notice. Exceptions for unusual circumstances may be approved by the Executive Director.
- ~~(K)~~(L) Employees who terminate prior to completion of six (6) months continuous service will not be paid for any accrued personal leave time.
- ~~(L)~~(M) In case of death of an employee or permanent long-term disability, payment for unused personal leave shall be made to the employee or to the employee's beneficiary, estate, or as provided by law.
- ~~(M)~~(N) It shall be the Department of Finance & Administration's responsibility to keep accurate and up-to-date personal leave records on each employee. Annotations for

personal leave used must be made by the Department Director on every employee's respective payroll timesheet as the time is used.

8.4 INSURANCE

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

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

- Health insurance
- Life insurance and accidental death and dismemberment insurance
- ~~Long-term and short-term d~~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:

<u>Termination after Completion of Course(s)</u>	<u>Reimbursement to MetroPlan Orlando</u>
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 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) ~~Excessive tardiness is defined as more than twelve (12) occurrences within any twelve (12) month period.~~ Habitual tardiness will not be tolerated, however, with consideration will be given to severity and possible medical reasons.
- (G) Supervisors shall be required to document tardiness on timesheets.
- (H) Automatic discharge will be effected if an employee has been absent for three (3) or more days without proper notification to his/her supervisor. This will be construed as "Job Abandonment." See Section 6.1 (F).
- (I) From time to time, situations may arise that warrant consideration of placing an employee on a "leave without pay" status. Requests of this nature are viewed to be the exception and not the rule and shall only be considered after thorough review of the circumstances and attendance record of the employee. Consideration for "leave without pay" status is contingent upon an acceptable reason, exhaustion of all other accrued leave, and ultimate approval of the Executive Director via the approval process specified on the "Change in Status" form. Under no circumstances will a "leave without pay" status be granted that exceeds ninety (90) calendar days without extreme circumstances being involved. Refer to Sections 6.1(I) and 9.6 (B) for additional information pertaining to this subject.

9.2 JURY DUTY

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

9.3 COURT APPEARANCES

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

9.4 MEETINGS AND CONFERENCES

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

9.5 BEREAVEMENT

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

9.6 PERSONAL ABSENCES

- (A) All employees categorized as regular full-time or regular part-time are entitled to the equivalent of two (2) days paid absences which are classified as “Floating Holidays” and are to be taken each calendar year. These “floating holidays” must be approved by the Department Director in advance with consideration given to maintaining a smooth operation of work. Carryover from one (1) calendar year to another is not permitted. Employees are eligible for paid floating holidays six (6) months after date of hire. Thereafter, floating holidays are available at the beginning of each calendar year. (Refer to 8.2 (E)).
- (B) In cases of absences without pay (other than leave taken as Family Medical Leave as discussed in Section 19) in excess of thirty (30) days, MetroPlan Orlando does not provide paid health, life insurance, or other coverages during the period of absence, nor does the employee earn any personal leave. Upon returning to work from this status, the employee will begin earning personal leave along with the appropriate insurance coverage subject to any required waiting periods. Employees in an absence without pay status are responsible for making prearrangement with the Department of Finance and Administration to provide insurance coverage during the absence. Employees will be notified of their rights to this coverage under COBRA or the FLORIDA HEALTH INSURANCE COVERAGE CONTINUATION ACT, as appropriate.

9.7 MILITARY LEAVE

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

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

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

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

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

Such leave without loss of pay (Florida Statutes Chapter 250.48) shall not exceed thirty (30) calendar days at any one (1) time. Subject to Florida Statutes Chapter

115.14, MetroPlan Orlando may supplement the military pay of employees who are reservists called to active duty in an amount necessary to bring their total salary, inclusive of their base military pay, to the level gained at the time they were called to active duty.

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

The same restrictions and provisions regarding the use of accrued leave, and leave 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 the first four (4) weeks following the birth or adoption of the employee's child. The parental leave program is available to both male and female employees and is limited to one four (4)-week period per rolling year.
- (B) Regular full-time employees will be paid at their base hourly rates of pay. Employees who become eligible for pay increases during the leave period will receive their increases as scheduled.

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

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

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

Intermittent parental leave is available throughout the four (4)-week period and may be used in half hour increments. Under no circumstances will the four (4)-week period be extended.

9.9 BREAKS IN SERVICE

- (A) Termination of employment for more than seven (7) calendar days for any reason shall be considered a break in service and will not be counted in determining an employee's total length of service.
- (B) In computing total length of service, part-time work shall be counted as the percentage of part-time work in relation to normal full-time work for the position and classification in question at the time work was performed.

- (C) Paid personal leave absences shall be counted in computing total length of service.
- (D) Temporary leaves of absences may be counted toward total length of service provided they do not exceed thirty (30) days. Unpaid leaves of absence which exceed thirty (30) days shall be considered breaks in service, and time after the thirtieth (30th) day will not be counted in computing total length of service. Although the first thirty (30) days of a temporary leave of absence may be counted as service, no benefits shall accrue during an unpaid leave of absence. Section 9.9 (D) does not apply to Family Medical Leave.

9.10 PAY DAY

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

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

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

9.11 ADMINISTRATIVE CORRECTIONS

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

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

9.12 PAY ADVANCES

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

9.13 HOURS WORKED

- (A) MetroPlan Orlando offices are open from 8:00 am to 4:30 p.m., Monday through Friday, excluding approved holidays. It is imperative that sufficient coverage of the office is retained at all times during the regular office hours. The normal work schedule for all employees is 7.5 hours a day, five (5) days per week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

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

9.14 EFFECT OF IMPROPER DEDUCTIONS FROM SALARY

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

(B) Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 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 personal leave, emergency closings, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.
- (C) If authorized, overtime is paid in accordance with the provisions of the Fair Labor Standards Act (FLSA) as outlined below:
 - (1) GENERAL NON-EXEMPT – An employee who is not listed as exempt in the Classification and Pay Plan must be compensated at a rate of time and a half for hours worked in excess of a 40-hour scheduled work week. (See Hours Worked Section 9.12).
 - (2) EXEMPT EMPLOYEES – An employee in this category is clearly identified in the “Classification and Pay Plan” and is compensated on a salaried basis. Such employees are considered exempt from any overtime pay.
- (D) Emergency situations may arise whereby employees are called in to work at any time determined by their Supervisor, Department Director, or the Executive Director. Employees will be paid for this time as outlined above.

9.1516 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 work flow.

9.167 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 work day by 30 minutes. The employee may only use one leg of the trip each day as work time for the transit flextime. The use of transit flextime requires supervisor and/or Department Director approval.

9.1678 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 employee must complete the telework request form and submit for approval to his/her supervisor. If approved, the supervisor shall sign and submit the form to the Department of Finance and Administration for inclusion in the employee's personnel file.
- (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 telework request form. 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 email and phone and be available during normal hours of operation. 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.

9.1789 EMPLOYEE TIMESHEETS

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

9.18920 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 personal leave during this period and charge against their accrued personal leave one (1) day for each day absent.
- (B) If the disability extends beyond seven (7) calendar days, on the eighth (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 personal leave, on a proportionate basis, the difference between the Workers' Compensation payment and his/her regular pay in order to receive full pay. After twenty-one (21) calendar days, Workers' Compensation is allowed to provide compensation for the first seven (7) calendar days.
- (C) If an employee wishes to use other accrued leave to supplement Workers' Compensation payments, the employee shall make a request in writing to his/her Department Director who shall notify the Department of Finance and Administration of the employee's request.
- (D) At no time will the combined total of Workers' Compensation payment, personal leave, and regular time exceed the amount of the employee's normal scheduled wage.
- (E) MetroPlan Orlando employees are covered by Workers' Compensation Insurance. MetroPlan Orlando reserves the right to determine from the attending physician's report when payment to employees may be terminated. All employees injured on the job must be drug screened when they arrive at their medical appointment as required by the Managed Care and Workers' Compensation Drug-Free Workplace Program.

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

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

10.2 PERSONNEL SAFETY - FIELDWORK

In keeping with MetroPlan Orlando's commitment to provide a safe and healthy work environment, the following rules and guidelines have been established. It is the employee's

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

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

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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 personal leave, including any floating holidays on the books.
 - (2) All employer-paid insurance coverage will cease as of the last day of the pay period during which the actual termination occurred or according to the insurance plan document in place at the time of termination. Employees will have the option to continue coverage in accordance with existing COBRA Law or FLORIDA HEALTH INSURANCE COVERAGE CONTINUATION ACT as applicable.
 - (3) All monies owed MetroPlan Orlando for tuition reimbursement shall be waived.

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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 personal leave shall not constitute grounds for any disciplinary action.
- (P) The employee has violated a safety rule which resulted in or had the potential to damage MetroPlan Orlando property, vehicles or equipment, or result in an injury to a MetroPlan Orlando employee, other persons, or their property.
- (Q) The employee has refused to submit to alcohol/drug testing on the standards outlined in Section 15 of this handbook.
- (R) The employee was hired as a "provisional employee" and did not complete the provisional elements in the time allotted.
- (S) The employee has falsified timekeeping records.

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

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

12.3 DISCIPLINARY HEARINGS

- (A) Whenever a Department Director/Supervisor issues a "Disciplinary Action Record," a copy of the record must be furnished to the employee involved and to the Director of Finance and Administration. The "Disciplinary Action Record" must outline the alleged offense(s), the dates involved, citation of the personnel rules that have been violated, all pertinent details, and the disciplinary action to be taken.
- (B) Said charges are restricted to actions occurring within two (2) years prior to the date of the "Disciplinary Action Record" except for charges involving criminal violations which can be considered as applicable with the provisions of Florida Law.
- (C) Regular employees with six (6) months or more of continuous full-time employment who receive "Disciplinary Action Records," shall have the opportunity for a pre- or post-disciplinary hearing before MetroPlan Orlando's hearing officer. The Director of Finance and Administration shall serve as MetroPlan Orlando's "Hearing Officer" in all cases except for cases in which a conflict of interest is apparent. Should the Director of Finance and Administration not be able to serve as "Hearing Officer" due to conflict of interest, another "Hearing Officer" will be appointed by the Executive Director. Employees with less than six (6) months of continuous full-time employment shall not be entitled to a disciplinary hearing. The purpose of this hearing is a review to determine if there is just cause for the disciplinary action. Employees and supervisors will be allowed to present witnesses and other documentation during the hearing to support their respective positions.
- (D) Immediately upon receipt of a "Disciplinary Action Record" against an employee, the Director of Finance and Administration shall notify the employee by registered or certified mail, or by hand delivery, that he/she will be afforded an opportunity for a disciplinary hearing before a hearing officer.
- (E) Within five (5) working days from receipt of the notification of the disciplinary action, it shall be the employee's duty and responsibility to notify the Department of Finance and Administration of his/her intention to request, or to waive the right to a disciplinary hearing. The disciplined employee may waive hand delivery of registered/certified mail, and 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 ~~s-69L-9.015 and~~ 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) ~~All~~ 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, ~~shall~~ may be required to submit to an employment physical to include mandatory alcohol/drug testing. Applicants who test positive (after confirmation) shall not be employed by MetroPlan Orlando.

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

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

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

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

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

15.6 VOLUNTARY REQUEST FOR TREATMENT

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

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

It is to be understood that these employees are expected to successfully complete the treatment program; furnishing proof of successful completion to the Director of Finance and Administration, and that return to employment is contingent upon medical certification of fitness for duty and random testing for illegal drugs for a period not to exceed two (2) years.

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.

INFORMAL PROCEDURE

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

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

FORMAL PROCEDURE

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

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

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

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SECTION 18

SOLICITATION

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

FAMILY/MEDICAL LEAVE (FML)

19.1 PURPOSE

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

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

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

19.1 A MILITARY FAMILY LEAVE

- (A) Qualifying Reason for Leave

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

- (B) New Leave Entitlement

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

19.2 DEFINITIONS

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

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

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

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

19.3 DURATION OF LEAVE

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

Such transfer shall be permitted at the discretion of the affected Department head, as long as such transfer is to a position with equivalent pay and benefits.
- (C) In cases whereby this type of leave involves the birth, adoption, or placement of an employee’s child, such leave shall not be granted unless taken within one (1) year of said birth, adoption, or placement.
(Note – This restriction is not applicable to “serious health conditions” situations).

19.4 EXHAUSTION OF ACCRUED LEAVE

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

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

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

19.5 REQUIRED NOTICE

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

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

19.6 SUFFICIENT CERTIFICATION

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

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

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

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

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

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

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

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

19.7 HEALTH INSURANCE BENEFITS

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

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

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

19.8 OTHER BENEFITS

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

19.9 RESTORATION TO POSITION

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

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

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

19.10 PAYROLL REPORTING

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

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

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

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

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SECTION 20

TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES TO IMPLEMENT PURCHASING POLICY 7 D

20.1 TRAVEL AND TRAINING REGULATIONS

~~(A) — GENERAL INFORMATION~~

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

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

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

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

~~In state conferences - Attendance at an in state conference may or may not be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation; who has not attended a conference in the fiscal year; and/or needs continuing~~

professional education to maintain certification. Department directors may also consider seniority and request date in their decision.

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

20.2 — TRAVEL AUTHORIZATION

The Board Chairman, or Vice Chairman in his 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.

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.
- a. Use of privately owned vehicle in state.
- b. Training to maintain professional certification or license, i.e., Continuing Professional Education (CPE).
- c. To hold a position in a professional organization for which travel to meetings is required.
- d. Technical training necessary to complete the job assignment.

- ~~e. General training for job performance enhancement.~~
- ~~f. Waiver of reimbursement agreement.~~
- ~~g. 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.~~

20.3 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 through continuing professional education and 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. Employees whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel Request and 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.~~

20.4 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 form in this section, 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 and Reimbursement 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 Expense and Reimbursement Form 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 Request and Reimbursement Form.~~

~~Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the completed Travel Request and 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 Request and 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.~~

20.5 — 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 specified in Florida Statutes Chapter~~

~~112.061, 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.~~

~~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 Request and 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.~~

~~When traveling from home to a conference or on other official office business and back home or back to the office and the total distance traveled is less than the round trip mileage from home to work to home via automobile, regardless of method of commute travel, there will be no mileage reimbursement. To calculate local travel mileage reimbursement, take the total distance traveled during the day for which you are seeking reimbursement including any commuting mileage; subtract the total mileage distance to and from work (if transit or other means is used for commuting, mileage will be calculated as if you drove to and from work using an online mapping tool) and request reimbursement for the remaining mileage balance only. Exception, when traveling on a non-work day, all mileage from home and back will count for reimbursement since you are not required to go to the office. See E.3 for per diem regulation.~~

~~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 of 20.5 e. above where the total miles traveled is reduced by the round trip mileage from home to work to home via automobile, regardless of method of commute travel as calculated by an online mapping tool to determine the number of miles for reimbursement.~~

~~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 (or class A & B or class C meals), 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 in Florida Statutes Chapter 112.061.~~

~~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.~~

~~Reimbursement for tips for transportation & lodging (i.e., bellman and taxi/ride share) shall be limited to \$5.00 per day.~~

~~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 takes 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~~

- ~~a. Reimbursement for meals and tips is based on the following amount in FS. 112.061, as amended. Current rates are:~~

~~Breakfast: \$6.00 includes tip and tax~~

~~Lunch: \$11.00 includes tip and tax~~

~~Dinner: \$19.00 includes tip and tax~~

- ~~b. Same day travel out of the area (that is beyond Orange, Seminole and Osceola Counties) by employees or elected officials allows reimbursement for reasonable meal expenses provided that the employee or official does not reside in the county. 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, 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, 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 Expense Worksheet 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 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 Chairman 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).~~

REFERENCES: FS 112.061, FS 163.01

EFFECTIVE DATE: This procedure effective ~~September 14, 2016~~May 8, 2019.

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[4825-6475-4836, v. 1](#)

SECTION 20

TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES TO IMPLEMENT PURCHASING POLICY 7 D

~~20.1~~ TRAVEL AND TRAINING REGULATIONS

~~(A)~~ GENERAL INFORMATION

~~This procedure contains travel regulations and instructions to complete the Travel Request/Reimbursement Forms.~~ 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 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.

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

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

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

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.

20.3 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; ~~and~~ 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. Employees Travelers whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel ~~_Request and~~ 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.

20.4 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~~travel form in this section~~, 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 ~~and Reimbursement~~ 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~~Expense~~ 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 ~~Request and~~ Reimbursement Form.

Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the completed Travel ~~Request and~~ 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 ~~Request and~~ 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.

20.5 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 specified in Florida Statutes Chapter 112.061, 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.

- 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 ~~Request and~~ 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. When traveling from home to a conference or on other official office business and back home or back to the office and the total distance traveled is less than the round trip mileage from home to work to home via automobile, regardless of method of commute travel, there will be no mileage reimbursement. To calculate local travel mileage reimbursement, take the total distance traveled during the day for which you are seeking reimbursement including any commuting mileage; subtract the total mileage distance to and from work (if transit or other means is used for commuting, mileage will be calculated as if you drove to

~~and from work using an online mapping tool) and request reimbursement for the remaining mileage balance only. Exception: when traveling on a non-work day, all mileage from home and back will count for reimbursement since you are not required to go to the office. See E.3 for per diem regulation.~~

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 ~~of 20.5 (e.)~~ above as if the county were part of the service area, where the total miles traveled is reduced by the round trip mileage from home to work to home via automobile, regardless of method of commute travel as calculated by an online mapping tool to determine the number of miles for reimbursement.

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 (or class A & B or class C meals), 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 in Florida Statutes Chapter 112.061.

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.

Reimbursement for tips for transportation & lodging (i.e., bellman and taxi/ride share) shall be limited to \$5.00 per day.

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 takes 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

- a. Reimbursement for meals and tips is based on the following amount in FS. 112.061, as amended. Current rates are:

a.

<u>Meal</u>	<u>Traveler Must Depart Before:</u>	<u>And Return After:</u>	<u>To Claim Meal Allowance of:</u>
<u>Breakfast</u>	<u>6:00 a.m.</u>	<u>8:00 a.m.</u>	<u>\$6.00</u>
<u>Lunch</u>	<u>12:00 noon</u>	<u>2:00 p.m.</u>	<u>\$11.00</u>
<u>Dinner</u>	<u>6:00 p.m.</u>	<u>8:00 p.m.</u>	<u>\$19.00</u>
<u>All Day</u>	<u>6:00 a.m.</u>	<u>8:00 p.m.</u>	<u>\$36.00</u>

Breakfast: \$6.00 includes tip and tax

Lunch: \$11.00 includes tip and tax

Dinner: \$19.00 includes tip and tax

- 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 allows ~~reimbursable~~ reimbursement 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, 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, 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~~Expense Worksheet 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).



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.E. (Tab 1)

Roll Call Vote: No

Action Requested: Approval to Dispose of Fixed Assets and Other Non-capitalized Equipment

Reason: To remove items from fixed assets and to dispose of the surplus items by auction.

Summary/Key Information: The auction will be through George Gideon Auctioneers. Mr. Gideon follows all Florida Statutes requirements for advertising.

MetroPlan Budget Impact: Negligible increase to revenue

Local Funding Impact: None

Committee Action:

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

Staff Recommendation: Recommends approval

Supporting Information: List of surplus furniture and equipment for disposal.

METROPLAN ORLANDO
LIST OF SURPLUS EQUIPMENT FOR DISPOSAL
FY 2019

Asset No.	Cat.	Description	Location	Acquisition Price	Accum. Deprec. at (date)	Book Value	Condition	Action
CAPITALIZED EQUIPMENT:								
141	F	File Cabinet (1 of 5) will be disposed	32	\$ 505.15	\$ 505.15	\$ -	Fair	Auction
323	E	HP Laptop w/monitor	29	\$ 1,545.00	\$ 1,545.00	\$ -	Broken	Auction
331	E	HP Desktop Computer w/Monitor	24	\$ 1,122.00	\$ 1,122.00	\$ -	Fair	Auction
359	E	HP Pro-Liant DL380 Server**	29	\$ 17,464.47	\$ 17,464.47	\$ -	Missing Hardware	Auction
363	E	HP Laptop w/monitor	14	\$ 1,609.29	\$ 1,609.29	\$ -	Working	Auction
364	E	HP Laptop w/monitor	29	\$ 2,408.45	\$ 2,408.45	\$ -	Working	Auction
368	E	HP Laptop	29	\$ 1,430.00	\$ 1,430.00	\$ -	Working	Auction
369	E	HP Laptop	29	\$ 1,430.00	\$ 1,430.00	\$ -	Working	Auction
370	E	HP Desktop Computer w/Monitor	29	\$ 1,048.00	\$ 1,048.00	\$ -	Working	Auction
371	E	HP Desktop Computer w/Monitor	29	\$ 1,048.00	\$ 1,048.00	\$ -	Working	Auction
372	E	HP Desktop Computer w/Monitor	29	\$ 1,048.00	\$ 1,048.00	\$ -	Working	Auction
377	E	HP Laptop w/monitor	6	\$ 2,150.91	\$ 2,150.91	\$ -	Working	Auction
378	E	HP Laptop w/monitor	5	\$ 2,150.91	\$ 2,150.91	\$ -	Working	Auction
379	E	HP Laptop w/monitor	34	\$ 1,554.07	\$ 1,554.07	\$ -	Working	Auction
380	E	HP Desktop Computer w/Monitor	17	\$ 907.50	\$ 907.50	\$ -	Working	Auction

TOTAL CAPITALIZED ASSETS:				Acq. Price	Accum.	Book Value
				<u>\$ 37,421.75</u>	<u>\$ 37,421.75</u>	<u>\$ -</u>

A=	Appliance	Trade-In Allow.	\$ -
E=	Computer equipment	Adjusted Book Value	<u>\$ -</u>
F=	Furniture		

NON CAPITALIZED EQUIPMENT:								
NCE 8	E	HP SB 8300 320GB/4GB/DVR desktop; Viewsonic 24" LED monitor					Working	Auction
NCE 10	E	HP SB 8300 320GB/4GB/DVR desktop; Viewsonic 24" LED monitor					Working	Auction
NCE 12	E	Viewsonic 24" LED monitor					Working	Auction
NCE 3	E	Toshiba laptop computer, Pentium processor, 3GB RAM**					Missing Hardware	Auction
		iPhone 5c					Working	Auction
		iPhone 5c					Working	Auction

DISCLOSURE: Items to be auctioned by George Gideon Auctioneer, 2753 N. HWY 441, Zellwood, FL pending Board approval at May 8, 2019 meeting
Piggyback off Lake County Contract effective until September 13, 2021

*Desk and filecabinet and other bookcases disposed on 12/30/15

**Hard Drives removed and disposed for security purposes



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.H. (Tab 1)

Roll Call Vote: No

Action Requested: Approval is requested to award a sole source contract to the University of Florida to update MetroPlan Orlando's Web-based Crash Database.

Reason: This is a continuing project with the University of Florida to update the database through 2019. This provides web-based access to crash data and analytical tools to MetroPlan Orlando staff and partners. It is currently hosted at the University of Florida's Geoplan Center.

Summary/Key Information: Improvement in access to crash data and analysis contribute to the fulfillment of the requirement to include safety as a planning factor that a metropolitan planning organization must address in its transportation planning process and will support MetroPlan Orlando's mission to make the roadways safer. This request is being handled in compliance with the Board-approved procedures for awarding sole source contracts. The sole source contract, which is permitted under our procurement rules since the contractor is another public entity, will be for a total amount of \$39,480. Funds are included in our approved FY 2019/2020 budget for this purpose.

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: At Tab 1

Scope of Services

EXHIBIT A

FY 2019/2020 CRASH GEOSPATIAL DATABASE UPDATE, ANALYSIS AND REPORTING

1. PROJECT PURPOSE

The purpose of the **PROJECT** is threefold: a) assist METROPLAN ORLANDO to start working toward minimizing over time the current efforts for the annual update and maintenance of the crash database; b) continue to update the database in the meantime; c) assist with analysis and reporting of crashes.

The METROPLAN ORLANDO regional crash database is housed at University of Florida under *Signal Four Analytics* - a statewide crash data system, hosted at the University of Florida's GeoPlan Center. The development and maintenance of Signal Four Analytics is funded by the State through a grant from Florida Traffic Records Coordinating Committee (TRCC). The state funding covers daily acquisition of the crash data from Department of Highway Safety and Motor Vehicles (DHSMV), processing and loading of crash data daily, automated geocoding, new features and software updates, training and site hosting. While these are valuable services for METROPLAN ORLANDO users, there are several items of a local nature that are not covered in the scope of work of the state grant.

First, UF will continue to interactively geocode about 35,000 crashes on public roads for this fiscal year. Second, the regional database will need to be updated with *traffic volumes on local roads* for to calculate crash rates and vehicle miles traveled (VMT). Finally, the University of Florida team will assist METROPLAN ORLANDO staff with several other tasks including working with law enforcement (LE) agencies to transition to crash mapping on site by officers and develop custom statistics and analysis to support METROPLAN ORLANDO's mission to improve traffic safety.

2. PROJECT TASKS

TASK 1 - INTERACTIVE GEOCODING OF CRASH DATA

The purpose of this task is to continue to interactively geocode long and short form crashes on public roads. Table below shows the amount of crashes interactively geocoded crashes in the past three years. However, recently LE agencies that use TraCS are mapping crashes themselves using the Geolocation tool provided by the state. This is expected to reduce the amount of crashes that will require interactive geocoding from 45,000 down to about 35,000.

Fiscal Year	Total Crashes	Crashes on Public Roads	Interactive Geocoded Crashes
2015-2016	73,725	65,648	42,598
2016-2017	70,871	63,881	44,430
2017-2018	78,788	71,178	44,993

UF team will continue to work on improving the geocoding tools to shorten the geocoding time and will seek to obtain FDOT geocoded long form crashes to use as reference when possible. Additional efforts will be made to also coordinate with local engineering agencies in the METROPLAN ORLANDO area that may be geocoding crashes independently to avoid duplications

and to reduce geocoding effort by the UF team. In terms of overall geocoding success rate (both automatic and interactive), it is expected that about 95-96% of all the crashes on public roads will be geocoded successfully. The other 4-5% is typically impossible to geocode due to insufficient location information on the crash form.

TASK 2 - MAPPING OF CRASH DATA BY LAW ENFORCEMENT AGENCIES

Geolocation remains one of the most time-consuming efforts for maintaining a timely and complete crash database. The state of Florida provides a web-based geolocation tool and encourages all LE agencies and e-crash vendors in the state to use this tool to map crashes by officers. Due to these efforts e-crash vendor TraCS have mandated the use of the tool for their agencies which is expected to lead to the reduction of the geocoding needs by about 22% in the Metroplan Orlando area. To continue to reduce the interactive geocoding effort, METROPLAN ORLANDO and UF will jointly work with law enforcement agencies in the area to educate and encourage officers to map crashes while completing the crash reports, before submitting the reports to DHSMV. This will gradually reduce and eventually eliminate the need for interactive geocoding in the future. In this task METROPLAN ORLANDO staff and UF team will conduct meetings with the largest law enforcement agencies in the area and their e-crash vendors to discuss this issue and provide any necessary guidance, training and assistance to have LE officers of the tri-county area map crashes using the geolocation tool.

TASK 3 - UPDATE OF LOCAL TRAFFIC VOLUME

UF team will update the local traffic volume which is required for calculation of crash rates on local roads and can be used to develop vehicle miles traveled. The local traffic volume will be obtained where available from the local traffic engineering agencies and it will be mapped to the Florida unified roadway basemap.

TASK 4 - REPORTING AND ANALYSIS

The UF team will support the METROPLAN ORLANDO staff with custom queries and analysis including VMT and other analysis types that METROPLAN ORLANDO staff may need. This will include supporting staff with quarter reporting on crash data; critical reporting on nuances in the data; and an annual crash data analysis report to support staff recommendations. Reporting and analysis may include information to support staff efforts to achieve Vision Zero, a multi-national road traffic safety project that aims to achieve a transportation system with no fatalities or serious injuries. The UF team will assist staff with analytical support to advocate for traffic safety initiatives to reduce fatalities and recommendations on tangible projects for funding through federal, state and local funding programs. Several cities have launched Vision Zero programs and are pursuing the use of data analytics to examine crashes, determine the types of behavior exhibited by motorists, bicyclists and pedestrians involved in crashes and predict the likelihood of crashes. Alternatively, this product may lead to policies and practices that improve road behavior that reduces the probability of crashes.

3. BUDGET

This is a fixed cost project. The estimated budget needed to accomplish the proposed tasks is shown in table 1 below. It includes salaries and benefits including tuition waiver, Geoplan Center CPU services, travel and the University of Florida indirect cost.

Table 1 - Estimated Budget

BUDGET ITEM	ANNUAL SALARY	FTE	HOURS	SALARY	FRINGE	TOTAL
STAFF/STUDENTS						
Senior Data Engineer	\$ 98,821	0.050	104	\$ 4,941	\$ 277	\$ 5,218
Student OPS	\$ 24,960	0.300	624	\$ 7,488	\$ 97	\$ 7,585
Student OPS	\$ 24,960	0.300	624	\$ 7,488	\$ 97	\$ 7,585
Grad Research Assistant	\$ 39,998	0.125	260	\$ 5,000	\$ 585	\$ 5,585
TOTAL STAFF/STUDENTS						\$ 25,973
FACULTY/OTHER						
Ilir Bejleri	\$ 118,306	0.020	42	\$ 2,366	\$ 639	\$ 3,005
Staff Support	\$ 34,720	0.025	28	\$ 867	\$ 49	\$ 917
TOTAL FACULTY/OTHER						\$ 3,922
TOTAL SALARIES						\$ 29,895
TUITION WAIVER						\$ 4,854
OTHER						
Geoplan CPU Services	\$25/hour		53			\$ 1,325
Travel						\$ 258
TOTAL OTHER						\$ 1,583
SUBTOTAL PROJECT						\$ 36,332
UF Overhead (10%)						\$ 3,148
TOTAL BUDGET						\$ 39,480

Salaries: The base annual salary for each position is shown in the second column. It assumes 12 months full time. The third and fourth columns shows the estimated effort on this project on FTE and hours and the corresponding salary amount is shown in the fifth column followed by the fringe benefits. The roles and effort for each position are explained below:

- Senior Data Engineer will provide the necessary support to run various custom queries and analysis as needed by the Metroplan staff, as well as to administer local data upload and quality control.
- Two OPS students will be responsible for conducting interactive geocoding and for updating local data as well as assist with quality assurance and testing.
- Graduate Research Assistant will be responsible for assisting with Reporting and Analysis tasks. The research assistant salary and benefits include tuition waiver for 9 credit hours.
- Faculty member will devote his time to oversee the entire project. He will provide direction and leadership and coordinate all components of the project.
- The OPS support staff will be responsible for the Geoplan grant management.

GeoPlan CPU Services: GeoPlan Center is a research and teaching facility at the Department of Urban and Regional Planning at University of Florida that specializes in GIS. GeoPlan supports department's GIS projects with computers, software, and data processing. GeoPlan maintain computers, servers, data and some software not supported by University funding. Therefore, GeoPlan services are charged to applicable projects that require GIS. The Geoplan services are required to support the team with the required computer use, software licensing, data processing,

database and networking support for this project. The details of the cost per hour and the number of hours estimated for the Geoplan CPU services are shown in the table.

Travel: Travel is required to meet with the METROPLAN ORLANDO staff to discuss project progress. Two trips are estimated.

University of Florida Overhead Rate (Indirect Cost): University of Florida charges 10% of the total project direct cost (minus tuition) to projects funded by Florida local agencies. For more information please visit <http://research.ufl.edu/research/proposal/fa-rates.html>

4. PAYMENT SCHEDULE

METROPLAN ORLANDO will be billed in four lump sums quarterly of \$9,870 each. Progress reports are due with each invoice.



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.I. (Tab 1)

Roll Call Vote: No

Action Requested:	Approval is requested to exercise the option to extend the agreements with two General Planning Consultants (GPC) for an additional one year period.		
Reason:	GPC agreements with Kittelson & Associates, Inc. and HDR Engineering, Inc. were for two years and provided for one, one-year extension in both agreements.		
Summary/Key Information:	The Board approved two-year contracts, with one option to renew for an additional one year, with Kittelson & Associates, Inc. and HDR Engineers, Inc. for General Planning Consultant Services. Approval is requested to exercise the options to renew these agreements. Funds are available in the approved FY 2020 budget for planned GPC planning activities. Activities are assigned by task work order for each project.		
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:	None		



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.J. (Tab 1)

Roll Call Vote: No

Action Requested:	Approval of four new member appointments to MetroPlan Orlando's Community Advisory Committee (CAC)
Reason:	There are four vacancies on the Community Advisory Committee: three voting multimodal advocate seats, and one non-voting alternate. These seats require approval by the MetroPlan Orlando Board, per the committee bylaws.
Summary/Key Information:	<p>On April 10, a CAC subcommittee reviewed the applications that were received and made recommendations to the committee. The Community Advisory Committee concurred and recommended approval of these new members:</p> <ul style="list-style-type: none">• Henri Hodge (voting multimodal advocate)• Nilisa Council (voting multimodal advocate)• Theo Webster (voting multimodal advocate)• Douglas Henley (non-voting alternate) <p>The committee feels these candidates meet all requirements to serve as outlined in CAC bylaws and help further diversify the committee.</p>
MetroPlan Budget Impact:	None. These are volunteer positions.
Local Funding Impact:	None
Committee Action:	CAC: Recommended approval – April 24, 2019 TSMO: N/A TAC: N/A MAC: N/A
Staff Recommendation:	Recommends approval
Supporting Information:	Applications for the four recommended persons are attached.

Your Contact Information

Name

Henri Hodge

Email

henrihodge@gmail.com

Phone

(321) 696-8274

Home Address

Unit # 102112024 Royal Wulff Lane
Orlando, Florida 32817
United States

Employer**Work Address**

12024 Royal Wulff Lane
Unit 1021
Orlando, Florida 32817
United States

County

Orange County

Date

08/01/2017

Your Transportation Interests

Tell us about your transportation interests and habits.

How often do you use the LYNX bus system?

Regularly

How often do you use SunRail?

Occasionally

How often do you drive a car?

Not at all

How often do you ride a bicycle?

Regularly

How often do you walk in increments of 10 minutes or more?

Regularly

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- pedestrian safety
- bus transit
- students

- bicyclist safety
- safe driving

Select seats you are qualified for and interested in filling (choose all that apply):

- Multimodal advocates (persons advocating for various transportation options, such as bicycle, pedestrian, roadway, bus, passenger rail)
- Underserved (low income persons and minorities)

Demographics

The following information will be used to satisfy Equal Opportunity Act reporting and research requirements. These questions are voluntary.

Gender

Male

Race

Hispanic/Latino

Do you have a physical disability?

No

Your age range:

18-24

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

Yes

Are you a student?

Yes

Your Ability to Serve

Community Advisory Committee meetings are generally held up to eight times a year on the fourth Wednesday of the month at 9:30 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

Growing up below the poverty line made it imperative for me to learn how to ride the bus. Since a young age, I would watch my grandma navigate her way to doctor's appointments, grocery stores, and sometimes work. I grew up in Seminole county in an area that didn't have many Lynx options for the areas I needed to go, but now that I live in Orlando I have become a regular Lynx rider, bike rider, and pedestrian. I strongly believe we should all have access to safe public transit that is equitable for all.

By submitting this form, I attest that the information in this application is true to the best of my knowledge.

Your Contact Information

Name

Nilisa Council

Email

ncouncil71@gmail.com

Phone

(407) 668-2076

Home Address

1209 W Oak St
#21
Kissimmee, Florida 34741
United States

Employer

Heaven's Gates Multi-Service Agency LLC

Work Address

4380 W Vines St
kissimmee, Florida 34746
United States

County

Osceola County

Date

07/12/2012

Your Transportation Interests

Tell us about your transportation interests and habits.

How often do you use the LYNX bus system?

Regularly

How often do you use SunRail?

Occasionally

How often do you drive a car?

Regularly

How often do you ride a bicycle?

Occasionally

How often do you walk in increments of 10 minutes or more?

Regularly

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- pedestrian safety
- bus transit
- safe driving
- students
- business involvement in civic activities
- bicyclist safety
- rail transit
- persons with disabilities
- seniors (over age 65)
- other

Select seats you are qualified for and interested in filling (choose all that apply):

- Multimodal advocates (persons advocating for various transportation options, such as bicycle, pedestrian, roadway, bus, passenger rail)
- Underserved (low income persons and minorities)
- Transportation disadvantaged (disabled or seniors over age 65)
- Business community

Demographics

The following information will be used to satisfy Equal Opportunity Act reporting and research requirements. These questions are voluntary.

Gender

Female

Race

Hispanic/Latino

Do you have a physical disability?

No

Your age range:

45-54

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

No

Are you a student?

No

Your Ability to Serve

Community Advisory Committee meetings are generally held up to eight times a year on the fourth Wednesday of the month at 9:30 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

The feedback I could sincerely provide would be Honest Positive experienced and constructive feedback, pinpointing issues engaging tough problems and ultimately finding the mutually satisfying solutions necessary or needed. I would be able to update my community and keep them informed through the various organizations that I am involved in as well as a Proud member of: PATT Parent & Teachers Together, SAC for TAESISschool, OASIS, Mentoring & Bookbuddy of Osceola County. I own a Multi-Service Agency and am heavily involved in the Community. I have 25 yrs Exp in Community Volunteer & Entrepreneur

By submitting this form, I attest that the information in this application is true to the best of my knowledge.

Your Contact Information

Name

Theo Webster

Email

twebster49@gmail.com

Phone

(407) 310-1174

Home Address

759 Alton Ave
Orlando, Florida 32804
United States

Employer

Retired sometimes do consulting work.

Work Address

759 Alton Ave
Orlando, Florida 32804
United States

County

Orange County

Date

04/01/1989

Your Transportation Interests

Tell us about your transportation interests and habits.

How often do you use the LYNX bus system?

Occasionally

How often do you use SunRail?

Occasionally

How often do you drive a car?

Regularly

How often do you ride a bicycle?

Occasionally

How often do you walk in increments of 10 minutes or more?

Regularly

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- pedestrian safety
- bicyclist safety

- bus transit
- safe driving
- students
- business involvement in civic activities
- rail transit
- persons with disabilities
- seniors (over age 65)

Select seats you are qualified for and interested in filling (choose all that apply):

- Multimodal advocates (persons advocating for various transportation options, such as bicycle, pedestrian, roadway, bus, passenger rail)
- Transportation disadvantaged (disabled or seniors over age 65)

Demographics

The following information will be used to satisfy Equal Opportunity Act reporting and research requirements. These questions are voluntary.

Gender

Female

Race

White

Do you have a physical disability?

No

Your age range:

65-74

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

No

Are you a student?

No

Your Ability to Serve

Community Advisory Committee meetings are generally held up to eight times a year on the fourth Wednesday of the month at 9:30 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

I serve as the co-chair of the League of Women Voters of Orange County Transportation Committee. The League has a position that supports multi-modal transportation. We recently issued a Transportation Report Card that looked at a) effectiveness and safety; b) environmental impact; c) funding; d) connectivity; and e) political leadership. We looked at roads, SunRail, LYNX, and Brightline/Virgin Trains USA. We suggest solutions top of which is to develop a community based and supported vision that results in a dedicated funding source for bus, rail, walking and biking. We do Hot Topics programming and other public education and input events. We are currently meeting with elected officials to learn their vision for transportation and how they are working to achieve this vision.

By submitting this form, I attest that the information in this application is true to the best of my knowledge.

Your Contact Information

Name

Douglas Henley

Email

dhenley@comcast.net

Phone

(860) 729-9902

Home Address

PO Box 700576
Saint Cloud, Florida 34770-0576
United States

Employer

Owens Realty Services

Work Address

1646 33rd Street
Orlando, Florida 32839
United States

County

Osceola County

Date

08/01/2018

Your Transportation Interests

Tell us about your transportation interests and habits.

How often do you use the LYNX bus system?

Not at all

How often do you use SunRail?

Not at all

How often do you drive a car?

Regularly

How often do you ride a bicycle?

Regularly

How often do you walk in increments of 10 minutes or more?

Occasionally

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- bicyclist safety
- rail transit

- safe driving

- business involvement in civic activities

Select seats you are qualified for and interested in filling (choose all that apply):

- Multimodal advocates (persons advocating for various transportation options, such as bicycle, pedestrian, roadway, bus, passenger rail)
- Business community

Demographics

The following information will be used to satisfy Equal Opportunity Act reporting and research requirements. These questions are voluntary.

Gender

Male

Race

Do you have a physical disability?

No

Your age range:

45-54

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

No

Are you a student?

No

Your Ability to Serve

Community Advisory Committee meetings are generally held up to eight times a year on the fourth Wednesday of the month at 9:30 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

Dear sir/madam,

My wife and I recently relocated from CT. We temporarily live in Saint Cloud, I travel into and out of Orlando each day. What I see is embarrassing for the resident driving culture of this city. I see many infractions of driving too fast or too close, then I see visiting drivers often confused with all of the construction (on all highways, not just I-4. There appears to be no appreciation for safety in the habits of local drivers or on behalf of our visitors. I have sat on community boards, I am connected in the black community. I would like to be a positive MO advocate.

By submitting this form, I attest that the information in this application is true to the best of my knowledge.



Douglas H. Henley II is currently a vice president at Owens Realty Services offering subject matter expertise on all aspects of internal operations. He is currently working on a corporate-wide quality standards and training program consisting of industry best practices and operational innovation. The program will train all executives, managers and supervisors on to how to build operational standards, incorporate a change management methodology and lead with a dynamic and consistent level of quality focused on customer engagement and satisfaction. Douglas will also represent Owens Realty Services in their community development endeavors through speaking engagements.

Prior to assuming this position, Douglas was Director of Facilities and Operations at the Capitol Region Education Council, a role that had him responsible for real estate asset management, project management, and operational leadership. His portfolio encompassed over two million square feet of school, office building, and general-purpose facilities space.

He received his undergraduate degree in sociology from Eastern Connecticut State University with course concentration in urban planning. He has earned a Certificate in Facilities Management from the University of Hartford Construction Institute.

Mr. Henley is currently serving as a board member for Goodwill Industries of Central Florida, he is the past Board Chair for the Corporation for Independent Living, he served on the national board for the National School Plant Management Association, he was a board member and vice president of the Connecticut School Buildings and Grounds Association, and the Beta Sigma Lambda Educational Foundation. He also served as vice president and the Director of Reclamation for the Hartford, CT chapter of Alpha Phi Alpha Fraternity Inc. He has served as a board member for the CT chapter of the National Model Railroad Association and in the Spring of 2018, Douglas was appointed to the prestigious West Hartford Art League board.

Douglas strives to be the example of a professional exemplifying the all-important work life balance. When not in the office or board room, he is a respected 3D artist finding various ways to recycle and repurpose many items turning them into robotic sculptures of all shapes and sizes. He can be seen displaying his creations at art shows and events supporting the new Maker movement. His work has been recognized by a national magazine publication and he has won the prestigious Maker of the Year award in Westport, CT.

He also enjoys occasional vacation cruises with his wife. He is an avid model train hobbyist with an operating layout, a long-distance road cyclist and a hi-fi music audiophile.

Phone: (860) 729-9902

E-mail: dhenley@comcast.net

LinkedIn: www.linkedin.com/in/douglas-h-henley-ii

Douglas Haywood Henley II

900 Maguire Street, Unit 202
Ocoee, FL 34761
(H) 860.729.9902

Email dhenley@comcast.net

LinkedIn www.linkedin.com/in/douglas-h-henley-ii

Professional Profile

Dedicated, results-oriented professional with over 30 years of experience in operations, property asset management and technology administration. Adept at juggling multiple projects and serving a variety of stakeholders. Excels at planning and executing initiatives that are in line with organizational goals. Respected by peers for effectiveness and exceptional customer service.

Employment History

Vice President of Organizational Effectiveness and Process Integration
Owens Realty Services, Orlando FL

August 2018 to Present

Lead a collaborative effort to institute corporate-wide operational standards rooted in best practice and innovation. Establish a monthly training program for executives, managers and supervisors to increase operational efficiencies, improve retention and deliver a dynamic and consistent quality level for our client. Provide operational subject matter expertise on all aspects of commercial asset management, facility property management and operations.

Director of Facilities and Operations
CREC, Capitol Region Education Council, Hartford, CT

January 2005 to August 2018

Directed daily operations and financial oversight of a 2.4 million square foot portfolio of property inclusive of 200 management, custodial, security and maintenance staff; equipment comprising of a fleet of 50 vehicles, 200 cell phones and a significant inventory of business devices.

Systematically managed the unexpected growth of the portfolio from 19 to 42 buildings, including magnet schools, special education programs and central administrative offices in a short eight-year span. Total construction costs \$590 million comprised of \$540MM new construction and \$50MM in renovation.

Was a member of the agency Operations and Operational Efficiencies Think Tank, a cross-divisional team tasked by the Executive Director with engaging in a collaborative, reflective, and data-driven process to develop strategies and recommendations to ensure the long-term financial and operational sustainability of the organization. Staff were selected for the Think Tank because of their depth of thinking, diversity of ideas, dedication to confidentiality, and commitment to the agency goals.

Served on the steering committee for the reorganization and consolidation of three sales divisions, including analyzing business needs, evaluating the viability of product and service lines, and designing a new organizational structure. Chaired one of the eight implementation teams that helped transition the reorganization from the design phase to the implementation phase. The Steering Committee met all major project milestones and was successfully executed in the Spring of 2018.

- Nominated on two occasions for the company Distinguished Service Employee of the Year Award
- Recognized for the effective operational integration of 65 new buildings and spaces into the portfolio
- Appointed to the company first-ever Diversity and Equity Steering Committee
- Appointed to the New Construction Building Committee
- Asked to serve on the African American Male Achievement Committee
- Chosen three consecutive years to serve on the annual Leadership Retreat Planning Committee

Northeast District Manager

October 1998 - December 2004

Contractor Connection/ Crawford & Company, Jacksonville, FL

Supervised a network of 120 property restoration contractors on behalf of 15 insurance branch offices. Provided high-level oversight for completion of over 2,000 annual repairs for properties in seven northeastern states. Responsible for the daily management of an Internet "paperless" construction management process using electronic estimates, digital photos and scanned documentation. Directed monthly contractor meetings to review performance and administer corrective procedures. Conducted insurance branch office visits to provide management briefing, sales support and training.

- Three-time recipient of the National Employee of the Month award.
- Successfully grew my portfolio of contractors from 19 to 51 to become the largest territory in the U.S. during the fall of 1999.

Project Representative

June 1996 - September 1998

Smith/Edwards Architects, Hartford, CT (DBA) Henley Quality Services

As consultant between the City of Hartford and the Hartford School District on an \$8 million-dollar institutional project, responsible for and monitored all phases of new construction, including HVAC, electrical, masonry, concrete and carpentry; considered deviations from work scope and promoted suggestions. Interpreted construction documents, blueprints and observed testing. Created final punch-lists and reviewed requests for payment.

Project Manager

December 1994 - March 1996

Johnson Controls, Facilities Management Division, Hartford, CT

Provided facility management, construction and process management of the Hartford School District; comprising of 32 buildings. Provided management to the "non-instructional" subcontracts that supplied transportation, food service, pest control and security. Created operating procedures, assisted in fiscal year budgeting and facilitated change management concepts.

- Coordinated "Partnership Schools for Excellence" capital construction projects for seven facilities. Maintained a 30-day "fast track" construction schedule with a 1.5 million-dollar budget. Managed project teams with a staff of three engineers and 10 general contractors to complete the work on time and within budget. Accepted additional responsibility to manage the creation of 20 computer labs to include, data wiring, security, and appearance of the lab environment. Total project budget, \$700,000
- Assisted in the introduction and implementation of a computerized maintenance management system. Provided instructional training to principals, head custodians and buildings and grounds personnel on use.

Property Manager

September 1990 - December 1994

Corporation for Independent Living, Wethersfield, CT

Managed 150 single-family properties and 100 units of multi-family property. Conducted over 500 facility inspections to include monthly meetings with the 15 executive directors represented in my portfolio. Monitored property budgets to prevent loss or exposure of portfolio valued at \$46 million. Prepared construction specifications, solicited general contractors for hire and managed construction for projects in excess of \$1 million dollars.

Education

US Green Building Council - GPRO

October 2014

Certificate in Green Building Operations & Maintenance Essentials

Institute for Sustainable Energy at Eastern Connecticut State University

April 2009

Certificate in K-12 School Energy Management

University of Hartford Construction Institute

June 2008

Certificate in Facilities Management

Eastern Connecticut State University, Willimantic, CT

August 1988

BA Sociology, (course concentration in Urban Planning)

Professional Activities

Goodwill Industries of Central Florida

Board Member

Alpha Phi Alpha National Fraternity, Delta Xi Lambda Chapter

Member

Corporation of Independent Living, CIL

Past Board Chair

National School Plant Managers Association

Past Board Member

Connecticut School Buildings & Grounds Association

Past Board Member

Beta Sigma Lambda Educational Foundation

Past Board Member

West Hartford Art League

Past Board Member

National Model Railroading Association, CT Chapter

Past Board Member



Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: VIII.K. (Tab 1)

Roll Call Vote: No

Action Requested: MetroPlan Orlando Staff requests approval of a modification to the 2040 Long Range Transportation Plan's Performance Measure Addendum to include the LYNX and SunRail Transit Asset Management (TAM) plans and targets as previously supported by the MetroPlan Orlando Board on February 13, 2019.

Reason: Modification required for consistency with FHWA and FTA planning guidance. Modification will provide full accounting of all federal MPO performance measure reporting requirements.

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

- *Planning Rule Framework* section of Performance Measure Addendum to be modified by inserting/providing an overview of the federal TAM performance measure rule (49 CFR 625) and summarizing LYNX and SunRail adopted performance targets.
- Complete TAM Plans for LYNX and SunRail to be included as new appendix to the Performance Measure Addendum.
- The requested modification does not impact any projects assumed to be Cost Feasible by 2040.

MetroPlan Budget Impact: None

Local Funding Impact: None

Committee Action:

CAC:	no action required
TSMO:	no action required
TAC:	no action required
MAC:	no action required

Staff Recommendation: Recommends approval.

Supporting Information: The following documents are provided at Agenda Tab 1:
1) FDOT Fact Sheet on Transit Asset Management

TRANSIT Asset Management



MAP-21 Performance Management

June 2018

OVERVIEW

The Transit Asset Management rule from the Federal Transit Administration (FTA) became effective on October 1, 2016. This rule applies to all recipients and subrecipients of Federal transit funding that own, operate, or manage public transportation capital assets. The rule introduces three key requirements: 1) new State of Good Repair (SGR) performance measures and targets, 2) revised National Transit Database (NTD) reporting requirements, and 3) new Transit Asset Management (TAM) Plan.

STATE OF GOOD REPAIR PERFORMANCE MEASURES

Transit agencies are required to report performance measures and targets annually, while Metropolitan Planning Organizations (MPOs) do not have to do so every year. However, in consultation with Florida Department of Transportation (FDOT) and transit providers, MPOs may choose to revise or maintain their performance targets when they update their Transportation Improvement Programs (TIPs) or Long-Range Transportation Plans (L RTPs) regardless of the frequency of those updates. Consistent with best practices, MPOs are encouraged to consult and communicate with State DOTs and transit providers to ensure alignment of targets any time these agencies update or establish new targets.

Transit Asset Categories and Related Performance Measures

FTA Asset Categories	Type of Measure	Performance Measures
EQUIPMENT Non-revenue support-service and maintenance vehicles	Age	Percentage of non-revenue, support-service and maintenance vehicles that have met or exceeded their useful life benchmark (ULB)
ROLLING STOCK Revenue vehicles	Age	Percentage of revenue vehicles within a particular asset class that have either met or exceeded their ULB
INFRASTRUCTURE Rail fixed-guideway track	Performance	Percentage of track segments with performance restrictions
FACILITIES Buildings and structures	Condition	Percentage of facilities within an asset class rated below condition 3 on the TERM scale

Targets should be supported by the most recent condition data and reasonable financial projections. These are reported annually to the National Transit Database (NTD).

“State of good repair” is defined as the condition in which a capital asset is able to operate at a full level of performance. This means the asset:

1. Is able to perform its designed function.
2. Does not pose a known unacceptable safety risk.
3. Its lifecycle investments have been met or recovered.

REVISED NATIONAL TRANSIT DATABASE REPORTING REQUIREMENTS

Starting in the 2018 reporting year, FDOT and transit agencies must submit the following information to the NTD:

- » **NTD ASSET INVENTORY MODULE (AIM)** with expanded data on the condition of transit assets in four asset classes, plus performance targets indicating the expected level of performance in one year; and
- » **NTD NARRATIVE REPORT (due in 2019)** with a description of progress toward previous year’s targets, reasons for any discrepancies, and expected changes in condition over the next year given investments being made in SGR.

TAM PLAN

By October 1, 2018 (two years from effective date of the Final Rule), providers must adopt their first Transit Asset Management Plan (TAM Plan). The plan must be updated every four years.

Tier I versus Tier II Agencies

The rule makes a distinction between Tier I and Tier II transit providers and establishes different requirements for them.

TIER I

≥ 101 vehicles across **ALL** fixed route modes

OR

≥ 101 vehicles in **ONE** non-fixed route mode

OR

Operates rail

TIER II

≤ 100 vehicles across **ALL** fixed route modes

OR

≤ 100 vehicles in **ONE** non-fixed route mode

OR

Subrecipient of 5311 funds

OR

Native American Tribe

FDOT Group Plan Efforts

- » FDOT is in the process of developing a group plan for all subrecipients.
- » This group plan will be submitted by October 1, 2018.
- » FDOT will also set collective targets for subrecipients in collaboration with transit agencies and MPOs.

TAM Plan Elements

1. Inventory of Capital Assets **ALL PROVIDERS**
2. Condition Assessment **ALL PROVIDERS**
3. Decision Support Tools (Tiers I and II)
4. Investment Prioritization
5. TAM and SGR Policy **TIER I ONLY**
6. Implementation Strategy **TIER I ONLY**
7. List of Key Annual Activities **TIER I ONLY**
8. Identification of Resources **TIER I ONLY**
9. Evaluation Plan **TIER I ONLY**

Group Plans

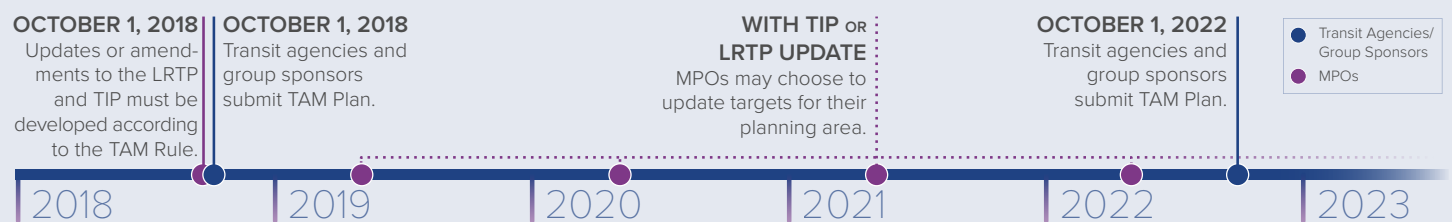
- » A Tier I provider must develop its own TAM Plan.
- » Tier II agencies may develop their own plans or participate in a group TAM plan, which is compiled by a group TAM plan sponsor.
- » State Departments of Transportation (DOTs) that pass FTA funds to subrecipients are required to be group TAM plan sponsors.
- » The unified targets and narrative report for group plan participants will be submitted on behalf of all participating agencies by the sponsor.
- » Group plan sponsors must make the group plan, targets, and supporting materials available to the State DOTs and MPOs that program projects for any participants of the group plan.

MPO COORDINATION

MPOs should incorporate TAM performance measures and targets in their LRTP and TIP. They may also choose to adopt their performance targets when they update these two documents. This process should be documented in a written agreement between the transit providers, the MPO, and FDOT.

MPOs' compliance and progress will be evaluated during the MPO Certification Reviews

TIMELINE



FOR MORE INFORMATION PLEASE CONTACT

Mark Reichert, Administrator for Metropolitan Planning

Mark.Reichert@dot.state.fl.us | (850) 414-4901

TAB 2





Board Action Fact Sheet

Meeting Date: May 8, 2019

Agenda Item: IX.A (Tab 2)

Roll Call Vote: Yes

Action Requested: FDOT requests approval of an amendment to the FY 2018/19 - 2022/23 Transportation Improvement Program to include funding for a new project phase.

Reason: FDOT is adding funding for the construction phase for a traffic operations project on SR 436 in Seminole County.

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

- This amendment adds a total of \$545,111 in RHP funds in FY 2019/20 for the construction of two railroad crossing safety projects, one in Orlando and one in Ocoee.
- The amendment also adds a total of nearly \$5.5 million in federal, state and local funds in FY 2019/20 for the construction of traffic operations improvements on SR 436 from Boston Avenue to east of Anchor Road in Altamonte Springs.
- The SR 436 project includes improvements at the intersections of SR 436 at Maitland Avenue and SR 436 at Ronald Reagan Boulevard and minor milling and resurfacing. Upgrades include the addition of a second eastbound left turn lane on SR 436 at Ronald Reagan Boulevard, a westbound right turn lane extension on SR 436 from the Florida Hospital entrance to Boston Avenue, widening the sidewalks from 5 feet to 6 and 8 feet throughout the project limits, mast arm upgrades, and drainage improvements.

MetroPlan Budget Impact: None

Local Funding Impact: None

Committee Action:

CAC: Recommended for approval on April 24, 2019
TSMO: Recommended for approval on April 26, 2019
TAC: Recommended for approval on April 26, 2019
MAC: To be taken up on May 2, 2019

Staff Recommendation: Recommends approval

Supporting Information: These documents are provided at Tab 2:

FDOT letter dated March 28, 2019

Proposed Board Resolution No. 19-02



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

March 28, 2019

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

Dear Mr. Huttman:

Subject: REQUEST FOR TRANSPORTATION IMPROVEMENT PROGRAM CHANGES

The Florida Department of Transportation (FDOT) requests the following changes to be made to MetroPlan Orlando Metropolitan Planning Organization's Adopted Fiscal Years 2018/2019 – 2022/2023 Transportation Improvement Program (TIP) in coordination with the corresponding changes to the Department's Adopted Work Program. Please make sure that you put the amendment date on your cover page of the amended TIP and the page of the TIP that the project is listed on. Please note that these projects will need to be added to the MPO's New TIP which is effective October 1, 2019.

ORANGE COUNTY

FM#444380-1 State Road 50/West Colonial Drive at Crossing #622356-B – Rail Safety Project - Project Sponsor: FDOT

Current TIP Status:

Project phase is currently not in the TIP for Fiscal Years 2018/2019 – 2022/2023.

Current TIP:

Phase	Original Funding Type	Original Amount	Fiscal Year
Construction Railroad	NONE	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Original Funding Type	Amended Amount	Fiscal Year
Construction Railroad	RHP (Federal Funding)	\$287,873.00	2020
	TOTAL	\$287,873.00	

Difference: \$287,873.00

Explanation: New project programmed into the Department's Work Program System. The Department received additional Rail/Highway Crossing funds and this project in the City of Orlando was selected to receive funding to upgrade the signals at this crossing which included flagging, labor, and related costs.

FM#444381-1**North Bluford Avenue at Crossing #621878-V – Rail Safety Project - Project Sponsor: FDOT****Current TIP Status:**

Project phase is currently not in the TIP for Fiscal Years 2018/2019 – 2022/2023.

Current TIP:

Phase	Original Funding Type	Original Amount	Fiscal Year
Construction Railroad	NONE	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Original Funding Type	Amended Amount	Fiscal Year
Construction Railroad	RHP (Federal Funding)	\$257,238.00	2020
	TOTAL	\$257,238.00	

Difference: \$257,238.00

Explanation: New project programmed into the Department's Work Program System. The Department received additional Rail/Highway Crossing funds and this project in the City of Ocoee was selected to receive funding to upgrade the signals at this crossing which included flagging, labor, and related costs.

SEMINOLE COUNTY**FM#434931-1****State Road 436/East Altamonte Drive, from Boston Avenue to East of Anchor Road, Traffic Operations Improvement, Construction of Intersections - Project Sponsor: FDOT****Current TIP Status:**

Project phase is currently not in the TIP for Fiscal Years 2018/2019 – 2022/2023.

Current TIP:

Phase	Original Funding Type	Original Amount	Fiscal Year
CST (Construction)	DDR (State)	\$0.00	2020
CST (Construction)	LF (Local)	\$0.00	2020
CST (Construction)	SU (Federal)	\$0.00	2020
CST (Construction Utility)	LF (Local)	\$0.00	2020
CEI (Construction Engineering Inspection)	DIH (State)	\$0.00	2020
CEI (Construction Engineering Inspection)	ACSU (Federal)	\$0.00	2020
CEI (Construction Engineering Inspection)	SU (Federal)	\$0.00	2020
CEI (Construction Engineering Inspection)	DDR (State)	\$0.00	2020
	TOTAL	\$0.00	

Proposed Amendment:

Phase	Original Funding Type	Original Amount	Fiscal Year
CST (Construction)	DDR (State)	\$1,812,889.00	2020
CST (Construction)	LF (Local)	\$464,813.00	2020
CST (Construction)	SU (Federal)	\$1,689,920.00	2020
CST (Construction Utility)	LF (Local)	\$1,000,000.00	2020
CEI (Construction Engineering Inspection)	DIH (State)	\$10,260.00	2020
CEI (Construction Engineering Inspection)	ACSU (Federal)	\$44,325.00	2020
CEI (Construction Engineering Inspection)	SU (Federal)	\$396,854.00	2020
CEI (Construction Engineering Inspection)	DDR (State)	\$61,316.00	2020
	TOTAL	\$5,480,377.00	

Difference: \$5,480,377.00

Explanation: New project phase (construction) programmed into the Department's Work Program System for Fiscal Year 2020 due to the availability of funding.

Sincerely,



Rakinya Hinson, MPO Liaison
District Five

cc: Alison Stettner, Planning & Environmental Management Administrator, FDOT
Kellie Smith, Planning Manager, FDOT
Anna Taylor, Government Liaison Administrator, FDOT

RESOLUTION NO. 19-02**SUBJECT:****Amendment to the FY 2018/19 - 2022/23
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 2018/19 - 2022/23 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

WHEREAS, the requested amendments are described as follows:

Orange County

- FM #4443801 - Rail Crossing #622356-B on W. SR 50 in Orlando - Funding consists of \$287,873 in RHP funds for construction in FY 2019/20;
- FM #4443811 - Rail Crossing #621878-V on N. Bluford Avenue in Ocoee - Funding consists of \$257,238 in RHP funds for construction in FY 2019/20;

Seminole County

- FM #4349311 - SR 436/E. Altamonte Drive from Boston Avenue to east of Anchor Road - Traffic Operations Improvements - Funding consists of \$1,812,889 in DDR funds, \$1,464,813 in LF funds and \$1,689,920 in SU funds for construction in FY 2019/20, and \$10,260 in DIH funds, \$44,325 in ACSU funds, \$396,854 in SU funds and \$61,316 in DDR funds for Construction Engineering Inspection (CEI) in FY 2019/20; and

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

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Florida Department of Transportation's amendments to the FY 2018/19 - 2022/23 Transportation Improvement Program be approved as requested.

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 8th day of May, 2019.

Certificate

The undersigned duly qualified 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.

Honorable Betsy VanderLey, Chairwoman

Attest:

Cathy Goldfarb, Sr. Board Services Coordinator
and Recording Secretary

TAB 3





May 8, 2019

To: Commissioner Betsy VanderLey, Board Chairwoman
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I participated in a media interview with Orlando Family Magazine on March 12
- I attended the OEP/ART transportation program on March 14
- I attended the Hard Hat Tour of the UCF Downtown Campus on March 15
- I attended Transportation Disadvantaged Day at the Florida Legislature on March 20
- I participated in a brown bag luncheon panel at the CFX on March 21
- I attended the UCF Distinguished Lecture Series on March 28
- I attended the Orange County Economic Summit on March 29
- I attended the TEAMFL meeting on April 3
- I attended and made comments at the Brightline Public Hearing on April 5
- I attended the CFX Board Meeting on April 11
- I attended the International Drive Chamber Lunch on April 11
- I met with the Lynx Interim CEO on April 16
- I attended the MetroPlan Personnel Committee Meeting on April 16
- I attended the GOAA Board Meeting on April 17
- I attended the Apopka City Commission Meeting on April 17
- I attended the Osceola State of the County Luncheon on April 18
- I helped to organize and participated in a Polk County group tour of SunRail on April 23
- I attended the Florida Public Relations Association annual award event on April 23
- I attended the River to Sea TPO Board meeting on April 24
- I attended the Lake Mary State of the City event on April 25
- I attended and chaired the MPOAC Freight Advisory Committee Meeting on April 30
- I attended the MPOAC Staff Directors Meeting on April 30
- I attended the MPOAC Policy Board Meeting on April 30
- I participated and presented at an OEP/ART Transportation Forum on May 3
- I attended a meeting with the Hunter's Creek Homeowners Association on May 6
- I met with the Orlando Economic Partnership CEO on May 7

- I attended the UCF Public Service Recognition Week Celebration on May 7

State Certification

- FDOT will be making a presentation to the Board on their findings and conclusions at the May 8th Board Meeting.

Federal Certification

- We have met with representatives from the FHWA and FTA for our Federal Certification. As a Transportation Management Area (TMA) we go through this process every four years. FHWA will be making a presentation to the Board on their findings and conclusions at the appropriate time.

New FHWA Administrator

- Nicole Nason was confirmed as the new FHWA Administrator in March. This position had been vacant for over two years.

MetroPlan Partnering Meeting with FDOT

- FDOT conducted an MPO Partnering Meeting on March 6. The primary focus of the meeting was to discuss a new policy put forward by D5 on the use of our federal funds and the necessary LAP Agreements. You've heard in the past of some of the problems with these agreements and we continue to look for ways to make this process less burdensome. You'll find a copy of the letter on this from me to Secretary Shannon in Tab 5 of your agenda packets.

OEP/ART

- The Orlando Economic Partnership and the Alliance for Regional Transportation hosted an educational event on March 14. It was a lunch event with the guest lecturer, Jarrett Walker, a well-known expert in the area of transit and land use.

UCF Distinguished Lecture Series

- The UCF Distinguished Lecture Series was Thursday March 28. MetroPlan is a sponsor of these educational events. They are held at the Downtown Executive Development Center located at 36 West Pine Street. The speaker for this event was Mark Fenton, another expert on walking and safety.
- The next speaker series will be later this year at the new downtown campus.

TEAMFL

- I attended the TEAMFL meeting here in Orlando on April 3. There were a series of great presentations from the JTA, HART, FDOT, and SunRail.

Polk County SunRail Tour

- We hosted a group from Polk County on Tuesday, April 23. They rode SunRail from Poinciana to Church Street. Following that we had them in the office for briefings from Nicola Liquori on SunRail, Tiffany Homler Hawkins on connectivity, Elizabeth Whitton on TOD and Bob O'Malley on Virgin Trains USA.

April Workshop

- I was very pleased with the turnout at the April Board Workshop. Those attending were engaged in the process, I believe the information was relevant and appreciated. We did as we promised ending by 11:00.

OEP/ART

- I participated, along with the FDOT District 5 Secretary, in the first of a series of educational forums for the Alliance for Regional Transportation. The event was held on May 3.

2019 Public Service Recognition Week

- I attended the UCF 2019 Public Service Recognition Week Celebration on Tuesday, May 7, 2019.

2019 BUILD NOTICE OF FUNDING OPPORTUNITY

- The FY 2019 Appropriations Act appropriated \$900 million to be awarded by the U.S. Department of Transportation for National Infrastructure Investment grants. This program is referred to as the Better Utilizing Investments to Leverage Development, or BUILD Transportation Discretionary Grants program. Funds for the FY 2019 BUILD Transportation Discretionary Grants program are to be awarded on a competitive basis for projects that will have a significant local or regional impact. The FY 2019 BUILD Notice of Funding Opportunity (NOFO) and related information, including initial FAQs and a schedule for public webinars, is now available on the BUILD website (<https://www.transportation.gov/BUILDgrants>). **The application deadline is July 15, 2019.** The NOFO is expected to be published in the Federal Register on Monday, April 22.
- To provide technical assistance to stakeholders, DOT is hosting a series of webinars during the FY 2019 BUILD grant application period. To register and for more information, please visit the BUILD webinar series webpage at <https://www.transportation.gov/BUILDgrants/outreach>.

Miscellaneous

- The MPOAC Weekend Institute Opportunities in 2019 included March 29-31 in Orlando, FLC Training Center, 125 E Colonial and May 31-June 2 in Tampa, The Renaissance Tampa Hotel International Plaza. This training is open to all members but especially important for new members. Commissioner's Moore and Zembower attended the Orlando event; Commissioner Uribe is scheduled to attend the Tampa event later this month.




metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

MEMORANDUM

April 11, 2019

TO: Mike Shannon, District 5 Secretary

FROM: Gary Huttman, Executive Director MetroPlan Orlando 

SUBJECT: FDOT – District 5, Local Area Program (LAP) Policy

MetroPlan Orlando does NOT support the new LAP policy as it has been presented. The purpose of the policy is to address concerns with the cumbersome LAP process. The primary issue with LAP is the miscommunication between local government engineers, local government procurement and FDOT to implement on a realistic schedule according to Federal Standards. There has been more awareness by our local government partners over the past few years on LAP and the importance of the program, which is why the policy changes, as written will actually impede project delivery.

Policy Issues:

- LAP Policy, Chapter 2, 2.2 - a. Certification Options
 - Unlike the presentation, this section does not restrict City(ies) from LAP certification. Large City(ies) that have demonstrated the same expectations for three years should be allowed to be fully LAP certified.
- LAP Policy, Chapter 2, 2.2- d. Certification Requirements
 - With the District offering their continued services for Design and CEI, this policy should allow the use of Urbanized Area Funds for Design and CEI phases with FDOT completing the work for the local governments.
- LAP Policy, Chapter 19, 19.9 a. - Planning and Programming
 - The section "Prior to programming" should not require a complete 4P application for programming, the 4P review for funded phases in the current year and the next year need to be complete, planning level costs should be programmed for years 3, 4 & 5. This includes all phases of a project: PD&E, PE, ROW and CST / CEI. The practice of requiring a full man-hour estimate and costs for a design project 3 years in advance is unnecessary and puts additional strain on resources at both the local government and District levels.
- LAP Policy, Chapter 19, 19.9 a. 1 - Preliminary Engineering & PD&E
 - Requiring the locals to fund all phases prior to construction applies greater restrictions of MetroPlan Orlando Urbanized Area Funds beyond the Federal Regulations. These phases meet the federal requirement and therefore can be submitted for funding. Exceptions within this policy do not follow the MPO process; approving exceptions for PD&E and Preliminary engineering gives FDOT the authority of programming or denying priority projects established by the MetroPlan Orlando Board, and overstepping the MPOs authority for planning and programming.

- LAP Policy, Chapter 19, 19.9 a. 2 - Design
 - Requiring the locals to fund all phases prior to construction applies greater restrictions of MetroPlan Orlando Urbanized Area Funds beyond the Federal Regulations. These phases meet the federal requirement and therefore can be submitted for funding. Exceptions within this policy do not follow the MPO process; approving exceptions for Design gives FDOT the authority of programming or denying priority projects established by the MetroPlan Orlando Board, and overstepping the MPOs authority for planning and programming.
- LAP Policy, Chapter 21, 21.8. b. - Planning and Programming
 - Agree with the minimum threshold of \$250,000
 - For planning purposes the table of CEI costs is helpful
 - The design table requirements prior to construction is not applicable based on previous comments.
- The proposed new policy is not consistent with federal legislation with the State Department of Transportation dictating planning and programming of MPO priorities.

23 U.S. Code § 134 - Metropolitan transportation planning

(4) Selection of projects.—

(A) In general.—

All Federally-funded projects carried out within the boundaries of a metropolitan planning area serving a transportation management area under this title (excluding projects carried out on the National Highway System) or under chapter 53 of title 49 shall be selected for implementation from the approved TIP by the metropolitan planning organization designated for the area in consultation with the State and any affected public transportation operator.

(B) National system projects.—

Projects carried out within the boundaries of a metropolitan planning area serving a transportation management area on the National Highway System shall be selected for implementation from the approved TIP by the State in cooperation with the metropolitan planning organization designated for the area.

Implications of New Policy:

- Removing the ability to fund planning, design and ROW phases will impact the implementation and project delivery in the region and put a financial burden on municipalities (counties have more resources, historically) that were not factored into the 2040 Cost Feasible Plan. For example, the City of Orlando (largest city in District 5) has a transportation budget of \$1,000,000. A design project would wipe out half of their budget, and it will take two years of budget to acquire ROW, before federal funding is available for construction. There could be a critical need to address performance measures and targets that can't be addressed if planning, design and ROW funds are not available.
- Developing the 2045 Metropolitan Transportation Plan (MTP) with restrictions on federal funds for planning, design and ROW phases, the cost feasible plan will be illustrative and will require amendments to the MTP for any and all changes. The County provides estimates for Local Funds to include complimentary local projects that will support the 2045 MTP. This policy would negatively impact the local government Capital Improvement Elements because financial resources would have to be diverted from local priorities established to meet the comprehensive plan goals and objectives, to Regional priorities developed to support MetroPlan Orlando Goals and Objectives and Performance Targets. The MTP would have to be adopted with funding agreements committing local funds for a period greater than 20 years from the Local Governments. Without this commitment, the MTP will not be able to have cost feasible projects using MetroPlan Orlando Urbanized Area Funds.

- The policy adds a layer of local government approval on a project-by-project basis that should have been addressed with the approval of the MTP - Cost Feasible Plan. An example would be if Orange County Board of County Commissioners decided not to approve a LAP agreement, because it doesn't match the local priority. With that conflict being a possibility for every project submitted for funding, it will slow down project delivery with MetroPlan Orlando Regional Priorities, and effect the region's ability to achieve significant progress towards targets for Transportation Performance Measures.
- The MetroPlan Orlando Board has established a funding policy for the Urbanized Area Funds directed to MetroPlan Orlando. The Board has directed staff and advisory committee members to prioritize projects for Complete Street projects, Bicycle and Pedestrian projects, Transportation Systems Management & Operations projects and Transit Projects. Additionally, the Board has directed MetroPlan Orlando staff to also incorporate their emphasis areas of Safety, connecting to transit, regional trails, Complete Streets and engaging the younger population into the project prioritization process and programming. Further restrictions on the Urbanized Area Funds allocated to MetroPlan Orlando would go against the MetroPlan Orlando Board policy decisions.
- This policy has the potential to negatively impact the amount of federal funds constrained within the MetroPlan Orlando Region, with a good portion of the federal funds allocated to the MetroPlan Orlando Urbanized Area being unspent. MetroPlan Orlando will not authorize the use of its Urbanized Area Funds for SIS facilities. MetroPlan Orlando will continue with the coordination / consultation of multimodal and safety improvements incorporated with a 3R project.

Recommendations:

- Remove the restrictions for a City to administer a LAP project, MetroPlan Orlando has been working with the local governments and managing expectations on LAP projects, this shouldn't be an exception. MetroPlan Orlando will also commit to having a LAP discussion at the Technical Advisory Committee (TAC) every quarter to discuss the project schedules and anticipate modification to the work program for outer years, not waiting until current year.
- Remove the restrictions on funding Planning, Design and ROW — Again, MetroPlan Orlando has been working closely with both the local government partners and FDOT over the years to program projects with realistic expectations for completion through construction with the funding of all phases. MetroPlan Orlando will commit to the Department that if a local government needs more than one extension to an agreement, the local government will have to incur all costs associated with further extensions.
- MetroPlan Orlando will continue to coordinate and provide the due diligence before submitting projects for MetroPlan Orlando Urbanized Area Funding. This includes the programming of planning, design and ROW phases.
- MetroPlan Orlando will continue to work with FDOT and our Local Government Partners to learn and understand LAP procedures, and MetroPlan Orlando staff will be attending all training to improve the communication for LAP projects.
- Instead of forcing the County(ies) to implement projects for municipalities, MetroPlan Orlando will work with our County Government partners for those projects located in smaller jurisdictions that won't meet LAP requirements, but are high priority projects to meet performance measures.

Long Term Policy Recommendations:

- FDOT should consider revising their 4P requirements to be focused on Current Year and the second year in the work program. MPOs should be allowed to submit projects with all phases for programming. For project phases in current year or the second year, detailed man-hour estimates for design or 90% plans for construction should be required. For years 3, 4 and 5, initial or subsequent phases should be allowed to be programed as place holders using long-range estimates. MetroPlan Orlando already incorporates inflation factors into all outer-year planning and programming to account for cost increases.
- FDOT and the MPOAC should work with Central Office and the Florida Transportation Commission to remove MPOs programming of Urbanized Area Funds from the districts evaluation process. These projects are submitted to FDOT by an MPO, with MPO authorization, using the Urbanized Area Funds directed to the MPOs. The department should not be penalized for an MPO's performance.
- MetroPlan Orlando will work with the MPOAC and Central Office Metropolitan Planning department to explore Florida Statute changes. FDOT's ability to spend funds off-system and work on projects off-system forces local governments to federalize a project. A solution would be to change legislation to allow the Urbanized Area Funds directed to the MPOs to be converted to State Funds with fewer restrictions than the Federal LAP process. Or even allowing FDOT to plan, design, acquire ROW and Construct off-system projects using the Urbanized Area Funds directed to the MPOs.
- MetroPlan Orlando could also look into funding one or two LAP positions for each County to coordinate and implement LAP projects on behalf of MetroPlan Orlando. The LAP positions would carry out the project priorities as they are submitted to FDOT for programing for all phases of a project including the planning, design and ROW for County projects and projects located within a municipality.

We look forward to working with the department on revising and eliminating sections of the new District 5 LAP policy; however. MetroPlan Orlando does not support the policy as it has been presented.

C: Mark Reichert, Administrator for Metropolitan Planning

Carl Mikyska, Executive Director MPOAC

Nick Lepp, Director of Transportation Planning MetroPlan Orlando



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A REGIONAL TRANSPORTATION PARTNERSHIP

April 11, 2019

Carl Mikyska
Executive Director, MPOAC
605 Suwannee Street, MS28B
Tallahassee, FL 32399

Subject: 2019 MPOAC Freight Priorities and FDOT Designation of Critical Freight Corridors

On behalf of the MetroPlan Orlando Board, my staff has submitted the two (2) projects listed below for consideration in the MPOAC Freight Prioritization Program.

- Interstate 4 Truck Parking Capacity Project
- John Young Pkwy (Pleasant Hill Rd to Portage St): Widening and Reconstruction

MetroPlan Orlando staff acknowledges the eligibility criteria defined in the 2019 Instructions General Overview although has submitted the Interstate 4 (I-4) Truck Parking Capacity Project without location and development phase specifics as these details have yet to be determined. We request the project be accepted and incorporated into the MPOAC freight priority list given its local, regional and statewide significance. Expanding truck parking while mitigating community impacts along the I-4 Corridor in Orange, Osceola, and Seminole Counties is MetroPlan Orlando's number one freight transportation need and discretionary freight funding priority. To advance this priority, my staff, FDOT, and local government partners are actively working to address the issue and are identifying an accelerated project development and implementation schedule.

On another related topic - FDOT's designation of Critical Urban and Critical Rural Freight Corridors as part of the National Highway Freight Network (NHFN) has a significant impact on an MPO's ability to submit projects for discretionary freight funding made available under the FAST Act. As you will recall, this topic was discussed at our last MPOAC Freight Subcommittee but I raise it here again as my staff found it challenging to identify eligible projects on the NHFN as most of the designated miles in the Orlando area other than I-4 are designated on limited access toll roads (i.e. SR 528). MetroPlan Orlando is requesting the MPOAC coordinate with FDOT for the immediate update and re-designation of Critical Urban and Critical Rural Freight Corridors throughout the state and specifically in Central Florida. Until FDOT Central Office strategically re-designates the critical freight corridor network, our region is at a competitive disadvantage for MPOAC statewide freight priority setting and federal discretionary freight funding.

Thank you for your consideration.

Gary Huttman, AICP
Executive Director

Betsy Houghton Fulmer
1596 Indian Dance Ct
Maitland, FL 32751
407-761-0274 fulmerbf@gmail.com

RECEIVED

MAR 28 2019

METROPLAN ORLANDO

March 26, 2019

Commissioner Betsy VanderLey, Chairperson
MetroPlan Orlando Board
250 S. Orange Avenue, Suite 200
Orlando, FL 32801

Dear Chairperson VanderLey,

Intermodal transportation can be wonderful, if it works! From my limited experience, it didn't work for me. There are two major problems—both of which can be solved. One is deplorable customer service and the other is the timing of the Lynx-SunRail interface.

I decided to ride "Plane to Train" for the first time on Friday, March 8, 2019. I've used SunRail previously but this was my first time using the link from the Orlando airport to the Sand Lake SunRail station to return home from my travels.

The Lynx bus was easy to find and the driver was courteous. So far, so good. We arrived at the SunRail station and the train pulled into the station. About 8 passengers from the bus rushed to the train platform. I exchanged my transfer for the SunRail ticket and was just 2 feet away from the train door--the "bombardier" told us with a sneer on his face and glee in his eye to step back as the train would be leaving. The three people immediately ahead of me were able to board the train but myself and 4 others were turned away. The "bombardier" spent more time arguing that we could not board the train. In the same amount of time, all of us could have stepped aboard had he been courteous and practical.

The platform employee was apologetic. He said "That's just his way." Interestingly, I was the only first time "Plane to Train" user. The other passengers who were turned away informed me that this particular employee has done the same discourteous service not once or twice but numerous times. By asking around I learned that "Jason" is the name of the SunRail bombardier employee. He is a white male, slightly built. The train was #330 northbound, arriving at Sand Lake station at 5:10 pm on Friday, March 8th. By missing the connection, I had to wait 40 minutes until 5:50 pm at Sand Lake while my family member waited the same amount of time at the Maitland station to pick me up.

Clearly, I would have to think long and hard about taking "Train to Plane" in order to catch an out-bound flight. The cost of a missed flight is too great a risk on a system that is dysfunctional. As I said earlier, the problem is very fixable—schedule the connection with more time for traffic variation and demand that all employees exhibit respect, courtesy and common sense in dealing with passengers.

Respectfully,



✓ C: Gary Huttman

I request that this letter be read at the May 8th board meeting and entered into the minutes.



250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

April 24, 2019

Betsy Houghton Fulmer
1596 Indian Dance Court
Maitland, FL 32751
fulmerbf@gmail.com

Dear Ms. Fulmer:

Thank you for supporting our regional public transportation systems and sharing your recent experience with "Train-to-Plane" via your letter dated March 26, 2019. Although it is disappointing to hear that you encountered some challenges with the transfer from LYNX to SunRail, I appreciate that you shared the information with us so that we have the opportunity to review and ask some questions. I forwarded your complaint to the SunRail office in order to gain a full understanding of the situation. It appears that the issue started with the bus arriving late to the station, reducing the amount of time for passengers to transfer from the bus system to the commuter rail system. In your recounting of the experience, you noted that you completed the transfer process and had a valid SunRail ticket in your hand when the train conductor refused to allow you to board the train. There may have been some confusion; however, SunRail's records indicate that you obtained a transfer from the bus driver but had not yet exchanged it for a SunRail ticket at the platform ticketing machine until after the train departed. Regardless of the specific circumstances of your experience, it appears that, collectively, we have an opportunity to improve the "Train-to-Plane" connection for our residents. Both SunRail and LYNX share the priority to improve this service connection. In addition, the transfer process between the two transit systems should be more seamless to customers. I have asked that SunRail look at ways to improve the transfer process so that it is less cumbersome and more efficient. Lastly, poor customer service should not be tolerated. I asked SunRail to address the conductor's behavior related to the incident. They have assured me that it has been addressed.

Our public transportation systems are an important part of the transportation network in Central Florida. We are committed to using feedback to make the necessary adjustments to improve the service for our residents and visitors. If you would like to contact SunRail directly to follow up on your concerns, please feel free to reach out to Nicola Liquori, SunRail CEO, at (321)257-7162.

Regards,

cc: Gary Huttman, Executive Director, MetroPlan Orlando

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

April 15, 2019

RECEIVED

APR 18 2019

METROPLAN ORLANDO

The Honorable Betsy VanderLey, Chairwoman
MetroPlan Orlando Metropolitan Planning Organization
250 South Orange Avenue, Suite 200
Orlando, Florida 32801

Dear Chairwoman VanderLey:

Thank you for submitting the MetroPlan Orlando Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) for fiscal years 2018/2019 through 2022/2023. In accordance with Section 339.175(8)(g), Florida Statutes, the Department of Economic Opportunity reviews each MPO's annual TIP for consistency with the comprehensive plans of affected local governments for the purpose of identifying projects that are inconsistent with those plans.

Consistency of the TIP with local government comprehensive plans is important: transportation projects developed with federal aid require consistency with local plans to the extent feasible; and, inclusion of TIP projects in local government comprehensive plans serves as an acknowledgement of those local governments' support for the projects.

Our review of the MetroPlan Orlando MPO TIP indicates that it is consistent with the comprehensive plans for each of the MPO's member local governments.

We appreciate your ongoing efforts to coordinate with your member local governments to ensure that the transportation projects in your TIP are consistent with local government comprehensive plans. Should you have any questions concerning this determination or the review process, please contact Matt Preston at (850) 717-8490, or matt.preston@deo.myflorida.com.

Sincerely,

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/mp

cc: Mr. Gary Huttman, Executive Director, MetroPlan Orlando Metropolitan Planning Organization
Mr. Alex Gramovot, Statewide Metropolitan Planning Coordinator, FDOT

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
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FDOT District Five - Orlando and Oviedo Operations
420 West Landstreet Road, Orlando, 32824
2400 Camp Road, Oviedo, 32765
Orlando: 321-319-8100 Oviedo: 407-278-2800

Outside Consultant

In-House Construction

Maintenance

Project Status Report as of April 25, 2019

ORANGE

SR 423 (John Young Parkway) from SR 50 to Shader Road

FIN # 239496-3-52-01

CONTRACT # T5538

Conventional Pay Item

PROJECT DESCRIPTION: Widen SR 423 (John Young Parkway) from four to six lanes from SR 50 to Shader Road.

					TIME	COST
CONTRACTOR:	Southland Construction Inc.	LET DATE:	8/30/2017	ORIGINAL:	765	\$27,752,000.00
FED. AID #:	8785019U	NTP:	11/07/2017	CURRENT:	834	\$27,752,000.00
FUND TYPE	Construction	TIME BEGAN:	1/7/2017	ELAPSED:	448	\$12,152,031.29
		WORK BEGAN:	1/7/2017	% ORIGINAL:	58.56%	43.79%
		EST. COMPLETION:	Spring 2020	% TO DATE:	53.72%	43.79%

CONTACT		PHONE		EMAIL
PROJECT ADMINISTRATOR	John Bailey	C: 407-466-4387		john.bailey@kisingercampo.com
FDOT PROJECT MANAGER	Carlton Daley	O: 321-319-8129 C: 407-832-1694		carlton.daley@dot.state.fl.us
CONTRACTOR'S PROJECT MANAGER:	Jomo K. Forbes	O: 407-889-9844 C: 407-496-4274		JomoF@southlandconstruction.com

ORANGE

SR 482 (Sand Lake Road) from West of International Drive to East of Florida's Turnpike

FIN # 407143-4-52-01, 407143-5-52-01, 407143-6-62-01

CONTRACT # T5552

Conventional Pay Item

PROJECT DESCRIPTION: Widen and reconstruct Sand Lake Boulevard from west of International Drive to east of Florida's Turnpike, including International Drive from Jamaican Court to North of Sand Lake Road

					TIME	COST
CONTRACTOR:	Prince Contracting LLC	LET DATE:	6/08/2016	ORIGINAL:	1,050	\$75,824,482.00
FED. AID #:	MULT009R	NTP:	8/18/2016	CURRENT:	1,272	\$79,061,526.09
FUND TYPE	Construction	TIME BEGAN:	10/14/2016	ELAPSED:	920	\$56,114,263.60
		WORK BEGAN:	10/14/2016	% ORIGINAL:	87.62%	74.01%
		EST. COMPLETION:	Spring 2020	% TO DATE:	72.33%	70.98%

CONTACT		PHONE		EMAIL
PROJECT ADMINISTRATOR	Robert Murphy	O: 407-875-8900 C: 813-918-6390		rmurphy@transystems.com
FDOT PROJECT MANAGER	Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us
CONTRACTOR'S PROJECT MANAGER:	Neil Parekh	O: 407-737-6741 C: 305-753-8621		nparekh@princecontracting.com

ORANGE

SR 414 (Maitland Blvd) from SR 400 (I-4) to CR 427 (Maitland Ave)

FIN # 424217-1-52-01

CONTRACT # T5625

Conventional Pay Item

PROJECT DESCRIPTION: Widen of State Road (S.R.) 414 / Maitland Boulevard from east of Interstate 4 (I-4) (Hope Road) to east of County Road (C.R.) 427 (Maitland Avenue) from a suburban 4-lane facility to an urban 6-lane facility.

					TIME	COST
CONTRACTOR:	Masci Construction	LET DATE:	10/31/2018	ORIGINAL:	480	\$7,136,709.34
FED. AID #:	D517056B	NTP:	1/07/2019	CURRENT:	480	\$7,136,709.34
FUND TYPE	Construction	TIME BEGAN:	2/6/2019	ELAPSED:	74	\$1,009,197.18
		WORK BEGAN:	2/6/2019	% ORIGINAL:	15.42%	14.14%
		EST. COMPLETION:	Spring 2020	% TO DATE:	15.42%	14.14%

CONTACT		PHONE		EMAIL
PROJECT ADMINISTRATOR	Peter Crespi	O: 407-278-2723 C: 407-325-9728		peter.crespi@dot.state.fl.us
CONTRACTOR'S PROJECT MANAGER:	David Jewett	O: 386-322-4500 C: 386-281-9042		david.jewett@mascicg.com

Project Status Report as of April 25, 2019

ORANGE						
SR 500/US 441 (Orange Blossom Trail) from East of Lake Doe Cove to East of SR 429						
FIN #	437338-1-52-01					
CONTRACT #	E5Z27					
Conventional Pay Item						
PROJECT DESCRIPTION: Milling and resurfacing U.S. 441 from east of Lake Doe Cove to east of SR 429						
					TIME	COST
CONTRACTOR:	Masci General Contractor, Inc.	LET DATE:	6/05/2018	ORIGINAL:	420	\$4,978,322.92
FED. AID #:	N/A	NTP:	7/31/2018	CURRENT:	460	\$4,978,322.92
FUND TYPE	Construction	TIME BEGAN:	8/30/2018	ELAPSED:	235	\$2,870,885.99
		WORK BEGAN:	9/4/2018	% ORIGINAL:	55.95%	57.67%
		EST. COMPLETION:	Fall 2019	% TO DATE:	51.09%	57.67%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Scott Slagg	O:407-319-7460 C: 407-362-1309		sslagg@drmp.com	
FDOT PROJECT MANAGER		Peter Crespi	O: 407-278-2723 C: 407-325-9728		peter.crespi@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		David Jewett	C: 386-281-9042		davidjewett@mascigc.com	

ORANGE						
SR 527/SR 426 (Orange Avenue) from South of Lake Conway Drive to North of Grant Street						
FIN #	437330-1-52-01					
CONTRACT #	T5635					
Lump Sum						
PROJECT DESCRIPTION: Milling and resurfacing Orange Avenue from south of Lake Conway Drive to north of Grant Street						
					TIME	COST
CONTRACTOR:	The Lane Construction Corp	LET DATE:	10/31/2018	ORIGINAL:	290	\$2,923,010.00
FED. AID #:	D518006B	NTP:	1/07/2019	CURRENT:	291	\$2,923,010.00
FUND TYPE	Construction	TIME BEGAN:	2/6/2019	ELAPSED:	75	\$364,923.39
		WORK BEGAN:	2/6/2019	% ORIGINAL:	25.86%	12.48%
		EST. COMPLETION:	Fall 2019	% TO DATE:	25.77%	12.48%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Terry Carmichael	O: 407-891-9613 C: 321-303-9784		TLCarmichael@laneconstruct.com	

ORANGE						
SR 600/SR 500/US 441/US 17-92 (Orange Blossom Trail) from South of SR 482 (Sand Lake Road) to North of SR 482						
FIN #	437592-1-52-01					
CONTRACT #	T5629					
Conventional Pay Item						
PROJECT DESCRIPTION: Milling and resurfacing U.S. 441 from south of Sand Lake Road to north of Sand Lake Road						
					TIME	COST
CONTRACTOR:	Florida Safety Contractors, Inc.	LET DATE:	9/26/2019	ORIGINAL:	200	\$1,369,368.97
FED. AID #:	D518002B	NTP:	2/07/2019	CURRENT:	203	\$1,369,368.97
FUND TYPE	Construction	TIME BEGAN:	2/05/2019	ELAPSED:	76	\$218,990.76
		WORK BEGAN:	2/6/2019	% ORIGINAL:	38.00%	15.99%
		EST. COMPLETION:	Fall 2019	% TO DATE:	37.44%	15.99%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Carlton Daley	O: 321-319-8129 C: 407-832-1694		carlton.daley@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Tom Jacobson	O: 813-982-9172 C: 727-207-7252		T.Jacobson@floridasafetycontractors.co	



Project Status Report as of April 25, 2019

ORANGE						
US 441 Resurfacing from Jones Avenue to Wadsworth Road						
FIN #	437331-1-52-01					
CONTRACT #	E5Z34					
Conventional Pay Item						
PROJECT DESCRIPTION: Milling and resurfacing U.S. 441 from Jones Avenue to south of Wadsworth Road, widening right turn lanes, bicycle facilities, and drainage improvements.						
					TIME	COST
CONTRACTOR:	D.A.B. Constructors	LET DATE:	8/07/2018	ORIGINAL:	320	\$3,424,444.44
FED. AID #:	N/A	NTP:	10/08/2018	CURRENT:	341	\$3,424,444.44
FUND TYPE	Construction	TIME BEGAN:	10/29/2018	ELAPSED:	175	\$1,761,459.99
		WORK BEGAN:	10/29/2018	% ORIGINAL:	54.69%	51.44%
		EST. COMPLETION:	Fall 2019	% TO DATE:	51.32%	51.44%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Scott Stagg	O:407-319-7460 C: 407-362-1309		ssagg@drmp.com	
FDOT PROJECT MANAGER		Peter Crespi	O: 407-278-2723 C: 407-325-9728		peter.crespi@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Mike Lemke	C: 352-601-8043		mikel@dabcon.com	

OSCEOLA						
SR 500 (US 192) from Aeronautical Drive to Budinger Avenue						
FIN #	239682-1-52-01					
CONTRACT #	T5530					
Conventional Pay Item						
PROJECT DESCRIPTION: Widening U.S. 192 from four to six lanes. Additional improvements include milling and resurfacing, drainage improvements, removal and replacement of an existing bridge on S.R. 500 over the St. Cloud canal.						
					TIME	COST
CONTRACTOR:	JR Davis Construction	LET DATE:	6/24/2015	ORIGINAL:	1,100	\$37,673,820.99
FED. AID #:	N/A	NTP:	8/31/2015	CURRENT:	1,341	\$38,611,970.63
FUND TYPE	Construction	TIME BEGAN:	3/31/2016	ELAPSED:	1,117	\$33,724,866.87
		WORK BEGAN:	3/31/2016	% ORIGINAL:	101.55%	89.52%
		EST. COMPLETION:	Fall 2019	% TO DATE:	83.30%	87.34%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Jignesh Vyas	C: 407-406-0300		jvyas@saiengr.com	
FDOT PROJECT MANAGER		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Bruce Baker	C: 407-572-3881		bruce.baker@jr-davis.com	

OSCEOLA						
SR 600/US 17-92 from West of Poinciana Boulevard to CR 535						
FIN #	239714-1-52-01					
CONTRACT #	E5Z33					
Conventional Pay Item						
PROJECT DESCRIPTION: Widening U.S. 17-92 from two to four lanes.						
					TIME	COST
CONTRACTOR:	Southland Construction, Inc.	LET DATE:	10/02/2018	ORIGINAL:	1,000	\$23,467,500.98
FED. AID #:	N/A	NTP:	12/07/2018	CURRENT:	1,000	\$23,467,500.98
FUND TYPE	Construction	TIME BEGAN:	2/5/2019	ELAPSED:	76	\$2,157,300.92
		WORK BEGAN:	2/5/2019	% ORIGINAL:	7.60%	9.19%
		EST. COMPLETION:	Fall 2021	% TO DATE:	7.60%	9.19%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		George Sawaya	C: 407-509-6396		georgesawaya@hillintl.com	
FDOT PROJECT MANAGER		Jonathan Duazo	O: 321-319-8114 C: 407-625-5624		jonathan.duazo@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		George Jaoude	C: 321-230-2559		George.J@southlandconstruction.com	



Project Status Report as of April 25, 2019

OSCEOLA						
SR 600/US 17-92 at Westgate Drive						
FIN #	437599-1-52-01					
CONTRACT #	E5Z47					
Lump Sum						
PROJECT DESCRIPTION: Resurfacing and changing median access at the intersection of South Orange Blossom Trail and Westgate Drive						
					TIME	COST
CONTRACTOR:	Valencia Construction Group	LET DATE:	12/04/2018	ORIGINAL:	110	\$490,000.00
FED. AID #:	N/A	NTP:	2/12/2019	CURRENT:	111	\$490,000.00
FUND TYPE	Construction	TIME BEGAN:	3/14/2019	ELAPSED:	39	\$54,404.00
		WORK BEGAN:	3/18/2019	% ORIGINAL:	35.45%	11.10%
		EST. COMPLETION:	Spring 2019	% TO DATE:	35.14%	11.10%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Vikaash Maharaj	C: 407-625-3799		vikaash@valenciacc.us	

SEMINOLE						
Widening US 17/92 from Shepard Road to Lake Mary Boulevard						
FIN #	240196-1-52-01					
CONTRACT #	T5557					
Conventional Pay Item						
PROJECT DESCRIPTION: Reconstruct US 17/92 from Shepard Road to Lake Mary Boulevard from a rural four-lane roadway to an urban six-lane roadway. This contract includes construction of a new bridge to replace the existing box culvert at Soldiers Creek.						
					TIME	COST
CONTRACTOR:	Bergeron Land Development	LET DATE:	12/09/2015	ORIGINAL:	990	\$53,326,000.00
FED. AID #:	N/A	NTP:	2/09/2016	CURRENT:	1,189	\$54,640,017.31
FUND TYPE	Construction	TIME BEGAN:	5/31/2016	ELAPSED:	1,056	\$42,044,206.72
		WORK BEGAN:	5/31/2016	% ORIGINAL:	106.67%	78.84%
		EST. COMPLETION:	Summer 2019	% TO DATE:	88.81%	76.95%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Chris Davis	O: 321-972-8616 C: 407-466-4151		cdavis@metriceng.com	
FDOT PROJECT MANAGER		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Michael Heim	C: 954-295-2045		mheim@bergeroninc.com	

SEMINOLE						
SR 46 (East 25th Street) from Mellonville Avenue to SR 415 (East Lake Mary Boulevard)						
FIN #	240216-2-52-01					
CONTRACT #	T5548					
Conventional Pay Item						
PROJECT DESCRIPTION: Widen SR 46 (East 25th Street) to a four-lane roadway, including the addition of bike lanes and sidewalk.						
					TIME	COST
CONTRACTOR:	Southland Construction, Inc	LET DATE:	2/24/2016	ORIGINAL:	860	\$26,475,089.42
FED. AID #:	3141040P	NTP:	4/20/2016	CURRENT:	1,058	\$26,353,775.37
FUND TYPE	Construction	TIME BEGAN:	5/9/2016	ELAPSED:	1,075	\$26,462,210.73
		WORK BEGAN:	5/9/2016	% ORIGINAL:	125.00%	99.95%
		EST. COMPLETION:	Spring 2019	% TO DATE:	101.61%	100.41%
Project Accepted April 18, 2019						
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Charles Long	O: 407-482-7830 C: 407-625-7591		charles.long@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		George Jaoude	C: 407-889-9844		georgej@southlandconstruction.com	



Project Status Report as of April 25, 2019

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from west of Old McDonald Road to east of Wekiva Park Road (Wekiva Parkway Section 6)						
FIN #	238275-7-52-01					
CONTRACT #	E5Y47					
Design Build						
PROJECT DESCRIPTION: Design 5.5 miles of limited access toll road largely along the existing State Road 46 corridor from west of Old MacDonald Road to east of Wekiva Park Road. The project will include designing: an additional non-tolled, service road for local travel; a new, higher-profile bridge that is aesthetically pleasing over the Wekiva River; and, three wildlife bridges to allow animals to pass safely between the Seminole State Forest, Rock Springs Run State Reserve and Lower Wekiva River Preserve.						
					TIME	COST
CONTRACTOR:	Superior Construction Co. Southeast	LET DATE:	3/22/2017	ORIGINAL:	1,270	\$234,544,468.00
FED. AID #:	3141036P	NTP:	6/27/2017	CURRENT:	1,360	\$232,375,345.09
FUND TYPE	Design Build	TIME BEGAN:	10/18/2017	ELAPSED:	664	\$126,747,209.28
		WORK BEGAN:	10/18/2017	% ORIGINAL:	52.28%	54.04%
		EST. COMPLETION:	Early 2021	% TO DATE:	48.82%	54.54%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		Arnaldo Larrazabal	C: 786-205-2699		arnaldo.larrazabal@rsandh.com	
FDOT PROJECT MANAGER:		Rick Vallier	O: 386-943-5283 C: 386-846-4149		rick.vallier@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Jeremy Andrews	C: 904-509-0868		jandrews@superiorfla.com	

SEMINOLE						
SR 436 from Boston Avenue to east of Anchor Road						
FIN #	434412-1-52-01					
CONTRACT #	T5609					
Lump Sum						
PROJECT DESCRIPTION: Mill and resurface, provide a continuous turn lane on westbound SR 436 at the hospital entrance, pedestrian and drainage improvements, and intersection improvements at Maitland Avenue						
					TIME	COST
CONTRACTOR:	Atlantic Civil Constructors Corp.	LET DATE:	3/28/2018	ORIGINAL:	240	\$2,876,724.92
FED. AID #:	D517111B	NTP:	6/01/2018	CURRENT:	281	\$2,926,724.92
FUND TYPE	Construction	TIME BEGAN:	6/24/2018	ELAPSED:	233	\$2,825,685.12
		WORK BEGAN:	6/24/2018	% ORIGINAL:	97.08%	98.23%
		EST. COMPLETION:	Spring 2019	% TO DATE:	82.92%	96.55%
Project Completed March 29, 2019						
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		Scott Stagg	O: 407-319-7460 C: 407-362-1309		ssstagg@drmp.com	
FDOT PROJECT MANAGER		Charles Long	O: 407-482-7830 C: 407-625-7591		charles.long@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Chris Sousa	C: 407-277-8410		chris.sousa@atlantic-civil.com	

SEMINOLE						
Pedestrian Safety Improvements - Ronald Reagan Blvd. from SR 434 to north of Palmetto Avenue						
FIN #	437931-1-52-01					
CONTRACT #	T5615					
Conventional Pay Item						
PROJECT DESCRIPTION: Pedestrian safety improvements along Ronald Reagan Blvd., including construction of buffered bike lanes, on-street parallel parking, brick pavers and signal modifications.						
					TIME	COST
CONTRACTOR:	American Lighting and Signalization LLC	LET DATE:	3/28/2018	ORIGINAL:	200	\$1,435,272.80
FED. AID #:	D517088B	NTP:	5/23/2018	CURRENT:	262	\$1,435,272.80
FUND TYPE	Construction	TIME BEGAN:	6/27/2018	ELAPSED:	266	\$628,063.67
		WORK BEGAN:	6/27/2018	% ORIGINAL:	133.00%	43.76%
		EST. COMPLETION:	Early 2019	% TO DATE:	101.53%	43.76%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Eric Plantier	O: 407-482-7847		eric.plantier@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Travis Church	O: 904-886-4300 C: 904-334-7083		tchurch1@asplundh.com	



Project Status Report as of April 25, 2019

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from Wekiva Park Road to Orange Boulevard (Wekiva Parkway Section 7A)						
FIN #	240200-2					
CONTRACT #	T5626					
Design Build						
PROJECT DESCRIPTION: This project includes 3.53 miles of limited access toll road largely along the existing State Road 46 corridor from a half mile east of Wekiva Park Road to Orange Boulevard. The project also includes design of a non-tolled road for local travel.						
					TIME	COST
CONTRACTOR:	Astaldi Construction Corp.	LET DATE:	12/06/2017	ORIGINAL:	1,454	\$108,299,973.17
FED. AID #:	3141042P	NTP:	3/02/2017	CURRENT:	1,519	\$108,374,973.17
FUND TYPE	Design Build	TIME BEGAN:	4/2/2018	ELAPSED:	386	\$28,222,641.17
		WORK BEGAN:	4/2/2018	% ORIGINAL:	26.55%	26.06%
		EST. COMPLETION:	Summer 2022	% TO DATE:	25.41%	26.04%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		David Bowden	O: 386-333-9537 C: 407-873-1905		dbowden@go-IEI.com	
FDOT PROJECT MANAGER:		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Allan Fadullon	C: 954-594-5848		a.fadullon@astaldi.com	

Volusia & Seminole Counties						
Interstate Lighting I-4 in Seminole and Volusia Counties						
FIN #	435056-1-52-01, 435056-1-52-02, 435053-1-52-01					
CONTRACT #	T5572					
Conventional Pay Item						
PROJECT DESCRIPTION: Installation of new lighting and signing improvements at the I-4 interchanges with US 17/92, Dirksen Drive, SR 472, Orange Camp Road, SR 44 and US 92, and CR 15 at US 17/92.						
					TIME	COST
CONTRACTOR:	Chinchor Electric Inc.	LET DATE:	6/14/2017	ORIGINAL:	700	\$6,749,944.86
CCEI:	Mehta & Associates	NTP:	8/14/2017	CURRENT:	765	\$6,768,975.90
FED. AID #:	0042275I	TIME BEGAN:	12/12/2017	ELAPSED:	496	\$6,704,553.82
FUND TYPE	Construction	WORK BEGAN:	12/12/2017	% ORIGINAL:	70.86%	99.33%
		EST. COMPLETION:	Early 2020	% TO DATE:	64.84%	99.05%
CONTACT			PHONE		EMAIL	
CEI SENIOR PROJECT ADMINISTRATOR		Sam Saleh	C: 407.467.6250		hsaleh@mehateng.com	
FDOT PROJECT MANAGER:		Glenn Raney	O: 386.740.3524 C:386.846.4862		michael.raney@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Brett Fudge	O: 386.774.1020 C: 386.804.0672		bfudge@chinchorelectric.com	

SEMINOLE COUNTY						
SR 429/46 from Orange Boulevard to Rinehart Road (Wekiva Parkway Section 8)						
FIN #	240200-4					
CONTRACT #	E5Z18					
Design Build						
PROJECT DESCRIPTION: Construct 2.63 miles of limited access toll road from Orange Boulevard to east of Rinehart Road. The project will include the new Wekiva Parkway interchange at I-4 that will connect with State Road 417.						
					TIME	COST
CONTRACTOR:	Lane Construction Corporation	LET DATE:	8/22/2018	ORIGINAL:	1,400	\$253,332,000.00
FED. AID #:	D517015B	NTP:	10/26/2018	CURRENT:	1,414	\$253,332,000.00
FUND TYPE	Design Build	TIME BEGAN:	10/26/2018	ELAPSED:	179	\$50,940,000.00
		WORK BEGAN:	10/26/2018	% ORIGINAL:	12.79%	20.11%
		EST. COMPLETION:	Late 2022	% TO DATE:	12.66%	20.11%
CONTACT			PHONE		EMAIL	
CEI SENIOR PROJECT ENGINEER		Bill Wages	O: 407-644-1898 C: 407-948-8281		bwages@metriceng.com	
FDOT PROJECT MANAGER:		Kevin Hayden	O: 386-943-5284		kevin.hayden@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Kurt Matthiasmeier	C: 407-908-3229		kwmathiasmeier@laneconstruct.com	





Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 South Woodland Boulevard
DeLand, Florida 32720

KEVIN J. THIBAUT, P.E.
SECRETARY

April 2, 2019

Mr. Gary Huttman
Executive Director
MetroPlan Orlando MPO
250 South Orange Avenue
Suite 200
Orlando, Florida 32801

RE: Third Quarter Variance Report (January 2019 – March 2019)

Dear Mr. Huttman:

This letter is in reference to a request made by MetroPlan Orlando Metropolitan Planning Organization (MPO) regarding the third quarter variance report for the period of January 2019 through March 2019. This quarter's variance report compares the July 1, 2018 adopted work program with changes made to the adopted work program in the third quarter of Fiscal Year 2018/2019. The project listed below includes a cost increase that is equal to or greater than the minimum parameters set by MetroPlan Orlando.

ORANGE COUNTY PROJECTS

FM#242484-8 – State Road 400 (I-4) from East of State Road 522 (Osceola Parkway) to West of State Road 528 – Add Lanes and Reconstruct Project

7/1/18 Adopted Phase Cost: Right of Way Acquisition Phase = \$304,107,450 (FY 2018/2019)

Revised Phase Cost: Right of Way Acquisition Phase = \$389,794,171 (FY 2018/2019)

Phase Cost Increase: Right of Way Acquisition Phase = (28.1%)

Reason for Cost Increase

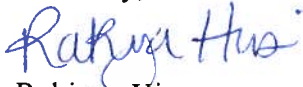
Funding added due to Right of Way estimate updates along the corridor

Impact of Phase Cost Increase

The cost increase has no impact on the work program.

As always, we appreciate all the opportunities that we get to work with MetroPlan Orlando staff and if you should have any additional questions or concerns please do not hesitate to contact me at 386-943-5426.

Sincerely,



Rakinya Hinson
FDOT, District Five
MPO Liaison

cc: Keith Caskey, Manager of Planning Services, MetroPlan Orlando
Kellie Smith, Planning Manager, FDOT
Anna Taylor, Government Liaison Administrator, FDOT