



DATE: Monday, June 29, 2020

TIME: 9:00 a.m.

PUBLIC ACCESS: To join the meeting from your computer, tablet or smartphone, please use this link:

<https://us02web.zoom.us/j/82181269463?pwd=dEJTWTVCdWtORXc4d21GZXVQZIVzUT09>

Password: 740446

To dial in, please see the calendar item for this meeting:

<https://metroplanorlando.org/meetings/metroplan-orlando-board-virtual-meeting-06-29-20/>

*The MetroPlan Orlando offices are closed to the public in response to the COVID-19 pandemic. Members of the public may access this virtual meeting and participate via the Zoom link above, or by dialing in. The agenda packet is available at MetroPlanOrlando.org in the Calendar section. New to Zoom? You can get the app ahead of time and be ready for the meeting. Visit Zoom.com. **For technical support during the meeting, use the Raise Hand function (located in the Participants tab) to be contacted by a meeting moderator.***

MetroPlan Orlando offers tips for virtual meeting participation on our website. Tip sheets include:

- [How to get technically set up for the virtual meeting](#)
- [How meeting roles and public participation happen virtually](#)
- [Steps and options for making a public comment at a virtual meeting](#)

This information can be accessed at: MetroPlanOrlando.org/Virtualmeetings

Commissioner Bob Dallari, Board Chairman, Presiding

Thank you for silencing your cell phones during the meeting and keeping microphones muted unless you are recognized to speak.

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|------|--|---------------------|
| I. | CALL TO ORDER AND PLEDGE OF ALLEGIANCE (ON MUTE) | Chairman Dallari |
| II. | CHAIR'S ANNOUNCEMENTS | Chairman Dallari |
| III. | EXECUTIVE DIRECTOR'S ANNOUNCEMENTS | Mr. Gary Huttman |
| IV. | ROLL CALL AND CONFIRMATION OF QUORUM | Ms. Cathy Goldfarb |
| V. | AGENDA REVIEW | Mr. Gary Huttman |
| VI. | COMMITTEE REPORTS | |
| | Municipal Advisory Committee | Mayor Dale McDonald |
| | Community Advisory Committee | Ms. Sarah Elbadri |
| | Technical Advisory Committee | Mr. Nabil Muhaisen |
| | Transportation Systems Management & Operations Committee | Mr. Doug Jamison |

VII. PUBLIC COMMENTS ON ACTION ITEMS

Comments from the public will be heard pertaining to **Action Items** on the agenda for this virtual meeting. Public comments submitted in advance of the meeting, by email to Comment@MetroPlanOrlando.org or phone to 407-906-2347, will be read into the record by a meeting moderator. People wishing to speak during the virtual meeting should use the Raise Hand feature on the Zoom platform, and a meeting moderator will initiate a chat to establish the request to speak. Each speaker should state name and address for the record and is limited to two minutes. People wishing to speak on other items will be acknowledged in the same way, under Agenda Item XII.

VIII. CONSENT AGENDA (Tab 1)

- A. Approval of Minutes from June 10, 2020 Board meeting
- B. Approval of Financial Report for May 2020
- C. Approval to Award Traffic Signal Retiming Contracts
- D. FDOT/MPO Consensus Planning Document

IX. OTHER ACTION ITEMS

- | | | |
|----|--|---------|
| A. | FY 2020/21 - 2024/25 TIP | (Tab 2) |
| | Mr. Keith Caskey, MetroPlan Orlando Staff (Roll Call Vote) | |
| B. | FY 2025/26 - 2039/40 PPL | (Tab 3) |
| | Mr. Nick Lepp, MetroPlan Orlando Staff | |
| C. | Connected Autonomous Vehicles (CAV) Final Report | (Tab 4) |
| | Mr. Eric Hill, MetroPlan Orlando Staff | |

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item)

(Tab 5)

- A. Executive Director's Report**
- B. FDOT Monthly Construction Status Report**
- C. Continuity of Operations Plan (COOP) Update with new Pandemic Influenza Supplement**
- D. FDOT Mobility Week 2020 Announcement**
- E. PD&E Tracking Report**
- F. Letter to Governor DeSantis re: Virtual Public Meetings**
- G. Featured Articles and Research**

Will COVID-19 End the Downtown Comeback? Don't Bet on It.

https://www.governing.com/assessments/Will-COVID-19-End-the-Downtown-Comeback-Dont-Bet-on-It.html?utm_term=READ%20MORE&utm_campaign=Will%20COVID-19%20End%20the%20Downtown%20Comeback%20Don%27t%20Bet%20on%20It.&utm_content=email&utm_source=Act-On+Software&utm_medium=email

Pandemic Shifts Focus for Autonomous Vehicle Companies

https://www.governing.com/next/Pandemic-Shifts-Focus-for-Autonomous-Vehicle-Companies.html?utm_term=Pandemic%20Shifts%20Focus%20for%20Autonomous%20Vehicle%20Companies&utm_campaign=Will%20COVID-19%20End%20the%20Downtown%20Comeback%20Don%27t%20Bet%20on%20It.&utm_content=email&utm_source=Act-On+Software&utm_medium=email

Poor and Black 'Invisible Cyclists' Need to Be Part of Post-Pandemic Transportation Planning

<https://www.routeifty.com/infrastructure/2020/05/invisible-cyclists-need-be-part-post-pandemic-transport-planning/165739/>

XI. OTHER BUSINESS/PRESENTATIONS

- A. 2045 MTP- Status Update on Congestion Management Process**
Ms. Lara Bouck, MetroPlan Orlando Staff
- B. 2045 MTP- Status Update on Technical Activities**
Mr. Alex Trauger, MetroPlan Orlando Staff
- C. Bike Lane Research**
Mr. Mighk Wilson, MetroPlan Orlando Staff

XII. PUBLIC COMMENTS (GENERAL)

XIII. NEXT MEETING: Wednesday, September 9, 2020

XIV. 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 o include the testimony and evidence upon which the appeal is to be based.

TAB 1





MetroPlan Orlando Board

MEETING MINUTES

DATE: Wednesday, June 10, 2020
TIME: 9:00 a.m.
LOCATION: MetroPlan Orlando
Park Building
250 S. Orange Ave, Suite 200
Orlando, FL 32801

Commissioner Bob Dallari, Board Chairman, Presided

Members

Hon. Jose Alvarez, City of Kissimmee
Hon. Brandon Arrington, Central Florida Expressway Authority
Hon. Maribel Gomez Cordero for Hon. Emily Bonilla, Orange County
Hon. Bob Dallari, Seminole County
Hon. Jerry L. Demings, Orange County
Hon. Buddy Dyer, City of Orlando
Mr. M. Carson Good, GOAA
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission
Hon. Dale McDonald, Municipal Advisory Committee
Hon. Christine Moore, Orange County
Hon. Bryan Nelson, City of Apopka
Hon. Tony Ortiz, City of Orlando
Hon. Victoria Siplin, Orange County
Mr. Stephen Smith, Sanford Airport Authority
Hon. Art Woodruff, City of Sanford
Hon. Mayra Uribe, Orange County
Hon. Betsy VanderLey, Orange County
Hon. Jay Zembower, Seminole County

Advisors in Attendance:

FDOT Secretary Jared Perdue, District 5
Mr. Doug Jamison, Transportation Systems Management & Operations Committee
Ms. Lee Pulham for Mr. Nabil Muhaisen, Technical Advisory Committee
Ms. Sarah Elbadri, Community Advisory Committee

Members/Advisors not in Attendance:

Hon. Pat Bates, City of Altamonte Springs
Hon. Cheryl L. Grieb, Osceola County
Mr. Thomas Kapp, Kissimmee Gateway Airport

Staff in Attendance:

Mr. Steve Bechtel, Mateer & Harbert
Mr. Gary Huttman
Mr. Jason Loschiavo
Mr. Keith Caskey
Mr. Nick Lepp
Mr. Eric Hill
Mr. Joe Davenport
Ms. Lisa Smith
Ms. Cathy Goldfarb
Ms. Mary Ann Horne
Ms. Sally Morris
Mr. Alex Trauger
Ms. Virginia Whittington
Mr. Mighk Wilson
Ms. Leilani Vaiaoga
Ms. Lara Bouck

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Commissioner Bob Dallari called the meeting to order at 9:04 a.m. and welcomed everyone. Commissioner Victoria Siplin spoke briefly about the pivotal state of the country and as leaders she hoped they could implement change and make the world better. She then led the Pledge of Allegiance.

II. CHAIRMAN'S ANNOUNCEMENTS

Commissioner Dallari reviewed the virtual meeting procedures and board members viewed a brief video on procedures. Commissioner Dallari noted the recent passing of Commissioner Mary Johnson. Mayor Jose Alvarez provided a report on the May 14th TDLCB meeting. He reported that TDLCB members approved their previous meeting minutes, the Transportation Disadvantaged Service Plan Minor Update and the 2021 Rate Calculations. Presentations

included an update on mobility services from the Community Transportation Coordinator, a presentation on the Results of the 2019 CTC Evaluation, and an Update on the 2045 Florida Transportation Plan. He added that the next TDLCB meeting is August 13th. Commissioner Dallari reported on the May 28th Commuter Rail Commission meeting noting that SunRail received \$29.8 million in CARES Act funding. He reported on ridership numbers during Covid 19 and that new security and cleaning staff have been added. Commissioner Dallari welcomed new FDOT District 5 Secretary Jared Perdue, who had been serving as Interim Secretary. Secretary Perdue spoke briefly about his decision to accept the permanent District 5 Secretary position. Commissioner Dallari asked County and City of Orlando representatives to provide updates on their respective jurisdictions.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS

Mr. Gary Huttman reviewed zoom procedures. He recognized alternates in attendance Commissioner Maribel Gomez Cordero for Commissioner Bonilla and Ms. Lee Pulham for Mr. Nabil Muhaisen. Mr. Huttman called attention to FDOT's 2020 Mobility Week October 30th to November 6th. He spoke briefly about the National Association of Regional Councils (NARC) meeting June 8th and 9th which was held as a series of webinars. Mr. Huttman called attention to three grant opportunities that have been identified to support our regional efforts within the I-4 corridor. He requested board consensus to submit letters of support from the board for each of these grants. He noted that the June 10th meeting was Mr. Steve Bechtel's last and a celebration of his years of service was being planned for when group events are possible.

IV. CONFIRMATION OF QUORUM

Ms. Cathy Goldfarb conducted the roll call and confirmed a quorum of 18 voting members present.

V. AGENDA REVIEW

Mr. Huttman called attention to agenda item X.K. the FDOT State Certification report. In addition, he reported that agenda item X.M, the Transportation Improvement Program preview was prerecorded to allow board and committee members the opportunity to view it on their own. Mr. Huttman reported that there were no changes to the agenda, and they were ready to move forward.

VI. COMMITTEE REPORTS

Mayor Dale McDonald reported that MAC met on June 4th and approved the minutes from the May MAC meeting and recommended approval of an amendment to the FY 2019/20-2023/24 TIP and the update to the functional classification for the Wekiva Parkway. MAC members, he noted, received five presentations including a preview of FY 2020/21 - 2024/25 Transportation Improvement Program (pre-recorded video presentation); a preview of 2025/26 - 2039/40 Prioritized Project List; the 2045 MTP – Status Update & Report on Needs Assessment Method and Approach; FDOT's Traffic Incident Management Program and the LYNX Bus Fleet. The next MAC meeting is being rescheduled from July 2nd to June 25, 2020.

Ms. Sarah Elbadri reported that Community Advisory Committee members met on May 27th and recommended approval of an amendment to the FY 2019/20-2023/24 TIP and the update to the functional classification for the Wekiva Parkway. CAC members, she added, had

presentations on a preview of FY 2020/21 - 2024/25 Transportation Improvement Program (pre-recorded); a preview of 2025/26 - 2039/40 Prioritized Project List; the 2045 MTP - Status Update and Report on Needs Assessment Method and Approach; FDOT's Traffic Incident Management Program and the LYNX Bus Fleet The next CAC meeting is scheduled on June 24, 2020.

Ms. Lee Pulham reported TAC met on May 29th and recommended approval of the TIP amendment request and FDOT's request to update the functional classification for the Wekiva Parkway. In addition, TAC members heard presentations on: FY 2021-2025 TIP (prerecorded); the FY 2026-2040 Prioritized Project List; the 2045 MTP Needs Assessment; FDOT's Traffic Incident Management Program and the LYNX bus fleet

Mr. Doug Jamison reported that the TSMO Committee met on May 29th and approved the April 24, 2020, TSMO meeting minutes, the staff recommendation to amend the FY 2019/20 - 2023/24 TIP and the FDOT recommendation to have two segments of the Wekiva Parkway functionally classified as Urban Principal Arterial Freeways and Expressways. TSMO members also had a presentation by Mr. John Slot, LYNX, on LYNX's bus purchase decision-making process and other regional considerations required to support alternative fuel fleets.

VII. PUBLIC COMMENTS ON ACTION ITEMS

None.

VIII. CONSENT AGENDA

A. Approval of Minutes from May 13, 2020 Board meeting

B. Approval of Financial Report for April 2020

C. Approval for FY 2020 Year End Budget Amendment

MOTION: Mayor Jose Alvarez moved approval of Consent Agenda, Action Items A-C. Mr. M. Carson Good seconded the motion, which passed unanimously.

IX. OTHER ACTION ITEMS

A. Approval of the FDOT Amendment to FY 2019/20 – 2023/24 TIP

Mr. Keith Caskey, MetroPlan Orlando staff, was requesting that the FY 2019/20 - 2023/24 TIP be amended to include two new railroad crossing safety projects and CARES Act funding for LYNX to deal with COVID-19 issues. A letter from FDOT explaining the amendment request was provided, along with a fact sheet prepared by MetroPlan Orlando staff and the draft resolution.

MOTION: Commissioner Viviana Janer moved approval of the amendment to the FY 2019/20 - 2023/24 TIP. Commissioner Mayra Uribe seconded the motion, which passed unanimously (Roll Call Vote conducted).

B. Approval of the SR 429 & SR 453 (Wekiva Parkway) Functional Classification

Mr. Steve Shams, FDOT, requested that two segments of the Wekiva Parkway be assigned the functional classification as Urban Principal Arterial Freeways and Expressways. An attachment was provided. Mr. Shams presented information on justification for the change and maps of the segments with the proposed classification.

MOTION: Mayor Dale McDonald moved approval of the SR 429 & SR 453 (Wekiva Parkway) Functional Classification. Commissioner Mayra Uribe seconded the motion, which passed unanimously

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT

A. Executive Director's Report

B. FDOT Monthly Construction Status Report

C. Letter of Support for OUC-VW Settlement funding for the Level 3 EV charging infrastructure

D. Letter of Support FDOT SunRail *FY 2020 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program SunRail Phase 2 South Capacity Improvement Project*

E. Letter of Support for the Seminole County BUILD Grant application for the SR 426/CR 419 Phase III Project.

F. Letter of Support for the City of Orlando/Orange County BUILD Grant application for the Econlochatchee Multimodal Trail Project

G. Letter with attachment to Congresswoman Demings

H. Letter with attachment to Congresswoman Murphy

I. Letter with attachment to Congressman Soto

J. Memo to Board & Committee Members re: COVID-19 MetroPlan Orlando Operations

K. FDOT Annual Certification Report

L. FDOT Mobility Week 2020 Announcement

M. FY 2020/21 – FY 2024/25 TIP

In the interest of time, due to the number of presentations on the meeting agenda, Mr. Keith Caskey, MetroPlan Orlando staff, has pre-recorded the preview of the new FY 2020/21 – 2024/25 Transportation Improvement Program (TIP). This can be viewed by committee members prior to the meeting at the following link: <https://www.youtube.com/watch?v=TnQYnjkWEvs>. Mr. Caskey will respond to questions at the meeting.

The FDOT highway, TSMO, bicycle and pedestrian, transit and commuter rail sections of the TIP, and the FY 2024/25 – 2039/40 Prioritized Project List (PPL) that was adopted last year and has been updated to highlight the latest project phases that have been funded based on the new TIP, can be reviewed at the following link: <https://metroplanorlando.org/wp-content/uploads/TIP-2125-Preview.pdf> The TIP will be presented for approval at the June/July committee and Board meetings.

N. Featured Articles and Research

REOPENING IS FRAUGHT FOR COLLEGES, POSING AN EXISTENTIAL QUESTION FOR MANY
Can Colleges Reopen in the Fall? If Not, Some Won't Survive

https://www.governing.com/finance/can-colleges-reopen-in-fall-if-not-some-wont-survive.html?utm_term=Can%20Colleges%20Reopen%20in%20the%20Fall%20If%20Not%20C%20Some%20Won%27t%20Survive&utm_campaign=Reopening%20the%20Economy%20Under%20COVID-19%3A%20States%20Plot%20a%20Way%20Back&utm_content=email&utm_source=Act-On+Software&utm_medium=email

The Impacts of COVID-19 on Public Transit with Paul Shoutelas, APTA President and CEO

https://www.ite.org/professional-and-career-development/learning-hub/podcasts/?_zs=HeTdl&_zl=mPVj1

ITE Journal May 2020-Issue focus on safety

https://www.nxtbook.com/ygsreprints/ITE/ITE_May2020/index.php#/p/Cover1

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

XI. OTHER BUSINESS/PRESENTATIONS

A. 2045 MTP- Needs Assessment Methodology/Scenario Planning

Mr. Alex Trauger, MetroPlan Orlando staff, gave an update on the 2045 Metropolitan Transportation Plan (MTP) with a focus on the Needs Assessment Methodology and Approach. Mr. Trauger explained the difference between the past approach and the new process for the 2045 Metropolitan Transportation Plan. He provided the three categories covered in the plan which included Pedestrian/Bicycle, Transit and Roadways. Mr. Trauger reviewed the assessment criteria and the steps in the process. He noted that the MTP Working Group would be meeting on Tuesday, June 16th.

B. FY 2025/26 – FY 2039/40 PPL

Mr. Nick Lepp, MetroPlan Orlando staff, presented a preview of the new FY 2025/26 – 2039/40 Prioritized Project List (PPL). The PPL will be presented to the committees and Board for approval at the June/July round of meetings. The preview of 2025/26-2039/40 Prioritized Project List can be accessed at this link

https://metroplanorlando.org/wp-content/uploads/DRAFT_ProjectPriorityList_2025_26_through_2039_40-1.pdf

Mr. Lepp noted that the Prioritized Project List is the bridge between the Long Range Transportation Plan and the Transportation Improvement Program. He reviewed the new projects and the ones that had been funded and removed. Mr. Lepp provided information on “how did we do” from 2017 to 2020 and the performance measures being used. In addition, he provided the proposed future changes and informed committee members that there will be a ten-year list as opposed to twenty years. Discussion ensued regarding the removal of the SR 50 project and the change to the Hoffner Avenue project.

C. FDOT District 5 Traffic Incident Management Program

Ms. Sheryl Bradley, Florida Dept. of Transportation, gave a presentation on the FDOT District 5 Traffic Incident Management Program. Ms. Bradley reviewed the Traffic Incident Management Program outreach efforts, training program and successful implementation of the training. She provided information on the TIM timeline, Road Rangers Program and the Rapid Incident Scene Clearance program, which includes a Safe Tow program. In addition, Ms. Bradley spoke about interoperable communications which assist with incident management by providing up to date, accurate information that facilitate responses. She noted that this information is especially important for express lane responses where lane access is limited. Discussion ensued in regards to the effect of Covid 19 on the crash numbers and potentially having deputies respond to minor crashes.

XII. PUBLIC COMMENTS (GENERAL)

None.

XIII. NEXT MEETING: Wednesday, June 29, 2020

XIV. ADJOURN BOARD MEETING

There being no further business, the meeting adjourned at 11:10 a.m. The meeting was transcribed by Ms. Cathy Goldfarb.

Approved this 29th day of June 2020

Commissioner Bob Dallari, Chairman

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 05/31/20

ASSETS

Operating Cash in Bank	\$	2,121,070.82
Petty Cash	\$	125.00
SBA Investment Account	\$	1,118,860.61
FL CLASS Investment Account	\$	1,173,943.24
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	34,649.34
Accounts Receivable - Grants	\$	523,383.86
Fixed Assets-Equipment	\$	691,047.26
Accumulated Depreciation	\$	(461,986.27)

TOTAL ASSETS:	\$	5,221,093.86
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LIABILITIES

Accrued Personal Leave	\$	326,865.41
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TOTAL LIABILITIES:	\$	326,865.41
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	34,649.34
Deposits	\$	20,000.00
Unassigned:	\$	4,839,579.11

TOTAL EQUITY:	\$	4,894,228.45
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TOTAL LIABILITIES & EQUITY:	\$	5,221,093.86
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Net difference to be reconciled:	\$	-
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METROPLAN ORLANDO
AGENCYWIDE REVENUES & EXPENDITURES
For Period Ending 05/31/20

REVENUES		Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$	441,231.67	3,487,406.68	\$ 5,772,772.00	2,285,365.32	60.41%
State Revenue	\$	10,160.62	117,394.36	\$ 285,945.00	168,550.64	41.05%
Local Revenue	\$	0.00	1,207,576.00	\$ 1,207,829.00	253.00	99.98%
Interest Income	\$	1,449.81	51,465.59	\$ 90,000.00	38,534.41	57.18%
Other	\$	0.00	13,627.86	\$ 12,500.00	(1,127.86)	109.02%
Contributions	\$	0.00	25,000.00	\$ 25,000.00	-	100.00%
Cash Carryforward	\$	0.00	0.00	\$ 304,082.00	304,082.00	0.00%
Local Match - Transfers In	\$	10,160.62	63,182.78	\$ 183,659.00	120,476.22	34.40%
TOTAL REVENUES:	\$	463,002.72	\$ 4,965,653.27	\$ 7,881,787.00	\$ 2,916,133.73	63.00%

EXPENDITURES						
Salaries	\$	193,574.16	1,423,981.24	\$ 1,754,556.00	330,574.76	81.16%
Fringe Benefits	\$	62,543.82	460,088.36	\$ 569,936.00	109,847.64	80.73%
Local Match - Transfers Out	\$	10,160.62	63,182.78	\$ 183,659.00	120,476.22	34.40%
Audit Fees	\$	0.00	26,000.00	\$ 40,000.00	14,000.00	65.00%
Computer Operations	\$	4,446.93	66,433.91	\$ 61,443.00	(4,990.91)	108.12%
Dues & Memberships	\$	216.00	10,548.36	\$ 19,978.00	9,429.64	52.80%
Equipment & Furniture	\$	0.00	13,061.81	\$ 14,200.00	1,138.19	91.98%
Graphic Printing/Binding	\$	15,200.00	19,693.26	\$ 32,541.00	12,847.74	60.52%
Insurance	\$	1,604.09	25,683.87	\$ 33,014.00	7,330.13	77.80%
Legal Fees	\$	1,842.50	18,670.00	\$ 42,000.00	23,330.00	44.45%
Office Supplies	\$	1,097.38	24,147.59	\$ 38,412.00	14,264.41	62.86%
Postage	\$	314.37	2,803.83	\$ 3,690.00	886.17	75.98%
Books, Subscrips/Pubs	\$	142.08	6,816.89	\$ 7,721.00	904.11	88.29%
Exec. Dir 457 Def. Comp.	\$	1,730.76	12,884.58	\$ 18,000.00	5,115.42	71.58%
Rent	\$	27,731.86	255,920.84	\$ 303,092.00	47,171.16	84.44%
Equipment Rent/Maint.	\$	1,485.18	19,215.53	\$ 27,396.00	8,180.47	70.14%
Seminar & Conf. Regist.	\$	265.50	8,335.55	\$ 23,155.00	14,819.45	36.00%
Telephone	\$	492.81	4,806.04	\$ 9,730.00	4,923.96	49.39%
Travel	\$	901.55	27,196.50	\$ 58,600.00	31,403.50	46.41%
Small Tools/Office Mach.	\$	118.61	1,133.48	\$ 1,200.00	66.52	94.46%
HSA/FSA Annual Contrib.	\$	0.00	11,750.00	\$ 12,500.00	750.00	94.00%
Computer Software	\$	0.00	390.99	\$ 7,500.00	7,109.01	5.21%
Contingency	\$	0.00	0.00	\$ 6,235.00	6,235.00	0.00%
Contractual/Temp Svcs.	\$	232.00	2,985.00	\$ 3,530.00	545.00	84.56%
Pass-Thru Expenses	\$	0.00	110,258.36	\$ 1,219,729.00	1,109,470.64	9.04%
Consultants	\$	289,128.21	1,999,960.23	\$ 3,249,485.00	1,249,524.77	61.55%
Repair & Maintenance	\$	0.00	957.18	\$ 1,200.00	242.82	79.77%
Advertising/Public Notice	\$	377.78	7,302.57	\$ 11,455.00	4,152.43	63.75%
Other Misc. Expense	\$	2,154.11	8,839.79	\$ 14,690.00	5,850.21	60.18%
Contributions	\$	0.00	100,000.00	\$ 100,950.00	950.00	99.06%
Educational Reimb.	\$	0.00	0.00	\$ 1,690.00	1,690.00	0.00%
Comm. Rels. Sponsors	\$	0.00	6,000.00	\$ 10,500.00	4,500.00	57.14%
Indirect Expense Carryfwd.	\$	0.00	0.00	\$ 0.00	-	0.00%
				0.00		
TOTAL EXPENDITURES:	\$	615,760.32	\$ 4,739,048.54	\$ 7,881,787.00	\$ 3,142,738.46	60.13%

AGENCY BALANCE: \$ (152,757.60) \$ 226,604.73



Board Action Fact Sheet

Meeting Date: June 29, 2020

Agenda Item: VIII.C. (Tab 1)

Roll Call Vote: No

Action Requested:

Approval is requested to award four contracts, pending contract negotiations, with the following consultants to perform work related to the Traffic Signal Retiming Project. Funds are budgeted in FY 2021 and FY 2022 for this project.

1. Faller, Davis & Associates
2. Iteris
3. Metric Engineering
4. VHB

Should negotiations fail with any of the proposers listed, MetroPlan Orlando will adjust the amount of work as necessary for three or less retiming contracts.

Reason:

To continue traffic signal retiming studies in the MetroPlan Orlando Area

Summary/Key Information:

A Request for Proposals (RFP) was advertised in May 2020 and a selection committee consisting of one MetroPlan Orlando staff member and six outside members met and ranked five proposals received. A second meeting was held where four proposers provided oral responses via Zoom web conference to prepared questions. The committee came to consensus to award contracts to the four short-listed proposers.

MetroPlan Budget Impact:

Funds are included in the FY'21 and FY'22 budgets to cover this expense.

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: June 29, 2020

Agenda Item: VIII.D. (Tab 1)

Roll Call Vote: No

Action Requested: MetroPlan Orlando staff requests approval of the Transportation Performance Measures (TPM) Consensus Planning Document.

Reason: This document must be approved in conjunction with the approval of the FY 2020/21 - 2024/25 Transportation Improvement Program.

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

- The purpose of the TPM Consensus Planning Document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR).
- This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

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: These documents are provided at Tab 1:
TPM Consensus Planning Document
Proposed Board Resolution No. 20-09



Transportation Performance Measures Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that "The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS)."
- 23 CFR 450.314(h)(2) allows for these provisions to be "Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation."

Section 339.175(11), Florida Statutes creates the MPOAC to "Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law" and to "Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes." The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.¹² FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

¹ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

² If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
 - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
 - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either³:
 - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
 - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

³ When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
 - i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
 - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
 - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
 - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
 - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
 - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
 - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
 - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
- c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
 - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
 - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us

Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org



RESOLUTION NO. 20-09

SUBJECT:

Transportation Performance Measures Consensus Planning Document

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 purpose of the Transportation Performance Measures Consensus Planning Document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR; and

WHEREAS, this document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management; and

WHEREAS, the Transportation Performance Measures Consensus Planning Document must be approved in conjunction with the approval of the FY 2020/21 - 2024/25 Transportation Improvement Program at the July MetroPlan Orlando Board meeting.;

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Transportation Performance Measures Consensus Planning Document be approved as requested.

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 29th day of June, 2020.

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.

Resolution No. 20-09
Page 2 of 2

Honorable Bob Dallari, Chairman

Attest:

Cathy Goldfarb, Sr. Board Services Coordinator
and Recording Secretary

TAB 2





Board Action Fact Sheet

Meeting Date: June 29, 2020

Agenda Item: IX.A (Tab 2)

Roll Call Vote: Yes

Action Requested: Board approval is requested for the FY 2020/21 – 2024/25 Transportation Improvement Program (TIP) and Resolution No. 20-10.

Reason: Approval of the TIP by the Board is required before the TIP can be submitted to FDOT and other state and federal agencies by the July deadline.

Summary/Key Information: The FY 2020/21 – 2024/25 TIP includes:

- Over \$1.3 billion in federal and state funds for highway projects, including the I-4 Ultimate and Beyond the Ultimate projects
- Over \$913 million in funding for Florida's Turnpike Enterprise projects, including major capacity projects on Florida's Turnpike and SR 417
- Over \$58 million in federal and state funds for Transportation System Management & Operations (TSMO) projects
- Over \$117 million in federal and state funds for bicycle and pedestrian projects
- Over \$667 million in federal and state funds for transit projects
- Over \$252 million in federal and state funds for commuter rail projects
- Over \$372 million in federal and state funds for aviation projects

MetroPlan Budget Impact: None

Local Funding Impact: Nearly \$3 billion in locally funded projects included in the TIP for information purposes

Committee Action:

CAC:	To be taken up on June 24, 2020
MAC:	To be taken up on June 25, 2020
TSMO:	To be taken up on June 26, 2020
TAC:	To be taken up on June 26, 2020

Staff Recommendation: Recommends approval

Supporting Information: These documents are provided at Tab 2:

Draft FY 2020/21 – 2024/25 TIP (link)
<https://metroplanorlando.org/wp-content/uploads/TIP-2125-Draft-3.pdf>

Proposed Board Resolution No. 20-10

(TIP public meeting comments will be provided separately.)



RESOLUTION NO. 20-10

SUBJECT: Endorsement of FY 2020/21 - 2024/25 Transportation Improvement Program

WHEREAS, MetroPlan Orlando is the organization designated by the Governor as being responsible, together with the State, for carrying out the provisions of 23 U.S.C. 134, as provided in 23 U.S.C. 104 (f) (3), and capable of meeting the requirements of Section 3 (a) (2) and (e) (1), and 4 (a), and 5 (9) (1) and (1) of the Federal Transit Act 49 U.S.C. 1602 (a) (2) and (e) (1), 1603 (a) and 1604 (9) (1) and (1); and

WHEREAS, the Transportation Improvement Program, including the annual element, shall be endorsed annually by the MetroPlan Orlando Board and submitted (1) to the Governor and the Federal Transit Administrator and (2) through the State to the Federal Highway Administrator as provided in 23 U.S.C. 450.316;

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the FY 2020/21 - 2024/25 Orlando Urban Area Transportation Improvement Program (TIP) is hereby endorsed as an accurate representation of the area's priorities as developed through a continuing, comprehensive planning process carried on cooperatively by the State and local communities in accordance with the provisions of 23 U.S.C. 134.

Passed and duly adopted this 29th day of June, 2020.

CERTIFICATE

The undersigned duly qualified as Chairwoman 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 Bob Dallari, Chairman

Attest:

Cathy Goldfarb, Sr. Board Services Coordinator
and Recording Secretary

TAB 3





Board Action Fact Sheet

Meeting Date: June 29, 2020

Agenda Item: IX.B (Tab 3)

Roll Call Vote: No

Action Requested: MetroPlan Orlando Staff requests approval of the Fiscal Year 2025/26 – 2039/40 Project Priority List.

Reason: By state statute the Project Priority List needs to be transmitted to FDOT by October 1st of each calendar year, early adoption allows for the TIP and the PPL to be better connected.

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

- Project Priority List is based on a Performance driven, outcome based prioritization process for the improvements to be included in the next Transportation Improvement Program (TIP). The process and performance measures were adopted on June 13, 2018
- Safety needs carry the highest weight when prioritizing corridors, with access to jobs, convention and Airport having the second highest weight.
- State Roadway Project Priorities for Roadway, Complete Streets, TSMO, and Bicycle & Pedestrian in one list to provide FDOT more direction on the regions priorities on the National Highway & State Roadway System for DDR funding.
- Multimodal System projects are prioritized based on the greatest need for achieving performance management targets, while still following the Board Policy for programing MetroPlan Orlando TMA funds. Roadway and Complete Street Projects = 32% of funding, TSMO Projects = 22% of funding, Regional Trails & Safe Routes to Schools = 17% of funding, and Transit projects = 30% of funding.

MetroPlan Budget Impact: None

Local Funding Impact: None

Committee Action:

CAC:	to be determined
TSMO:	to be determined
TAC:	to be determined
MAC:	to be determined

Staff Recommendation: Recommends approval

Supporting Information: These documents are provided at Tab 3:
DRAFT Project Priority List (PPL) FY 2025/26 – 2039/40
https://metroplanorlando.org/wp-content/uploads/DRAFT_Ranked_PriorityProjectList_26_2040.pdf

TAB 4





Board Action Fact Sheet

Meeting Date: June 29, 2020

Agenda Item: IX.C. Tab 4

Roll Call Vote: No

Action Requested:

Approval of Recommendations from MetroPlan Connected and Automated Vehicle Readiness Study

Reason:

The MetroPlan Orlando Connected and Automated Vehicle (CAV) Readiness Study provides area stakeholders with a thorough evaluation of the current preparedness of local counties and cities for the emergence of CAVs. Recommendations in the study provide insight to help advance the state-of-the-practice in the region and inform the update of the Metropolitan Transportation Plan (MTP).

Summary/Key Information:

The study outlines five categories of recommendations for organizations in the MetroPlan Orlando planning area to consider.

1. Planning & Policy
2. Infrastructure
3. Data Collection & Management
4. Pilot Projects
5. Staffing & Training

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:

Approval

Supporting Information:

At Tab 4

CAV Readiness Project Recommends Policy and Technical Activities

CAV Readiness Project Recommends Policy and Technical Activities

MetroPlan Orlando recently published the final report for its Connected and Automated Vehicle (CAV) Readiness Study. Following the completion of three public workshops held late last year – in Orange, Osceola and Seminole Counties – MetroPlan Orlando wrapped up its project with a comprehensive set of recommendations and steps to help advance the state-of-the-practice in the region.

The study outlines five categories of recommendations for organizations in the MetroPlan Orlando planning area to consider. While each agency is currently at differing levels of readiness for CAV - and may have different priorities for the types of outcomes they would like to see first - putting the full menu out will allow them to pick and choose what suits their current capacity and status. The five categories, along with a sample of some key recommendations, include:

1. Planning & Policy - Ensuring leadership is on-board, establishing clear roles & responsibilities, incorporating concepts into Long-Range Transportation Planning, considering implications for site development, and ensuring equity is factored into each project and effort.
2. Infrastructure Guidelines - Incorporating updated signing, pavement markings, and traffic signal hardware into future operational projects, and planning for the additional maintenance responsibilities for local jurisdictions that could result.
3. Data Collection & Management - Planning ahead for systems capable of managing large amounts of new data, as well as the decision-making authority on data policies and data stewardship - while emphasizing the responsibility to ensure this information is protected.
4. Pilot Projects - Identifying and pursuing new opportunities to test CAV technologies through pilot projects and deployments that bring real-world mobility and safety benefits to the region, allowing them to proceed under reasonable but most importantly safe conditions.
5. Staffing & Training - Investing in finding, attracting, and retaining employees with the right skillsets needed to operate, maintain, manage, and plan the next generation of transportation technology, including training to enhance capabilities of existing and potential staff hires.

The recommendations in this report encourage coordination on a common set of actions, recognizing they won't all be accomplished at the same pace across every agency or jurisdiction. The implementation of these recommendations will also depend on funding availability, as well as integration with other ongoing equipment and infrastructure upgrades and how they could be modified in a cost-effective way, to best pursue the overall investment while enabling future trends in transportation like CAV.

TAB 5





June 29, 2020

To: Commissioner Bob Dallari, Board Chairman
MetroPlan Orlando Board Members

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I had an agenda review with Commissioner Janer on June 23
- I attended the MetroPlan Orlando Community Advisory Committee Meeting on June 24
- I had an agenda review with Commissioner Uribe on June 24
- I had an agenda review with Mayor Demings on June 24
- I had an agenda review with Commissioner Dallari on June 25
- I attended the MAC Virtual Meeting on June 25
- I attended the MetroPlan Orlando TSMO Committee Virtual Meeting on April 26
- I attended the MetroPlan Orlando TAC Virtual Meeting on April 26
- I had a discussion with the OEP staff on the I-4 Corridor on June 17
- I had a discussion with the FDOT Secretary Thibault on the I-4 Corridor on June 19
- I continue to participate in weekly calls of the NARC Executive Director's to discuss our new virtual working environment
- I continue to participate in weekly calls of the Statewide MPO Advisory Committee to discuss our new virtual working environment
- I will be participating on an OBJ panel discussion on July 7
- The Environmental Permitting Summer School is taking place in Marco Island from July 22-24. I will be participating in a panel discussion entitled The Emerging Trends in Transportation: How Do We Get There from Here on July 23rd

Surface Transportation Reauthorization

- House Transportation & Infrastructure Committee Chairman DeFazio (D-OR) introduced HR 7095 - "Investing in a New Vision for the Environment and Surface Transportation in America Act" or the "INVEST in America Act."
- The INVEST in America Act is a 5-year, \$494 billion investment in safety, highways, public transportation, climate, resiliency, focusing on state of good repair and addressing infrastructure backlog, passenger rail, providing access to transportation, and other transportation policy.

- The bill was introduced without any Republican support, unlike the Senate ATIA bill which was a bipartisan bill and approved unanimously by the EPW Committee in July 2019.
- The total bill is not paid for and would require an estimated \$140B in additional revenues.
- The T&I Committee plans to move the bill through Committee June 17 and through the House of Reps in July.

Comparison of highway and transit funding authorizations.

FAST ACT	2016	2017	2018	2019	2020	TOTAL
Highways (HTF)	\$43,100.0B	\$44,005.1B	\$4,973.2B	\$46,007.6	\$47,104.1B	\$225,190.0B
Transit (HTF)	\$9,347.6B	\$9,733.7B	\$9,733.4B	\$9,939.4B	\$10,150.3B	\$48,904.4B
Capital Investment Grants (Gen Fund)	\$2,441.8B	\$2,441.8B	\$2,441.8B	\$2,441.8B	\$2,441.8B	\$12,209.0B

INVEST	2021	2022	2023	2024	2025	TOTAL
Highways (HTF)	\$61.8 B	\$63B	\$64 B	\$65 B	\$66 B	\$320,156.3 B
Transit (HTF)	\$15,945 B	\$16,185.8 B	\$16,437.6	\$16,700.6 B	\$16,963.6 B	\$82.2B
Capital Investment Grants (Gen Fund)	\$3.2 B	\$3.5 B	\$4.250 B	\$5 B	\$5.5 B	\$21.5 B

ATTA	2021	2022	2023	2024	2025	TOTAL
Highways (HTF)	\$55,127.5B	\$56,224.4B	\$57,405.1B	\$58,669.3B	\$59,842.6B	\$287,266.9B

ATIA is the Senate highway bill. At least three other Senate committee must approve legislation to complete a multi-modal surface transportation bill.

- Fiscal Year 2021 (Covid-19 Response and Recovery)– The first year of the INVEST in America extends the FAST Act but increases the funding – highways (\$14.7 billion flexible funding) and transit formula (\$5.79 billion flexible funding), and transit Capital Investment Grants (\$958 million).
- Allows any funds obligated in FY21 to be up to 100 percent Federal with some exceptions (INFRA Grants, TIFIA, advanced construction).
- Sub-allocates the funds made available to the States in the same proportion as the total funds apportioned to the States in FY20 were sub-allocated.
- Highway funding may be used for the broadest construction eligibilities under the Federal-aid highway program, as well as for transportation-related administrative expenses, including salaries and benefits.
- Transit funding may be used for both capital and operating expenses, including the purchase of personal protective equipment, and paying for administrative leave costs due to reductions in service.

Executive Order to Expedite the Delivery of Transportation Projects

On June 4th the President signed an EO to facilitate the Nation's economic recovery by directing the Secretary of Transportation to use all relevant emergency and other authorities to expedite work on, and completion of, all authorized and appropriated highway and other infrastructure projects that are within the authority of the Secretary to perform or to advance. The Secretary has 30 days to provide a report on the projects that have been expedited.



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 May 17, 2020

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:	920	\$27,937,262.78
FUND TYPE	Construction	TIME BEGAN:	1/8/2017	ELAPSED:	839	\$27,937,262.78
		WORK BEGAN:	1/8/2017	% ORIGINAL:	109.67%	100.67%
		EST. COMPLETION:	Fall 2020	% TO DATE:	91.20%	100.00%
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:	1,341	\$80,003,022.93
FUND TYPE	Construction	TIME BEGAN:	10/14/2016	ELAPSED:	1,285	\$72,030,458.21
		WORK BEGAN:	10/14/2016	% ORIGINAL:	122.38%	95.00%
		EST. COMPLETION:	Fall 2020	% TO DATE:	95.82%	90.03%
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:	549	\$7,530,254.00
FUND TYPE	Construction	TIME BEGAN:	2/6/2019	ELAPSED:	461	\$5,720,359.03
		WORK BEGAN:	2/6/2019	% ORIGINAL:	96.04%	80.15%
		EST. COMPLETION:	Late 2020	% TO DATE:	83.97%	75.97%
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@mascigc.com	

Project Status Report as of May 17, 2020

ORANGE						
SR 435 (Kirkman Road) from North of SR 482 (Sand Lake Road) to South of SR 408 (excluding north of International Drive to Major Boulevard)						
FIN #	437341-1-52-01					
CONTRACT #	T5628					
Construction						
PROJECT DESCRIPTION: Milling and resurfacing Kirkman Road (State Road (S.R.) 435) from north of Sand Lake Road (S.R. 482) to south of S.R. 408						
					TIME	COST
CONTRACTOR:	Southland Construction Inc.	LET DATE:	5/22/2019	ORIGINAL:	650	\$16,216,216.21
FED. AID #:	D517084B	NTP:	7/16/2019	CURRENT:	689	\$16,216,216.21
FUND TYPE	Construction	TIME BEGAN:	8/15/2019	ELAPSED:	277	\$7,938,736.83
		WORK BEGAN:	8/15/2019	% ORIGINAL:	42.62%	48.96%
		EST. COMPLETION:	Spring 2021	% TO DATE:	40.20%	48.96%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Dan Barbato	C: 561-719-9885		dbarbato@consoreng.com	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Ed Devincenzo	C: 321-604-1767		Ed.Devincenzo@scifl.com	

ORANGE						
SR 551 (Goldenrod Road) from SR 426 (Aloma Avenue) to SR 50 (East Colonial Drive) and from SR 15 (Hoffner Avenue) to SR 552 (Curry Ford Road)						
FIN #	439235-1-52-01 & 437544-1-52-01					
CONTRACT #	T5669					
Construction						
PROJECT DESCRIPTION: The Florida Department of Transportation (FDOT) will resurface 2.5 miles of Goldenrod Road from East Colonial Drive to Aloma Avenue, and from SR 15 (Hoffner Avenue) to SR 552 (Curry Ford Road). The contractor will also install a new traffic signal at the intersection of North Palmetto Avenue, restripe the road to provide bike lanes, and upgrade pedestrian crossings, curb ramps and sidewalks. Safety modifications also include converting the current median configuration at Sun Key Boulevard and Waunatta Court to one that changes the ability of motorists to turn left onto Goldenrod Road.						
					TIME	COST
CONTRACTOR:	Middlesex Paving, LLC	LET DATE:	10/30/2019	ORIGINAL:	279	\$9,146,375.06
FED. AID #:		NTP:	1/08/2020	CURRENT:	283	\$9,146,375.06
FUND TYPE	Construction	TIME BEGAN:	2/27/2020	ELAPSED:	81	\$1,572,502.22
		WORK BEGAN:	2/27/2020	% ORIGINAL:	29.03%	17.19%
		EST. COMPLETION:	Late 2020	% TO DATE:	28.62%	17.19%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Cyril Fernandez	352-250-5946		cfernandez@consoreng.com	
FDOT PROJECT MANAGER		Jeff Oakes	407-278-2735		Jeff.Oakes@dot.state.fl.us	

ORANGE						
SR500 /US441 (South Orange Blossom Trail) from North of Holden Avenue to 36th Street						
FIN #	439679-1-52-01					
CONTRACT #	T5653					
Construction						
PROJECT DESCRIPTION: Enhancing pedestrian safety along South Orange Blossom Trail from north of Holden Avenue to 36th Avenue in Orlando by installing six pedestrian hybrid						
					TIME	COST
CONTRACTOR:	PowerCore, Inc.	LET DATE:	3/27/2019	ORIGINAL:	140	\$782,050.00
FED. AID #:	D518038B	NTP:	5/28/2019	CURRENT:	169	\$782,050.00
FUND TYPE	Construction	TIME BEGAN:	9/25/2019	ELAPSED:	195	\$669,394.86
		WORK BEGAN:	9/30/2019	% ORIGINAL:	139.29%	85.59%
		EST. COMPLETION:	Summer 2020	% TO DATE:	115.38%	85.59%
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:		Bill Ross	C: 217-766-1278		brross@powercore.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Jennifer Lima	407-755-1023		jlima@consoreng.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

ORANGE						
SR 50 (West Colonial Drive) from Tampa Ave/Country Lane to SR 500/US 441 (North Orange Blossom Trail)						
FIN #	439236-1-52-01					
CONTRACT #	E5Z85					
Construction						
PROJECT DESCRIPTION: Resurfacing State Road (S.R.) 50 (West Colonial Drive) from Tampa Avenue/Country Lane to S.R. 500/U.S. 441 (Orange Blossom Trail).						
					TIME	COST
CONTRACTOR:	D.A.B Constructors, Inc.	LET DATE:	8/06/2019	ORIGINAL:	130	\$1,444,444.44
FED. AID #:		NTP:	10/09/2019	CURRENT:	148	\$1,444,444.44
FUND TYPE	Construction	TIME BEGAN:	11/8/2019	ELAPSED:	188	\$461,784.79
		WORK BEGAN:	1/6/2020	% ORIGINAL:	144.62%	31.97%
		EST. COMPLETION:	Summer 2020	% TO DATE:	127.03%	31.97%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		ryan.flipse@dot.state.fl.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Will Gelner	C: 352-363-9196		WillG@dabcon.com	

ORANGE						
Orange County Gap Segment 1 from Clarcona - Ocoee Road to West Orange Trail						
FIN #	436435-1					
CONTRACT #	T5618					
Construction						
PROJECT DESCRIPTION: The purpose of this project is to construct the portion of the Coast-to-Coast Trail from Clarcona-Ocoee Road to the West Orange Trail.						
					TIME	COST
CONTRACTOR:	D.A.B Constructors, Inc.	LET DATE:	1/29/2020	ORIGINAL:	60	\$250,000.00
FED. AID #:		NTP:	3/30/2020	CURRENT:	60	\$250,000.00
FUND TYPE	Construction	TIME BEGAN:	4/20/2020	ELAPSED:	28	\$98,959.90
		WORK BEGAN:	4/20/2020	% ORIGINAL:	46.67%	39.58%
		EST. COMPLETION:	Spring 2020	% TO DATE:	46.67%	39.58%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Cyril Fernandez	352-250-5946		cfernandez@consoreng.com	
FDOT PROJECT MANAGER		Jeff Oakes	407-278-2735		Jeff.Oakes@dot.state.fl.us	
CONTRACTOR'S ASSISTANT PROJECT MANAGER:		Jennifer Lima	407-755-1023		jlima@consoreng.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:	1,052	\$23,672,889.01
FUND TYPE	Construction	TIME BEGAN:	2/5/2019	ELAPSED:	468	\$8,188,946.90
		WORK BEGAN:	2/5/2019	% ORIGINAL:	46.80%	34.89%
		EST. COMPLETION:	Spring 2022	% TO DATE:	44.49%	34.59%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		George Sawaya	C: 407-509-6396		georgesawaya@hillintl.com	
FDOT PROJECT MANAGER		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		Ryan.Flipse@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		George Jaoude	C: 321-230-2559		GeorgeJ@southlandconstruction.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

OSCEOLA						
SR 500/US 192 from West of Arthur J Gallagher Boulevard to East of Harmony Square Drive						
FIN #	439122-1-52-01					
CONTRACT #	E5Z91					
Construction						
PROJECT DESCRIPTION: Resurfacing State Road 500/U.S. 192/U.S. 441 from west of Arthur J Gallagher Boulevard to east of Harmony Square Drive.						
					TIME	COST
CONTRACTOR:	Preferred Materials, Inc.	LET DATE:	10/01/2019	ORIGINAL:	115	\$1,447,000.00
FED. AID #:	N/A	NTP:	12/03/2019	CURRENT:	121	\$1,447,000.00
FUND TYPE	Construction	TIME BEGAN:	1/20/2020	ELAPSED:	102	\$1,359,531.24
		WORK BEGAN:	1/20/2020	% ORIGINAL:	88.70%	93.96%
		EST. COMPLETION:	Spring 2020	% TO DATE:	84.30%	93.96%
Final Accepted 5/20/2020						
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Scott Kirts	O: 321-319-8107		scott.kirts@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Logan Miller	C: 407-494-7009		logan.miller@preferredmaterials.com	

OSCEOLA						
US 441 from North of Tyson Creek Bridge to US 192						
FIN #	437543-1-52-01					
CONTRACT #	E50A4					
Conventional Pay Item						
RPROJECT DESCRIPTION: Resurfacing U.S. 441 (State Road (S.R.) 15) from north of the Tyson Creek Bridge to U.S. 192 (S.R. 500).						
					TIME	COST
CONTRACTOR:	Preferred Materials, Inc.	LET DATE:	1/07/2020	ORIGINAL:	180	\$7,148,284.49
FED. AID #:	N/A	NTP:	3/09/2020	CURRENT:	180	\$7,148,284.49
FUND TYPE	Construction	TIME BEGAN:	5/7/2020	ELAPSED:	11	\$107,957.90
		WORK BEGAN:	5/7/2020	% ORIGINAL:	6.11%	1.51%
		EST. COMPLETION:	Fall 2020	% TO DATE:	6.11%	1.51%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Terry Phillips	C: 386-785-7647		TPhillips@aeengineeringinc.com	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		trevor.williams@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Logan Miller	C: 407-494-7009		logan.miller@preferredmaterials.com	

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:	1,415	\$55,535,008.40
FUND TYPE	Construction	TIME BEGAN:	5/31/2016	ELAPSED:	1,413	\$50,182,458.58
		WORK BEGAN:	5/31/2016	% ORIGINAL:	142.73%	94.11%
		EST. COMPLETION:	Summer 2020	% TO DATE:	99.86%	90.36%
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:		Lauren Cowan	C: 954-594-0396		lcowan@bergeroninc.com	



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Maintenance

Project Status Report as of May 17, 2020

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:	1,425	\$232,753,924.23
FUND TYPE	Design Build	TIME BEGAN:	10/18/2017	ELAPSED:	1,056	\$178,088,819.27
		WORK BEGAN:	10/18/2017	% ORIGINAL:	83.15%	75.93%
		EST. COMPLETION:	Late Fall 2021	% TO DATE:	74.11%	76.51%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		Araldo Larrazabal	C: 786-205-2699		araldo.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	

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						
					TIME	COST
CONTRACTOR:	Liberty Mutual Insurance	LET DATE:	12/06/2017	ORIGINAL:	1,454	\$108,299,973.17
FED. AID #:	3141042P	NTP:	3/02/2017	CURRENT:	1,571	\$108,474,037.05
FUND TYPE	Design Build	TIME BEGAN:	4/2/2018	ELAPSED:	743	\$58,597,039.89
		WORK BEGAN:	4/2/2018	% ORIGINAL:	51.10%	54.11%
		EST. COMPLETION:	Fall 2022	% TO DATE:	47.29%	54.02%
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		afadullon@semaconstruction.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						
					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:	1,610	\$254,755,311.12
FUND TYPE	Design Build	TIME BEGAN:	10/26/2018	ELAPSED:	571	\$84,757,872.92
		WORK BEGAN:	10/26/2018	% ORIGINAL:	40.79%	33.46%
		EST. COMPLETION:	Spring 2023	% TO DATE:	35.47%	33.27%
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		kwmthiasmeier@laneconstruct.com	



Outside Consultant

In-House Construction

Maintenance

Project Status Report as of May 17, 2020

SEMINOLE						
Connected Vehicle Pilot on SR 434						
FIN #	440413-1-52-01					
CONTRACT #	E5Z41					
Conventional Pay Item						
PROJECT DESCRIPTION: Installation of roadside units that included Dedicated Short Range Communication radios at six signalized intersections along S.R. 434.						
					TIME	COST
CONTRACTOR:	Sice Inc.	LET DATE:	4/02/2019	ORIGINAL:	220	\$143,385.30
FED. AID #:	N/A	NTP:	6/03/2019	CURRENT:	237	\$143,385.30
FUND TYPE	Construction	TIME BEGAN:	10/11/2019	ELAPSED:	157	\$103,010.70
		WORK BEGAN:	Fall 2019	% ORIGINAL:	71.36%	71.84%
		EST. COMPLETION:	Summer 2020	% TO DATE:	66.24%	71.84%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Patrick White	O: 407-278-2731		patrick.white@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Pablo Lorient	C: 305-772-8082		plorient@sice.com	

SEMINOLE						
PedSafe Greenway Deployment						
FIN #	440821-1-52-01					
CONTRACT #	T5639					
Conventional Pay Item						
PROJECT DESCRIPTION: The improvements under this contract consist of an innovative pedestrian and bicycle collision avoidance system that utilizes connected vehicle (CV) technologies to reduce the occurrence of pedestrian and bicycle crashes at high crash rate locations as well as a program designed to increase throughput capacity and reduce congestion by optimizing traffic signal operations with the implementation of new technologies.						
					TIME	COST
CONTRACTOR:	Chinchor Electric Inc	LET DATE:	5/22/2019	ORIGINAL:	500	\$9,972,132.34
FED. AID #:	N/A	NTP:	8/05/2019	CURRENT:	521	\$9,972,132.34
FUND TYPE	Construction	TIME BEGAN:	9/4/2019	ELAPSED:	251	\$6,526,409.15
		WORK BEGAN:	9/4/2019	% ORIGINAL:	50.20%	65.45%
		EST. COMPLETION:	Spring 2021	% TO DATE:	48.18%	65.45%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		jeff.oakes@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		Brian Silva	407-509-2209		bsilva@chinchorelectric.com	

SEMINOLE						
SR 436 from Boston Avenue to Anchor Road						
FIN #	434931-1-52-01					
CONTRACT #	T5680					
Conventional Pay Item						
PROJECT DESCRIPTION: The Florida Department of Transportation (FDOT) is improving roadway conditions on State Road (S.R.) 436 in Altamonte Springs. As part of these						
					TIME	COST
CONTRACTOR:	Masci Construction, Inc.	LET DATE:	10/30/2019	ORIGINAL:	368	\$4,976,836.09
FED. AID #:	N/A	NTP:	1/09/2020	CURRENT:	368	\$4,976,836.09
FUND TYPE	Construction	TIME BEGAN:	5/4/2020	ELAPSED:	2	\$145,067.98
		WORK BEGAN:	5/4/2020	% ORIGINAL:	0.54%	2.91%
		EST. COMPLETION:	Summer 2021	% TO DATE:	0.54%	2.91%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Kim Navarro	O: 407-278-2729		kim.navarro@dot.state.fl.us	
CONTRACTOR'S PROJECT MANAGER:		David Jewett	386-322-4500, 386-281-9042		david.jewett@mascicgc.com	



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Continuity of Operations (COOP) Plan

Pandemic Influenza Supplement

MetroPlan Orlando

May 2020

Statement on Pandemic Influenza

Unlike other hazards and disruptions caused by nature, accidents, or terrorist or criminal acts that are somewhat local, short duration events, it is expected that Pandemic Influenza (PI) will rapidly spread throughout the world and last for 12 to 18 months, perhaps in as many as three or more waves. Because an adequate vaccine cannot be produced until the exact influenza virus is identified, it is also expected that a PI event will have a significant impact on the workforce, with absenteeism predicted to reach as high as 40 percent for some periods during a wave.

This Pandemic Influenza Supplement to the MetroPlan Orlando Continuity of Operations (COOP) Plan addresses issues and provides guidance for assuring that, within our scope, MetroPlan Orlando can provide uninterrupted service to the Region during a PI event.

This document, used in conjunction with the MetroPlan Orlando COOP Plan, provides specific tactics, techniques, and procedures for:

- Taking care of our employees and supporting contractors.
- Maintaining our capability to provide Regional support.
- Meeting our financial and contractual obligations.

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1.0 Introduction

The purpose of this section is to provide an overview of planning for pandemic influenza, the objectives and assumptions for pandemic influenza planning, organizational and individual roles and responsibilities, and a list of resources for additional information.

MetroPlan Orlando recognizes Pandemic Influenza (PI) as a hazard that, when it emerges in the general population, will require extraordinary measures to maintain continuity of operations (COOP) over an extended period of time. Pandemic influenza also will require sustaining services beyond a period of time normally recognized for COOP.

The MetroPlan Orlando COOP plan is comprised of information related to employee safety, succession and delegation of authority, contact information, critical systems, and emergency procedures. It is an essential functions-based plan that focuses on immediate emergencies and returning to normal operations. It also recognizes the need to increase the capability to conduct other functions and tasks as time passes. Adding personnel responsible for these functions and tasks begins following an assessment of the situation and the stabilization of the event or events that caused the plan to be executed. It is expected that increasing this capability could take up to 30 days and that personnel may be working from a variety of places including alternate locations or from home. The objective is to be as near to normal capability within 30 days of COOP plan implementation.

During a pandemic influenza event, MetroPlan Orlando will be required to carry out its essential functions and core products including the maintenance of:

1. Unified Planning Work Program (UPWP)
2. Transportation Improvement Program (TIP)
3. Metropolitan Transportation Plan (MTP)

In addition, MetroPlan Orlando has developed three essential services that complement the COOP essential functions and that are required to be sustained for the duration of the PI event. These essential services are listed below and described with subordinate tasks in Section 3.1.2 of this supplement.

1. Take care of our employees.
2. Prioritize essential vs non-essential functions.
3. Meet contractual and financial management obligations.

1.1 Objective

The objective of the COOP Plan is to ensure that MetroPlan Orlando maintains continuity of operations for a relatively short period of time. The objective of this pandemic influenza supplement is to add to the COOP objective that MetroPlan Orlando, within the scope of its capability, will ensure there is uninterrupted delivery and maintenance of the core products of an MPO during which the United States is subjected to a PI situation.

1.2 Assumptions

Based upon information currently available, planning assumptions for a PI event differ significantly from those used in COOP planning due to availability of facilities and telecommunications infrastructure, high rates of absenteeism, scope and length of the event, response actions, and interdependency on other organizations. The following assumptions are used in support of PI planning:

- PI will be a widespread event as opposed to a geographically isolated event.
- Absenteeism might be as high as 40 percent of employees at any given time during the pandemic.
- MetroPlan Orlando offices may be available but requiring the practice of social distancing to impede the spread of the disease may prohibit employees from reporting to work.
- There may be an extended period of disrupted operations for up to 12 to 18 months with intermittent periods of increasing absenteeism, decreasing absenteeism, and normal operations.
- Absentee rates of consultants or organizations in support of MetroPlan Orlando will significantly impact MetroPlan Orlando's capabilities.
- The United States is expected to have up to two weeks of warning from recognition of the pandemic overseas before it is recognized here.

1.3 Responsibilities

In order for MetroPlan Orlando to meet its objectives during a pandemic influenza event, roles and responsibilities must be clearly defined. The Executive Director, with coordination of the management team, has the responsibility to plan for how to support the essential functions while implementing the COOP.

The following items must be planned and coordinated with employees to effectively continue essential functions during a PI.

- A plan for accounting for and reporting personnel status in terms of work location, ability to work, and work status.
- Identification of those essential functions that can be continued from employee's homes and those that need to be performed at the MetroPlan Orlando offices.
- Plans for coordinating with contractors, suppliers, Federal and State agencies, and other organizations that support, or are supported by MetroPlan Orlando essential functions. This includes standing agreements with contractors and other third parties, where appropriate.
- Identification and maintenance of, and plans to obtain access to, vital records and files required to support COOP essential functions.

- Identifying employees eligible to telework during a pandemic influenza event to support COOP essential functions and establishing telework arrangements with these staff.
- Plans for providing IT capability to those employees that need it during social distancing or separation, if implemented, including virtual private network (VPN) access.
- Plans for implementing alternative work schedules for employees required to support COOP activities or essential functions.
- Plans for communicating with employees during a long-term event.

Employees are responsible for maintaining contact with supervisors during a PI event, understanding the contents of this supplement, and implementing protective measures as directed prior to or during a PI event.

1.4 Documents and Websites

The following resources are available to provide assistance in planning for a PI event.

- **Department of Health and Human Services (HHS) – PandemicFlu.gov.** Provides comprehensive government-wide information on pandemic influenza and avian influenza for the general public, health and emergency preparedness professionals, policy makers, government and business leaders, school systems, and local communities.
<http://www.pandemicflu.gov/>
- **Florida Health – <http://www.floridahealth.gov/diseases-and-conditions/influenza/pandemic-influenza.html>.** Provides state-wide information on pandemic influenza and avian influenza.
- **World Health Organization – who.int/influenza/preparedness/pandemic/en/.** Provides resources and publications on pandemic influenza and avian influenza.

2.0 Plans and Procedures for Pandemic Influenza Events

2.1 Pandemic Planning Team

The coordinator for pandemic planning is the Executive Director. The Executive Director is assisted in this role by the Director of Finance & Administration. The Public Information Manager also has a vital role leading the communication effort to the public. Other employees may be called upon to support the core team as needed.

2.2 Minimizing the Impact of Pandemic Influenza

At present there is no vaccine to prevent the spread of the pandemic influenza virus. The reason for this is the lack of specificity of the virus. Therefore, there are four measures that employees should take and two that MetroPlan Orlando may take to protect employees while sustaining the capability to perform essential functions.

Employee actions are:

1. Practice proper personal hygiene.
 - a. Cover mouth and nose while coughing and sneezing and turn away from others while in the act.
 - b. Wash hands frequently.
 - c. Dispose of tissues properly and do not reuse them.
 - d. Wear personal protective equipment when it is issued.
 - e. Follow guidelines established by the Center for Disease Control & Prevention (CDC).
2. Do not go to the office if you are ill or show symptoms of influenza. Work out a leave or alternate work schedule with your supervisor. Similarly, take the same action if you become sick at work.
3. Take the annual influenza vaccine (flu shot) if your health allows you to do so.
4. Be prepared to comply with social separation and social distancing instructions.

MetroPlan Orlando actions are:

1. Order employees that show symptoms of influenza to leave the workplace.
2. Implement social separation or distancing policies in accordance with CDC recommendations.

2.3 Communicating with Stakeholders

Important to performing essential functions of MetroPlan Orlando is the necessity to communicate with our stakeholders prior to and during a pandemic. This communication is vital to ensure we are able to maintain the situation with respect to stakeholder preparedness and capability.

It is crucial that a single, unified message be sent to stakeholders. The Public Information Manager coordinates and prepares appropriate information for distributing to stakeholders.

2.4 Consideration of Individuals with Disabilities

It is the responsibility of employees with disabilities to inform their supervisor of the disability so that arrangements can be made to provide assistance during emergencies of all types. Supervisors are responsible for ensuring that plans include input from those with disabilities and, where necessary, and recommending changes to this or other plans to better accommodate persons with disabilities.

2.5 Federal Government Response Stages for Pandemic Influenza and MetroPlan Orlando

The World Health Organization (WHO) has broken down the possibility and subsequent arrival of a pandemic influenza outbreak into six phases and has further categorized these phases into three

periods – Inter-Pandemic, Pandemic Alert, and Pandemic. In order to respond to these phases, the Federal Government created stages for responding to each of the WHO phases. The WHO phases and Federal Government stages and their inter-relationship are shown in Figure 1.

Figure 1. WHO and Federal Government Response Phases

WHO Phases		Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0	New domestic animal outbreak in at-risk country
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
PANDEMIC ALERT PERIOD			
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at-risk country
		1	Suspected human outbreak overseas
4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	2	Confirmed human outbreak overseas
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
PANDEMIC PERIOD			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves

Resilience, quick thinking, and flexibility will be required to achieve the objective of uninterrupted delivery of MetroPlan Orlando core products. It is expected that as the stages of the PI event evolve, MetroPlan Orlando will be continuously assessing the situation and making decisions that are consistent with taking care of our personnel, continuing work, and meeting contractual and financial obligations.

MetroPlan Orlando will monitor Federal Government Response Stages through stage 3 and 4. If/when the Central Florida region is affected by a PI event, MetroPlan Orlando will enact the COOP and PI Plans. The COOP and PI plans will be in effect until stage 6 at which time, we will work towards reestablishing normal operations as soon as possible.

2.6 Relationship to Local Response Plans

It is likely that schools and daycare centers will be among the first to implement social separation or social distancing measures. Employees are reminded of their responsibilities to provide adequate care for minor children at all times. Though the pandemic and closures may be lengthy, employees must coordinate with their supervisors to obtain leave or work from home during the time that school closures and/or the lack of daycare facilities impacts work capability. Managers should consult with the Department of Finance & Administration for options that are available to accommodate this situation.

Likewise, employees may be required to care for ill family members. Work schedule accommodation must be made by coordinating with supervisors. Again, managers should consult with the Department of Finance & Administration.

3.0 Elements of Maintaining Capabilities During Pandemic Influenza

3.1 Essential Functions

3.1.1 COOP Essential Functions

Essential functions and supporting activities are listed in Section I of the MetroPlan Orlando COOP Plan. These must be maintained at all times, including during a pandemic influenza event. There is no relief from maintaining the capability to continuously perform these functions and tasks.

3.1.2 Pandemic Influenza Essential Functions

The following are PI essential functions and subordinate tasks:

1. Take care of our personnel.
 - a. Educate and inform staff prior to and throughout the event.

- b. Account for staff (including contract personnel) daily in terms of those capable of working, working from home, working from another location, ill, deceased, or caring for others.
 - c. Implement flexible work schedules/telecommuting to enable office operations to continue.
 - d. Provide assistance with benefits/travel/other items.
 - e. Provide assistance via the Employee Assistance Plan (EAP).
 - f. Implement appropriate social distancing policies.
 - g. Distribute personal protection equipment (PPE) as available.
 - h. Implement appropriate travel restrictions.
 - i. Implement appropriate sensitive information controls.
 - j. Process personnel actions.
2. Prioritize essential vs non-essential functions.
- a. Develop and maintain a list of staff and their respective roles and responsibilities.
 - b. Delay or eliminate all non-essential or non-critical activities.
 - c. Initiate procurement requests for personal services to meet defined needs. Hire short-term staff, as needed.
 - d. Provide IT and telecommunications resources, services, systems, and applications that support essential functions.
 - e. Provide administrative support and coordinate operational activities, as appropriate, to staff performing essential functions.
3. Meet contractual and financial management obligations.
- a. Maintain contracting/procurement process capability.
 - b. Identify emergency needs.
 - c. Process invoices.
 - d. Enter and approve time and attendance.
 - e. Conduct payroll activities.

3.1.3 Pandemic Influenza Scenarios and Staffing to Perform Essential Functions

It is understood that there may be several scenarios that will play out leading up to, during, or recovering from a pandemic event. MetroPlan Orlando must be prepared to continue its mission during periods of:

1. Reduced workforce reductions of up to 40 percent at the peak of the pandemic.
2. Limited access to facilities.
3. Broad-based implementation of social distancing.

Each of these scenarios poses a separate set of circumstances that must be managed. It is expected that the staffing during phases of the pandemic will be as follows:

- Detection Overseas (Federal Government Response Stages 0-3): Normal work routine in office or alternate work agreement. Leadership preparation for refining future work schedules. Keep employees informed.
- Pandemic in Parts of the United States (Federal Government Response Stages 4-5): Continue normal work schedule. Increase emphasis on personal hygiene. Initiate procedures to send symptomatic employees home.
- Limited Social Distancing in Effect (Federal Government Response Stage 5): Initiate work from home procedures for staff (if possible). Reduce the number of employees at the office and maintain proper social distancing.
- Broad-Based Social Distancing (Federal Government Response Stage 5): It is expected this is a worst case scenario. Work from home will be expanded to as many employees as possible limiting the number of staff in the office to a maximum of three (3) at any given time.

3.2 Communicating with Employees

Communicating with employees will be conducted through a variety of media including, but not limited to, Microsoft Teams (or other video conference technology), voicemail on MetroPlan Orlando phones, direct contact through phone calls/texts, and e-mail. During a pandemic influenza event, MetroPlan Orlando's main communication mechanism will be that as outlined in the COOP plan.

3.3 Human Capital

3.3.1 General Human Capital

Unlike some events that are about facilities or infrastructure, a PI event is totally about people. Some portion of our workforce will be exposed to the pandemic – some will be sick, some may die, and some may have sickness and death within their immediate or extended families. Nonetheless, MetroPlan Orlando must continue its essential functions while taking care of its people. This section provides

insight into personnel policies with which supervisors and employees should be familiar. They should be the subject of discussion during “all staff” meetings. No one is expected to be in full understanding of all these policies and the nuances of each, especially during a PI event when emergency guidance may be issued that significantly changes or waives some of the information. Therefore, supervisors and employees are reminded of the need to check with their Directors before taking an action that may inadvertently be unnecessary or incorrect in dealing with a specific situation.

Guidelines for Preventing or Minimizing Workplace Exposure to Contagious Disease

MetroPlan Orlando will follow, to the best of its ability, guidelines set forth by the CDC, the State of Florida, as well as local jurisdictions for preventing or minimizing exposure in the workplace. MetroPlan Orlando will also coordinate with property management during a PI for cleaning and sanitation needs.

Alternate Work Arrangements for Use During a Pandemic Influenza Event

Work from Home options will be considered for emergency and unique situations such as a PI event. As a result, employees may be required to work from home to minimize the risk of coming in contact with the influenza virus. An employee may participate in the telework program only with approval from a responsible supervisor or director. The supervisor must also determine if the employee’s job and duties are suitable for work from home and that the employee meets other eligibility requirements.

Directing Employees to Take Leave

During a PI event, MetroPlan Orlando may take personnel actions aimed at preventing the spread of disease because of the guidance or directive of public health officials regarding danger to the public. These actions will be announced by the Executive Director. Although leave is generally voluntary, an employee may be directed to take leave.

Securing Information When Teleworking

Employees working from home or other alternate locations are responsible for securing all MetroPlan Orlando property, data, information, and access to files from these locations.

3.3.2 Safety and Health for Employees and Their Families

Leave Policies for Employees Who Become Ill at Work

Supervisors will work with employees who become ill or are suspected of being ill at work so the employee may leave the workplace. Although leave is generally voluntary, an employee may be directed to take leave for the safety of others in the office.

Returning Previously Ill, Non-Infectious, Employees to Work

Previously ill, non-infectious employees may be required to return to work with a statement from a physician clearing them for duty.

Social Distancing

When required to implement social distancing measures, employees will be treated in accordance with applicable equal employment opportunity laws. Social distancing can be practiced by reducing the size of the workforce, multi-shifting, or working from alternate locations. It is expected that a combination of these will be used unless local authorities impose quarantines or off-limits areas on the work force.

If those strict measures are taken, work from home will be the solution. Employees will be delegated to work from home based upon their job functions and ability.

Dissemination of Educational and Training Materials

When available, literature will be distributed through normal distribution. Posters and other signage will be posted within office spaces and near rest rooms and water fountains. All employees have access to www.pandemicflu.gov via the internet.

Workplace Risk Assessment and Safety and Health Personnel

Responsibility for workplace risk assessments and personnel to assist with infection control measures should be coordinated with the property management.

Executive Summary

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The purpose of the Continuity of Operations Plan (COOP) is to ensure that MetroPlan Orlando is able to continue to perform its essential business functions in the event of disruption to normal working conditions. Such events could include emergencies resulting from fire, storms, natural disasters, terrorist activities, power outages, pandemic influenza, or other short or long-term disruptions to the physical environment in which employees operate.

In case of an event that disrupts normal working conditions for an extended period of time, the COOP addresses the following areas:

- Identifies options for temporary relocation of essential functions which may be conducted at an alternate facility or at employees' residences;
- Establishes succession and delegation of authority plans;
- Establishes an emergency communications plan;
- Identifies access to vital records necessary to conduct normal operations from a designated alternative location.

The COOP is a living document which should be updated, reviewed and practiced in order to remain an effective plan. It is recommended that all staff be familiar with its contents. Additionally, copies of the document should be made available at the homes and offices of all employees. For increased accessibility to the procedures provided herein, the COOP should also be available via a staff-only accessible website and/or the MetroPlan Orlando external website.

Only through staff familiarity and document accessibility will this COOP be an effective tool to ensure business continuity in the event of an emergency or event which results in short- or long-term disruption to the core business.

Questions concerning this document can be directed to:

Director of Finance & Administration
MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801-3441
(407) 481-5672

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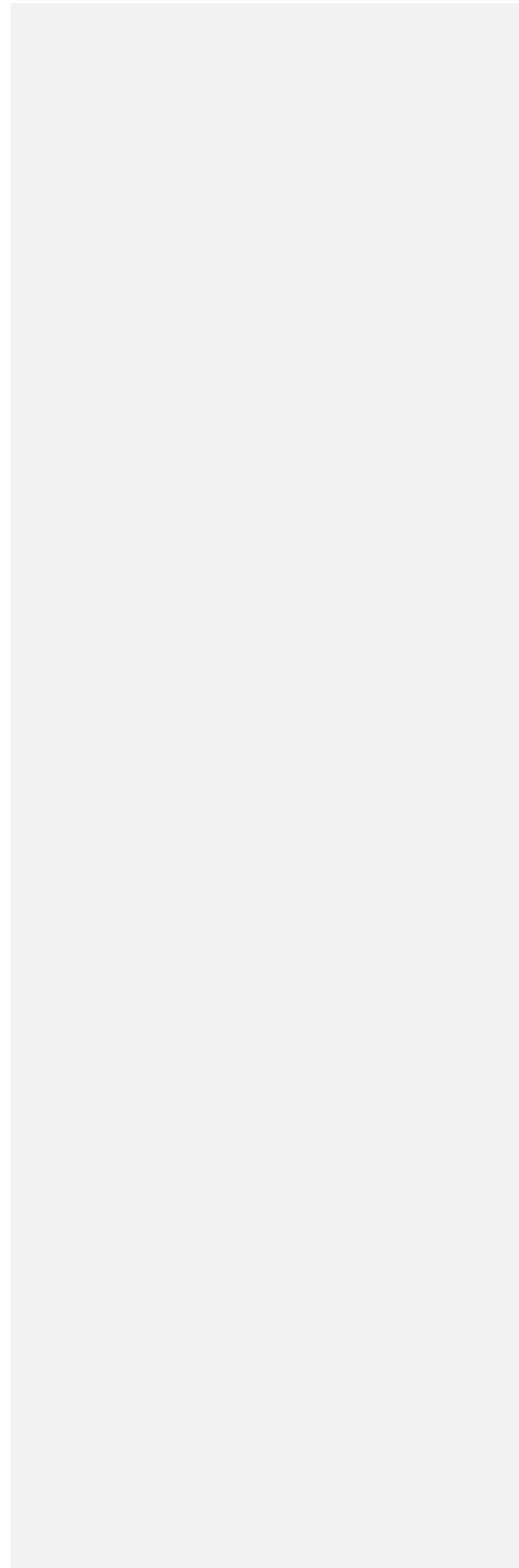
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Section I

Continuity of Operations Plan



I. Purpose

The purpose of the Continuity of Operations Plan (COOP) is to ensure that MetroPlan Orlando is able to continue to perform its essential business functions in the event of disruption to normal working conditions. Such events could include emergencies resulting from fire, storms, natural disasters, terrorist activities, power outages, or other short or long-term disruptions to the physical environment in which employees operate. [A pandemic influenza \(PI\) supplemental document is available for longer term closings resulting from a PI event.](#)

II. Essential Functions

Essential functions are defined as those activities that must be continued under any and all circumstances. MetroPlan Orlando is the regional transportation planning agency responsible for planning the future transportation needs in Orange, Osceola and Seminole Counties and while the vast majority of the organization's work looks into the future, the following are the essential functions which, in the event of disruption to normal working conditions, must be continued under any and all circumstances until normal operations are resumed:

Priority	Essential Functions	Responsible Party
1	General Program Management	Executive Director
2	Computer Back Up, Restoration and Electronic Records	Dir., Finance and Admin.
3	Finance and Accounting (including payables, payroll, banking, invoicing, receivables)	Dir., Finance and Admin.
4	Grants Management	Dir., Finance and Admin.
5	Media Relations	Public Information Mgr.
6	Disaster Recovery	Executive Director/Director Finance and Admin.

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III. Employee Well-Being

Two questions that employees should be able to answer in emergency situations are: *What is my role?* and *Where should I go?* Should an event occur which impacts the organization or involves the safety and security of staff and/or citizens at large, MetroPlan Orlando's first priority is to account for and determine the safety and well-being of each employee and their family. At the same time, instructions and notification concerning the status of office operations should be given.

Since every employee is important to the organization, a component of the emergency plan is to ensure all employees are safe and secure, whether working in the office, off-site, on a training or travel status, or on personal leave. Whenever a MetroPlan Orlando

employee is away from the office, it is imperative that his or her whereabouts are communicated to the appropriate officials. Each employee is responsible for maintaining their workday schedule/personal itineraries of meetings, events, travel status and leave status on Microsoft Outlook. Additionally, access to each employee's calendar should be provided to Finance & Administration staff.

If an event affects or has the potential to affect an employee's family, the employee should contact their respective supervisor, the Executive Director or the Director of Finance and Administration in order to let them know of their personal situation and to determine what assistance the office can provide. Remember, each employee's first priority, without exception, is to assure safety and security of their family and that adequate means are taken to deal with the nature and effects of the event and its aftermath.

If an event occurs on a weekend, during non-business hours, and/or while an employee is on leave or travel status, it is the employee's responsibility to contact their supervisor as soon as reasonably possible. Upon contacting the supervisor, the employee is to provide information (address, mobile phone number, etc.) and his or her whereabouts.

Once a supervisor has information about their employees, he/she should notify the Executive Director and/or the Director of Finance and Administration. Every effort will be made to account for every employee.

It is the responsibility of each employee to have available at home and while traveling, the business phone numbers, as well as the personal phone numbers of their respective supervisor, plus the Executive Director and the Director of Finance and Administration. These numbers are critical in accounting for the whereabouts of employees during any event.

IV. Succession Planning

While the primary focus of the COOP is on business continuity for the organization as a whole, the ability to maintain business functions during the absence of an individual employee (either temporary, indefinite, or permanent) is also important. Absence may occur because of illness, military leave, or vacancies caused by resignation. The organization should make a concerted effort to cross-train staff, share information regarding job responsibility and current work projects, and promote teamwork and flexibility. Doing so will put the organization in a position to maintain seamless business functions.

V. Order of Succession

A decision to activate the Continuity of Operations Plan in an emergency situation will be made by the Executive Director. This decision may result in closing the office or temporary relocation to an alternate facility or telework. In either event, the decision concerning emergency-related action will be made by the Executive Director. If the Executive Director is out of reach, this authority will be delegated to the Director of Finance & Administration.

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If both the Executive Director and the Director of Finance & Administration are out of reach, the following order of succession applies:

Succession
Executive Director
Director of Finance & Administration
Director of Regional Partnerships
Director of Transportation Planning

VI. Emergency Instructions

Communication of Emergency Instructions (During Non-Business Hours)

During non-business hours, if staff members require notification of an emergency situation resulting in a disruption to the normal business operations, every endeavor will be made to contact all employees at their home or using cell phone numbers provided by the employee. The Executive Director and the Director of Finance and Administration are designated as initiators of the emergency communication instructions.

Should an event occur that impacts the organization's operations so that regular office hours are altered or, at the very worst, renders the office building unusable, we will utilize the following procedures for communicating instructions to the employees:

Three Methods of Communication



Director initiated calls – The Executive Director and the Director of Finance and Administration initiate calls or texts to all employees.



Recorded Instructions - The Director of Finance and Administration creates a Microsoft Teams post and/or records a voicemail message on the MetroPlan Orlando business phone for retrieval by employees.



Employee initiated calls – Employee initiates a call or text to the Executive Director or Director of Finance and Administration's home or cell numbers.

Method 1 - Director Initiated Calls/~~Texts~~

The **Executive Director** initiates calls or texts to the following employees:

Director of Finance and Administration
Director of Transportation Planning
Director of Transportation System Management and Operations
Director of Regional Partnerships
Transportation Planners (5)
Other staff positions not listed (including temporary staff and interns)

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The **Director of Finance and Administration** initiates calls or texts to the following employees:

Accounting & Administration Specialist
Fiscal Manager
Board Services Coordinators (2)
Manager of Planning Services
Public Information Manager
Community Outreach Strategist
Communication Coordinator

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Should temporary workers, interns, or consultants be appended to the regular MetroPlan Orlando staff when an emergency arises, the Executive Director will contact them.

Voicemail messages should be left for employees who cannot be reached directly. Upon retrieval of the voice message, the employee should contact the initiator to confirm receipt of instructions. Upon completion of all calls, the Executive Director and the Director of Finance and Administration will “close the loop” to ensure all employees have been contacted.

Method 2 - Recorded Instructions

The Director of Finance and Administration will post a message on Microsoft Teams and/or arrange for a message to be recorded on employees’ voicemails giving the same instructions that would be given if the employee were contacted directly. Provided there is no interruption to regular phone service, employees who do not receive a call and are uncertain about emergency instructions should be able to access Teams or voicemail to receive emergency instructions.

Method 3 - Employee Initiated Calls

Remember this is a proactive two-way process. Therefore, employees who do not receive a call should first try to call the assigned initiating Director as noted above. If the initiating Director cannot be reached, the employee should contact the other initiating Director. If

neither can be reached, the employee should check Teams and call his/her voicemail to check for recorded communications.

Employees should continue to attempt to reach the initiating Director to notify them of their safety and to acknowledge receipt of emergency instructions.

Executive Director, Mr. Gary Huttman

Cell phone: (407) XXX-XXXX

Director of Finance and Administration, Mr. Jason Loschiavo

Cell phone: (407) XXX-XXXX

Each employee is responsible for ensuring up-to-date contact information is on file with the Department of Finance and Administration. Finance and Administration is responsible to ensure the Executive Director and Director of Finance and Administration have correct information for each employee.

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Communication of Emergency Instructions (During Normal Business Hours)

The Executive Director will also make the decision of whether to activate the Continuity of Operations Plan in emergency situations that may arise during normal business hours. The order of succession contained on page I-3 should be followed.

The Accounting & Administration Specialist and Senior Board Services Coordinator have been designated as the Floor Wardens by building management. As such, instructions for emergency building evacuations will be given by the Accounting & Administration Specialist or the Senior Board Services Coordinator. Each employee is responsible for having knowledge of the location of emergency exits and the location where staff is to convene upon exiting the building. Alternate floor wardens are the Director of Finance & Administration and the Fiscal Manager.

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VII. Emergency Evacuation Procedures

Severe Weather Events

Should a severe weather event occur during normal business hours, the course of action will be determined by the severity of the weather and the timeliness of the notification of the event. Possible options could include the following:

If sufficient notification is provided about an impending severe weather event (i.e., hurricane) the course of action could be to simply close the office and send non-emergency personnel home for the duration of the event. Returning to work would be allowed after the situation has been assessed, and the office is determined to be safe for occupancy.

If the severe weather event were more sudden in nature (severe hurricane, thunderstorm, tornado warning) the course of action would include:

- Moving out of any work area with windows.
- If your work area has windows, close the window blinds as this helps with flying glass.
- Seek shelter to the more central core areas of the office/building where there are no windows (i.e. restrooms, interior hallways, etc.).
- Stay in these core areas until the event has passed and an assessment of the situation can be made to determine further courses of action. (Assess possible office damage, account for all personnel, temporary office closure, etc.)

Prolonged Power Outage

Notify the Executive Director, or the Director of Finance and Administration of the exact location and nature of the power failure. Open blinds to let more light into the office. The Director of Finance and Administration will contact property management as appropriate.

Short Term Office Evacuations and/or Closures:

If an event (e.g., fire, bomb threat, chemical/biological threat/attack, etc.) occurs during normal business hours, the following procedures apply:

It is the responsibility of the Director of Finance and Administration to contact the building's security desk (407-839-8843) and emergency officials (911) to report the emergency situation. This is important so that fellow tenants can be properly notified and evacuated as necessary. If the Director of Finance and Administration is out of the office, the succession plan contained within this document should be followed starting with the Executive Director.

Orders will be given to evacuate, either by alarm system, by verbal orders of the Accounting & Administration Specialist (and/or the other floor warden or alternate floor wardens) through the telephone and/or by walking through the office announcing **"The building is to be evacuated now!"**

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All office occupants **will leave the building immediately** upon hearing the evacuation announcement. **Yell "FIRE!" if necessary in order to get people started out of the building. Do not use the elevator!! Walk! Don't run!**

All office occupants are instructed to evacuate the building via the nearest stairwell. **Once out of the building, do not block any of the entrances to the building.** All office occupants are to exit the building via the nearest stairwell and assemble on the Northwest corner of Orange Avenue and South Street (past Nature's Table). If occupants are unable to use the stairwells, they should remain at the landing area of any stairwell or the parking garage and wait for help from security, other staff members, or the fire department. The preferred landing area is the parking garage, but if there is immediate danger, the closest stairwell landing area should be chosen.

If a meeting or meetings are being held, it is the responsibility of the fire warden(s) and assistant fire warden(s) as well as all staff to help evacuate guests. All guests should be directed to the nearest stairwell to exit the building. Guests with disabilities that prevent them from walking downstairs should be directed first to the main exit to the parking garage landing. If that exit is blocked, then the disabled guests should be directed to the closest stairwell. The disabled guests along with a fire warden, assistant fire warden, or staff member will wait for the fire department or other help to arrive to help with evacuation.

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If time permits, please take your personal belongings, laptop computers and cell phones. **However, please utilize common sense and remember that your safety is more important than the building or its contents.**

If the nature of the event is due to a bomb threat and **if time allows**, shut off all electrical equipment, including the computers. **Turn on all lights and prop the doors open.** These steps will reduce electrical hazards, facilitate a search, and reduce the blast effect should an actual explosion occur.

However, if the nature of the event or potential event is fire or a possible chemical/biological/radiological agent, then **keep all doors closed. DO NOT** open doors when there is a fire until one has felt the surface of the door for heat first. Then open the door carefully and in such a manner that keeps all persons away from the entry in the event of smoke or, at worse, an explosive back draft. For a possible chemical/biological/radiological threat, open doors carefully to minimize drafts and close them behind you once everyone is through. Stay away from areas/rooms where agents have been found.

If you are sure that no hazard to your personal safety exists, use one of the fire extinguishers to put out the fire. Fire extinguishers are located throughout the office including the bike rack area, the stairwell near the Finance Department, the copier near the Executive Director, the staff breakroom, and outside the board room near the double doors.

If the nature of the event is unknown, then follow the suggestions as if the event were a fire, since in terms of event statistics, fire is still the most common cause for evacuation.

Before leaving their area, supervisors and floor wardens should quickly check for suspicious packages, stragglers, and electrical equipment/appliances that are not turned off, as well as ensure that all their employees have left the building. This check should also include a sweep through the conference rooms and the Board room. It will be the Director of Finance and Administration who will have the responsibility to see to it that all organization personnel have evacuated. This should include ascertaining that people with physical disabilities are being assisted.

Once all persons have been evacuated, attendance will be taken to make sure all persons are accounted for. It will be the responsibility of the Accounting & Administration Specialist to report the attendance of all personnel to the Executive Director. Any staff that is away

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from the office for any reason, should also be accounted for in order to determine the most appropriate contact plan.

It is the responsibility of the Director of Finance and Administration and the Executive Director to keep apprised of the situation in order to determine when it is safe to return to the building and/or to determine when it is appropriate to send personnel home until further notice. **No one should leave the area until we have:**

- First, reached the designated evacuation site;
- Second, accounted for all employees and visitors, and
- Third, emergency officials have given the “all clear” signal.

It is imperative that no one attempts to go home and/or take one’s respective personal vehicle from the parking garage. No personal vehicles will be moved until it is determined safe to do so. **Remember, a “bomb” may be under or in one of these vehicles.**

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Emergency Closure - Hurricane Preparedness

The following procedures should be done on the last day the office is open before a closing due to a hurricane.

The **Accounting & Administration Specialist** will perform the following tasks:

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1. Give each employee two trash bags
2. Unplug all copiers, fax machines, printers, & other community electronics
3. Cover all printers with trash bags
4. Shut down all servers at the end of the day
5. Give the Director of Finance & Administration current accounting software and a portable drive containing the latest accounting database file
6. Ensure all office doors are closed and lights have been turned off

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Each employee is responsible for preparing his/her work area. This includes the following tasks:

1. Unplug all equipment.
2. Cover up the computer with a trash bag and the monitor with a trash bag
 - a. If the employee has a laptop, the laptop should be brought home.
3. Remove loose objects from the desk and the tops of any bookshelves.
4. If near a window, close the window blinds downward.
5. If in an office, close the office door.

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The **person responsible for the kitchen** for the month, in addition to his/her normal kitchen duties, must perform the following tasks:

1. Turn both ice machines to the off position and dump the ice into the sink.
2. Throw out any items in the refrigerators that may spoil.
3. Close the window blinds in the kitchen.

The **Director of Finance and Administration** is to prepare for an emergency as follows:

1. Keep a laptop at home with accounting software installed.
2. Take home a CD that has the most current accounting database file on it.
3. Take home company checks.
4. Take home safe deposit box key.

If an employee is physically unable to perform any of the responsibilities above, that person should seek help from his/her supervisor or another employee.

VIII. Disaster Recovery

Long Term Office Closures - Temporary Office Relocation

Three alternate locations have been identified as potential temporary office locations in the event of long term office closure due to building damage resulting from an event. Mutually beneficial Memorandums of Understanding have been executed with these partners who agree to provide workstations for up to five (5) MetroPlan Orlando employees until permanent working conditions are restored. A small conference room may also be acceptable in the event five workstations are not available.

Other aspects of the agreement outline necessary telecommunications, use of server space, use of computer hardware and software, and printers and internet access. It is further outlined that in so far as feasible the temporary office space will be without incurring additional costs to the host(s).

In the event of long term office closure, the Executive Director will determine which of the three locations will be utilized.

Alternate Locations:

North Location:

River to Sea Transportation Planning Organization
Indigo Professional Center
2570 W International Speedway Blvd Suite 101
Daytona Beach, FL 32114-8145
Contact: Executive Director Phone: (386) 226-0422

Central Location:

Central Florida Expressway Authority
4974 ORL Tower Road

Orlando, Florida 32807
Contact: Executive Director Phone: (407) 690-5000

South Location:

Osceola County Government
One Court House Square, Suite 1400
Kissimmee, FL 34741
Contact: County Manager Phone: (407) 742-2000

If an event has severely damaged or destroyed the MetroPlan Orlando office, the Executive Director or Director of Finance and Administration will contact staff to inform them of where to report for duty. Until a temporary office has been established, employees should remain at home and await official reporting instructions. If you have not heard from someone within the first 24 hours, you should initiate the call to the Executive Director or Director of Finance and Administration as suggested in the **Communication of Emergency Instructions** section of this document.

The critical operations to be performed upon the initiation of emergency operations at a temporary office site include the following:

Priority	Essential Functions	Responsible Party
1	General Program Management	Executive Director
2	Computer Back Up, Restoration and Electronic Records	Dir., Finance and Admin.
3	Finance and Accounting (including payables, payroll, banking, invoicing, receivables)	Dir., Finance and Admin.
4	Grants Management	Dir., Finance and Admin.
5	Media Relations	Public Information Mgr.
6	Disaster Recovery	Executive Director/Director Finance and Admin.

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- Ensure that each individual office member has contacted his or her family in the occurrence of an event to assure their safety and security.
- Determine and/or maintain the status of the health and well-being of employees and their families. If someone cannot be contacted by phone, appropriate personnel will be assigned to determine their whereabouts.
- Retrieve essential computer back-ups and reestablish essential computer and telecommunications functions.
- Notify the employees of the status of office operations and arrange a method of maintaining contact.

- Develop a critical needs list and action plan to reestablish a permanent office.
- Implement the action plan to re-establish a permanent office as quickly as is reasonably possible.

Essential records include any documentation or information associated with the above essential functions. Therefore, essential records which must be available at the temporary office location would include:

- Continuity of Operations Plan (also on website as a backup).
- Backup drives and cloud retrieval information.
- Laptop with accounting software installed.
- Company checks.

Note: It has been determined that documents pertaining to projects and/or program-related files, especially all matters that involve communications/correspondence with our partners, if lost or destroyed, can be replaced by copies from appropriate partner organizations.

Telecommunications

It is imperative that the MetroPlan Orlando office have essential communications in a regional or local emergency. While the primary communications of the organization are via a conventional office telephone system, that system is dependent upon hardwire circuits. The organization's cellular telephones can be used when there is a failure in the regular telephone system.

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Computer System Backup and Disaster Recovery

Computer equipment and software are vital tools/resources and as such require a recovery plan to cover all possible event scenarios. It is noted that the recovery plan includes temporary emergency equipment, permanent replacement equipment, software replacement, restoration of important computer/data system access, and safe offsite storage and restoration of Local Area Network (LAN) server backup data.

Essential Software

Important software applications and data system access that are considered essential, in order to maintain MetroPlan Orlando's operations, include the following:

- E-mail Software or Cloud-Based Email
- Word Processing Software or Cloud-Based Word Processing
- Internet Access Software
- Grants Management System (GMS) Accounting Software
- Various technical software

Restoration of Temporary Computer Operations

If the event has severely damaged or even destroyed the office, and/or in some way prevents access, the COOP will be activated and a temporary office must be quickly established. Computer support, including re-establishment of the LAN system, will be mainly dependent upon whatever assistance is deemed necessary and available. It will be the responsibility of the Director of Finance and Administration to oversee and coordinate this recovery operation.

However, in order to optimize the speed and extent of recovery, the following steps need to be taken regardless of the nature and time of the event:

- As stated for all event scenarios, determine the status of the health and well-being of each employee and their families. Once employee status has been determined, the next step is to determine if employees are in possession of any office equipment (i.e. cell phones, laptops, etc.)
- Compile an inventory of equipment that is available outside of the office at the time of the event and make arrangements for the equipment to be delivered to the temporary office once the location has been established.
- Report the loss of computer services to the Executive Director or the Director of Finance and Administration.
- If it is possible to regain access to the office to remove computer equipment from the building, the following equipment should be powered down and removed:

- File Server, Local Back up server, and other servers
- All Laptops
- Light weight PCs and monitors
- 1 or 2 Printers
- 1 or 2 Portable print/scanner/fax machines

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E-mail and the File Server

The E-mail files are located on the file server at the MetroPlan Orlando office. In the event of the loss of the server, the Exchange files must be restored using the Cloud backup. Backups are currently kept off-site at a Cloud-based backup provider.

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Restoration of Permanent Office

Every endeavor will be made to restore the MetroPlan Orlando offices to normal working conditions as soon as feasibly possible. It is the responsibility of the Executive Director and the Director of Finance and Administration to ensure this task is accomplished.

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Section II

Office Safety & Security

I. Security and Occupant Safety

The purpose of this aspect of the plan is to assure measures are in place to make our facility secure and to enable employees to meet an emergency situation with maximum calm, ~~forethought~~, and efficiency. The procedures listed below are to protect you, should any of these situations occur. All employees are expected to become familiar with these procedures and to know what to do in each situation. Although one cannot anticipate every type of situation that could occur, the following general guidance is provided:

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Injury or Illness in the Office

- If someone is injured or becomes ill on the job, it is important to determine the extent or seriousness of the illness or injury.
- **Do not hesitate to call or direct someone to call 911 for emergency medical assistance.**
- The official first-aid kit is located in the guest kitchen, in the overhead cabinet nearest to the sink.
- If first-aid is required for anything other than a minor cut or abrasion, emergency medical personnel should be called immediately.
- If injured on the job, be sure to notify your supervisor and the Director of Finance and Administration immediately. Do not assume that someone else has passed on the word of your injury to the appropriate people.

II. Violence in the Workplace

If you encounter a disturbed or physically violent person, regardless of whether the person is a stranger or a co-worker, conduct the following steps:

- Remain calm. ~~Do not~~ confront or argue with the person(s).
- Listen. ~~Don't~~ interrupt or threaten; maintain eye contact.
- If possible, do what the person(s) requests (i.e., give them money, keys, etc.).
- Be flexible. ~~Do what you~~ safely can.
- Use a firm, non-confrontational tone.
- If you can, leave the area and call for help.
- Alert co-workers and dial 911.

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III. Security Awareness

It is prudent and appropriate to always keep the security of our facility a priority. We recommend you follow the measures noted below to increase security at our facility:

- Be alert for unidentified vehicles on the premises or near our building.
- Be aware of unattended packages.
- Be alert to suspicious persons or unusual activity.

- Be suspicious and inquisitive about strangers, particularly those carrying large cases or other containers.
- Secure and regularly inspect all entrances and storage areas not in regular use.
- Check all mail deliveries for common characteristics of letter and parcel bombs and bio-chemical materials.
- Make sure all visitors come to and through the main entrance.
- Make sure all visitors have an escort.
- Never give anyone your office keys or access card or provide someone with a duplicate set of keys to our facility.
- Report the loss or theft of office keys as soon as possible.
- Report any of these circumstances immediately to the Director of Finance and Administration, or the employee acting in his/her place.

IV. Threatening Phone Calls and/or Bomb Threats

If you receive a bomb threat, please do your best in conducting the following steps:

- Remain calm and do not panic.
- Do not hang up the telephone or disconnect the line.
- If you can get someone's attention without disturbing the caller, inform them of the threat; that person should then, in turn, report the call immediately to the Executive Director, Director of Finance and Administration or the person(s) in-charge. This person(s) will immediately assess the situation and make a determination on an appropriate course of action, including notifying the appropriate authorities and then determine whether to evacuate the building, etc., while you handle the threatening caller.
- Note the date and time of the call.
- Obtain as much information as possible from the caller. Ask the caller:

Where is the bomb?
 When is the bomb set to go off?
 What kind of bomb is it?
 What does the bomb look like?
 Why did you place the bomb?
 Method of dispersal (if chemical, biological, and/or radiological)
 Quantity dispersed (if chemical, biological, and/or radiological)

- Try to write down, as accurately as possible, the caller's exact words.
- Note any background noises, music, radio, etc., heard during the call that will assist in determining the location from which the call was made.
- Be prepared to give the following information to the proper authorities:

The time the call was received.
 The exact telephone and number the call was received on.
 The number of the telephone from which you are reporting the threat.

Description of the voice:

Male or Female.

Young, middle aged, or old.

Tone of voice.

Accent.

Is the voice familiar? If so, who did it sound like?

- If a call comes in threatening a chemical, biological and/or radiological release, follow the same steps as listed above. In this case try to get as much information as you can about the nature of the agent that is to be used.
- If the phone call received is not a bomb threat, but is still of a threatening nature, also follow the same steps as outlined above. In this case report the nature of the threatening call.
- When the caller has hung up, place the receiver in a drawer or lay it down on the desktop.
- If you have not done this in prior steps, report the call immediately to the Executive Director, Director of Finance and Administration and/or persons in charge, then they will determine the appropriate course of action.

V. Recognizing Suspicious Letters and Packages

To identify “suspicious” packages and letters before they are opened, mail should be examined for the following:

- Restrictive markings, such as “Confidential,” “Personal,” or “Fragile;”
- Unexpected or from someone unfamiliar to you;
- Excessive postage (postage stamps, not a metered strip indicating the item was mailed at a post office);
- Sloppy or unprofessional packaging;
- No return address or a return address not consistent with the state where postmarked;
- Incorrect title or a title, but no name;
- Oily stains, discoloration, or a strange odor;
- Evidence of electrical wire or tin foil;
- Excessive wrapping materials, such as masking tape, strapping tape, or string;
- Exceptionally heavy for size, lopsided, or oddly shaped;
- To resolve doubts about a suspicious item, check with the addressee to see if they are expecting such an item.

VI. Handling Suspicious Letters and/or Packages

If you receive or open a letter or package and find it contains a powdery or other suspicious substance, or one with a written statement that the item contains a harmful substance take the following steps:

- Stop immediately!
- Do not smell it or try to analyze the substance!
- Do not shake or empty the contents of the envelope or package.
- Place the item in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have a container, then cover the item with anything (e.g. clothing, trash can, etc) and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering. Mark the door as hazardous so that other co-workers know not to enter that room. This is also important to do so that emergency personnel can more easily locate the hazard.
- Wash your hands with soap and cool water for 30 to 60 seconds, and then wash your face. If any other person touched the item, they must also wash thoroughly.
- Report the incident immediately to the person(s) in charge. They, in turn, will notify the appropriate authorities and then make the determination as to evacuation of the office, etc.
- If possible, turn off air conditioners, heaters, and fans to prevent any potentially harmful substance from circulating. If you don't have direct access to these systems, then call building security (to get ventilation systems shut down. In any event, close the door in the room where the item is located. (Security Phone Number - **407.839.8843**)
- List all people who were in the room or area when the suspicious item was recognized.
- Do not re-enter the area where the suspicious item is located, as it is a potential crime scene and it is critical that you do not disturb any evidence.
- Above all, remain calm and wait for the arrival of emergency response personnel!

If you receive or see a letter and/or package that is suspicious in other ways (i.e. ticking, etc.) please do your best in conducting the following steps:

- Do not touch or disturb the package!
- Immediately notify the Executive Director, Director of Finance and Administration and/or person in charge. This person will immediately assess the situation and make a determination if the building needs to be evacuated. They will notify the appropriate authorities.

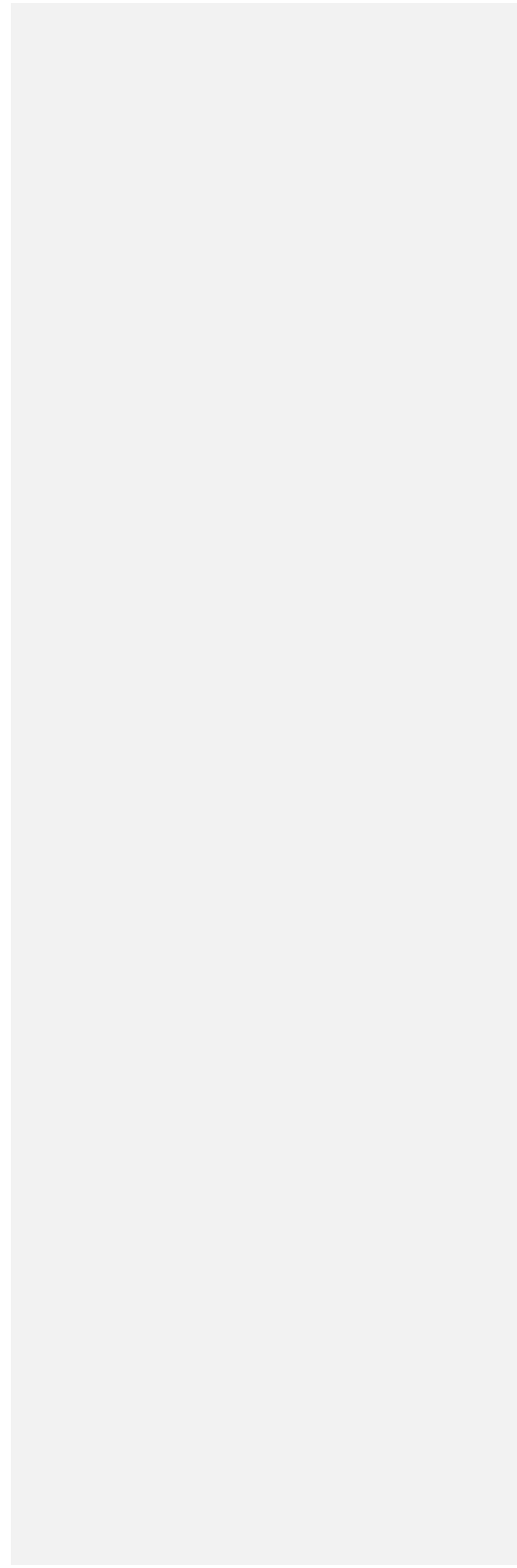
If there is an event with the suspicious package (i.e., an actual explosion, aerosol dispersal, etc.):

- Remain calm; do not panic.
- Before attempting to move to a safer area, if feasible, do a quick check for hazards such as fire, live exposed wires, gas line ruptures, debris, etc.
- If it is not possible to move to a safer area due to injury and/or hazards, remain in place until emergency personnel can reach you.
- Listen for evacuation instructions from rescue personnel.
- If possible, administer first aid to any injured personnel.

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Section III

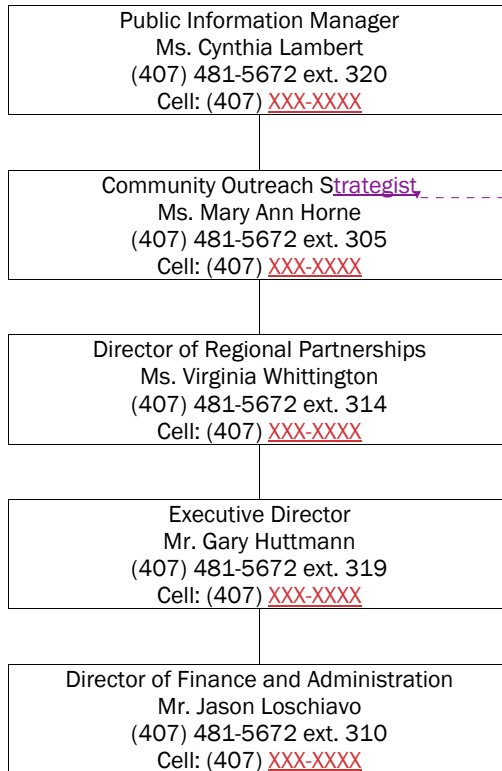
Crisis Communications



Communication Succession Plan

Communication is a key element to any business operation. A communications failure can be a disaster in itself, cutting off vital business activities. Communications are needed to report emergencies, to warn personnel of danger, to keep families and off-duty employees informed about what's happening at the facility, to coordinate response actions and to keep in contact with customers and suppliers.

In the event of a crisis, either internal or external, communications with the media, the public, and stakeholders such as board/committee members and partners, may be necessary. Examples include posting emergency closure messages to MetroPlanOrlando.org and our social media channels. During a crisis, proactively providing information to various audiences will contribute to MetroPlan Orlando's reputation as a transparent organization. The Public Information Manager shall serve as the lead staff member in dealing with all crisis communication efforts and in responding to all media inquiries. In the absence of the Public Information Manager, the Community Outreach Strategist will serve as the staff lead with all crisis communication efforts and in responding to all media inquiries.



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Section IV

Other Helpful Information

SunTrust Plaza/Park Building Hurricane & Tornado Procedures

HURRICANES

GENERAL INFORMATION

When the United States Hurricane Center issues a Hurricane Warning, the building will close well in advance of the condition becoming dangerous. Property Management will request all Tenants to secure their offices and leave the premises.

When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.

PROCEDURE

1. Keep abreast of weather conditions via radio or television.
2. Remove all papers, pictures, plaques, hanging objects, desktop items, and other loose objects from perimeter offices and store in interior rooms.
3. Close all doors of perimeter offices. If time permits, close all drapes and blinds.
4. LEAVE ALL INTERIOR DOORS OPEN in order to prevent atmospheric pressure problems.
5. Move all expensive equipment and important documents to interior rooms.
6. Notify the alarm company (if your company has one) of the probability of a power outage during the storm.
7. Report all flooding, leaks, fires and structural damage to the Security Desk as soon as possible.
8. Notify the Security Desk if your company chooses to close and leave the building.

TORNADO OR SEVERE WEATHER

GENERAL INFORMATION

The U.S. Weather Service reports the movement of severe weather that may present a threat to metropolitan areas. Severe weather includes but is not limited to tornados, tropical storms, etc.

If an alert for severe weather is announced by the U.S. Weather Service:

1. The Emergency Response Team should move all occupants away from the perimeter of the building instructing Tenants to close perimeter doors when exiting.
2. If time permits, close all drapes and blinds.
3. Take cover in core areas of the building such as interior offices, hallways, corridors, or restrooms away from glass doors and windows.
4. When the all clear is announced, the Emergency Response Team will direct employees to return to regularly scheduled duties
5. Call 911 and notify the Security Desk of injuries. [See the Medical Emergencies section of this Guide]
6. Report any damage such as broken windows, leaks, or fire to the Security Desk.
7. Tenants should maintain an inventory of first aid and emergency supplies. [See the Medical Emergencies - First Aid/Emergency Supplies section of this Guide.]

Evacuation Systems for High-Rise Buildings

The protection of occupants of high-rise buildings must be made a part of every full-service total fire safety program. Regardless of building construction, sophisticated fire-detection system, fire protection, and fire-fighting apparatus used, a building is only as “people safe” as the building owners, managers, and tenant spokesmen want it to be.

People cause fires by their acts of commission and omission, furnishings feed fires, and panic results in needless loss of lives and injuries. Fire prevention, fire protection, adequate evacuation programming and planning, and complete “rehearsal for survival” are needed to make sure losses will be minimal in the event of fire.

Panic of occupants of high-rise buildings during the early stages of a fire is a danger that can contribute to high casualty losses. Smoke, gases, and super-heated air make it imperative that an emergency evacuation program be established for all high-rise buildings (a high-rise building, by popular definition, is a completed, occupied structure for which the roof access level exceeds the maximum height of rescue capability from street level by the fire department).

This data sheet points out recommended procedures to be followed to help evacuate persons safely from high-rise buildings in the event of fire, bomb threats, or other emergencies.

The record of fires in high-rise building occupancies, with resultant fatalities, and heavy financial losses emphasizes the urgent need for instituting an effective evacuation program immediately. The potential for high human losses makes it imperative that evacuation programs be reviewed and updated as necessary. Uncontrolled evacuation complicates emergency situations.

Because of differences in design, construction, fire-resistant qualities, height, floor layout, usage, and occupancy, each building presents unique problems in emergency evacuations. For this reason, information contained in this data sheet should be considered a guide to an evacuation program rather than a specific program standard for any one particular building. State or provincial and local codes and regulations concerning fire and emergency evacuation should be checked, and, where variances exist, the more applicable measures should be adopted. Fire control and evacuation authorities (fire department, consultants, and insurance company) should be consulted for suggestions relating to a particular building.

Efficient Evacuation

Successful and efficient evacuation depends on complete preplanning, organization, and supervision. Planning should include at least these basic principles:

1. Building evacuation organization;
2. Evacuation policy and plans;
3. Detection and reporting (of fire or hazard);
4. Evacuation program coordination (of movement and evacuation);
5. Communication to direct movement and evacuation;
6. Inspection and evaluation.

Building evacuation organization and fire safety program

Written plan X As soon as building occupancy begins, a written plan of fire and other emergency procedures should be agreed upon by building management and responsible representatives of each building tenant.

The emergency evacuation plan should include:

1. An outline of the emergency evacuation organization plan and agreed-upon priorities, including responsibilities and authorities. Building and tenant representatives should agree upon these.
2. Detection, emergency warning systems, and reporting procedures for fire and other hazards should be provided.
3. Coordination of central building emergency evacuation control with assigned floor emergency evacuation teams should provide for the orderly movement of persons. Pre-planning and "fire in progress" chain-of-command instructions should be detailed, and each tenant should be required to acknowledge and comply.
4. In addition to a suitable and effective fire-detection system (both automatic and two-way voice communications), an adequate and effective system for two-way communications should be provided for every floor. The communication system will be used to direct the work assigned to floor evacuation teams and to assist in communications between buildings communications control center and fire department personnel using the system during fire-fighting and evacuation emergencies.
5. Building management and tenants should cooperate in an education and training program for all emergency floor-evacuation teams, employees, and building visitors. This should include a system of personal instruction for all building inhabitants and proper posting of instructions, placards, and evacuation diagrams at strategic locations on every floor. Emergency fire procedure information should be prominently posted in corridors.

6. One individual should be designated to establish a program, including proper documentation for regular inspections and follow-up to maintain the detection and communication system in the best operating condition.
7. An evacuation drill program should be established that will include periodic practice of movement of occupants to refuge areas. The frequency of these drills – monthly, quarterly, etc. – would depend upon the employee turnover in the area. The schedule should be maintained and documented. The drill should include the progressive movement of personnel to areas of safety. The purpose of "progressive movement" should be explained to the tenants at this time – to keep all tenants a safe distance from the fire hazard without evacuating the building all at once.

Evacuation policy and plans

Policy and plans – When leases are signed by tenants occupying high-rise buildings, a document describing the building's emergency evacuation policy and plans should be provided by the building management and agreed upon by the tenant. This document should describe fire detection and fire reporting systems and the emergency evacuation plans and communication system provided by the building. Tenants should agree to furnish assigned emergency evacuation teams and a responsible representative to act for them in all matters of fire control and personal evacuation. (In the event that two or more residential tenants occupy a floor of a multipurpose high-rise building, the tenants should designate a floor evacuation representative and alternate who would report to the building coordinator.

Evacuation routes – Drawings, diagrams, evacuation routes, and similar information should be included in the building's emergency evacuation plans. Furthermore, the document should include those elements of this data sheet adopted as standard procedures. Floor numbering and direction of travel should be indicated in stairwells.

Imminent danger – The building's emergency evacuation plan should define "imminent danger" situations and provide for immediate temporary action by responsible persons assigned to emergency floor evacuation teams.

Central control – The building's emergency evacuation plan should indicate how central control will function in the event of fire and the need to move and evacuate persons.

Floor evacuation teams – The building's emergency evacuation plan should include the duties and responsibilities of emergency tenant floor evacuation teams (see the accompanying "Self-Evaluation Checklist" for details).

Information to tenants – The building's emergency evacuation plan should describe evacuation training to be provided and copies of written information furnished to occupants. Fire and emergency evacuation information should be posted at strategic locations on every floor and elevator.

Evacuation drills – The building’s emergency evacuation plan should include a schedule of programmed fire and evacuation drills. (Partial building skill drills and full-dress “rehearsal for survival” should be planned.)

Detection and report

It is not the intention of this data sheet to describe fire, smoke, and similar emergency detection systems. Detection, automatic alarm systems, or automatic sprinkler systems should be a part of the total fire protection preparedness program. However, if fire is detected or the start of a fire is witnessed, it should be reported immediately. Delays in reporting fires because of heroic but ineffective fire-fighting can result in needless time loss and allow a simple fire to get out of control. Fire-reporting systems must be handy, direct and not subject to any delay. Reporting by telephone or personal contact should be discouraged when faster means are available.

Evacuation Program Coordination

Movements of occupants to a refuge location, as well as total evacuation, require the utmost coordination of assigned emergency evacuation floor teams and central evacuation control.

Decision to evacuate – Chain-of-command preplanning should determine those vested with authority to move persons and evacuate emergency areas as well as under what circumstances emergency temporary authority for immediate removal is provided to assign floor evacuation control teams. Central building evacuation control should take over command from floor evacuation control teams immediately. Similarly, central evacuation control should be relinquished to the fire department officials upon their arrival.

Evacuation communication – Movement and evacuation should be controlled through communication. Communication between central control and affected areas is of prime concern. In addition to two-way communication between the emergency area and central control, all other occupants should be instructed properly about procedures to follow for movement to refuge areas and evacuation disciplines (or not to evacuate until further notice).

Evacuation priorities – Generally, immediate evacuation will be from the floor where a fire or explosion emergency occurs and the two floors immediately above, and the two floors immediately below the emergency floor. These occupants will be directed to a refuge area and will be given movement priority. Thereafter, movement and evacuation priorities will be determined on the basis of particular fire and smoke conditions reported by emergency evacuation floor control teams and fire department personnel. These persons will direct evacuation disciplines, assisted (as necessary) by trained building evacuation control teams.

Preplanning and evacuation – Preplanning, evacuation priorities and proper skill drills help eliminate mistakes and misunderstanding. Plans should include possible alternate routes when particular circumstances warrant rerouting of occupants because of hazards (such as smoke, heat, and gasses) in the evacuation route. (Note: a blocked-open door can render an

evacuation movement on a stairwell dangerous. Alternate routes should be planned and directed to be used until the cause of danger is removed and the stairwell is safe for use.)

Means of evacuation – Building central evacuation control should determine the safest and most efficient means of evacuation, depending upon the nature of the emergency and scope of damage. This decision should be made known to floor evacuation control teams and personnel on those floors affected, based on the order of priority.

Evacuation priorities – There should be a positive means of selectivity notifying occupants to evacuate. Definite priority must be given to those floors directly involved and floors immediately adjacent to the emergency. On the emergency involved floor, evacuation should be to the nearest available exit to a safe area three floors below or street level.

Exiting – Provisions should be made, and direction provided by assigned floor evacuation control teams, to make sure that traffic flows out and away from the building at all exit terminal points.

Use of stairwells – During fire emergencies, evacuation must be by means of fire stairwells. Specific information of this nature should be conveyed by the building control to individually selected floors, or to all floors, depending on the extent of the emergency and the need for evacuation at specific areas. (Local police and fire departments should be consulted to determine adequacy of the plan.)

Bomb-threat emergencies – Generally, a bomb threat emergency will follow the procedures established for fire emergency movement and evacuation, except elevator evacuation may be considered. The decision to move occupants or to evacuate them will be determined by police, bomb squads, or fire department authorities. This is a complex decision based on many variables. It is a job for the experts. Again, speed in reporting and preplanning is absolutely necessary, especially when involving recognized authorities and determining “chain-of-command.” Communication channels must be established to provide accessible, direct, and no-delay reporting.

Communication for directing movement and evacuation

Proper movement of persons to refuge areas or evacuation depends on complete and accurate communications between central control (building and fire authorities) and all assigned floor-evacuation control teams.

1. *Full-time communications* – Communications channels must be available at all times when the building is occupied by any tenant, security, or cleaning people. Direct contact to the chief of each floor’s assigned evacuation control team (or designated alternates because the floor captain may be out of the area, ill, or on vacation) must be available at all times. These people must have the authority, responsibility, and training to act for the building tenant on their assigned floors. There must always be a trained substitute to

take over in the absence of any fire warden or acting fire warden. A system of alternates should be established so that no floor evacuation team is depleted for even as short a time as a lunch period.

2. *Off-duty-hour communication* – During periods when the building is not occupied, direct signaling to the fire department should be established. At no time should anyone enter the building without his presence being duly noted in writing at a security guard entry location. It will be the security guard's duty to notify and evacuate all "off-hour" occupants in the event a fire or other emergency occurs.
3. *Methods of communication* – Several communication systems are commercially available to ensure full service communications at all times. Personal wireless pagers, loud speakers, and telephones can be used to announce evacuation communication needs and to provide initial contact between the captain (regular or acting) of the floor evacuation control teams and central building evacuation control. Fire-call stations located at strategic intervals on each floor will allow confidential selective notification by two-way communications when it is not desired to sound a "general alarm." However, a selective system of alarm or pager that alerts by floors should notify floor evacuation control teams to "man their stations," including "pulling" the floor box to receive more detailed instructions beyond the general announcements going to the tenants on each floor.
4. *Communications backup* – Whatever system of communication used should be backed up by at least one alternate, independent communication system to use in the event the primary system becomes inoperative.

Education and Training

Who to train? – Education and training of emergency floor evacuation teams and all other occupants of the building should be initiated immediately after occupancy of the quarters. Education and training of all newly hired employees should be included in indoctrination programs. New tenants should receive information on evacuation at time of occupancy. Semiannual refresher training of emergency floor evacuation teams and occupants should be scheduled. Sustained interest and vigilance on the part of building management and occupants is the price for total fire safety programming. Requirements for Multilanguage announcements and instructions should be considered.

Initial emergency evacuation training – Occupancy by two or more tenants requires coordination of all aspects of the fire safety program, which is the responsibility of building management.

Retraining – Where large tenant and occupant turnover is anticipated, pocket-sized diagrams of each floor should be prepared and distributed to all new tenants and their employees. This could be in the form of a card containing the particular floor plan diagram for that tenant, a brief description of emergency evacuation procedures, and the proper method to report a fire or bomb suspicion or threat.

Emergency evacuation floor teams – An emergency floor team should be designated for each floor. The emergency evacuation floor team should include qualified supervisory occupants from each section of each particular floor.

Emergency evacuation floor team alternates – Those selected (and their alternates) should be persons who will be on the premises most of the time. Alternates must be notified any time primary emergency evacuation team captains or team members are away from their appointed stations.

Multishifts – If there is more than one shift, each shift should have its own emergency evacuation floor team.

Training of emergency evacuation floor team – Emergency evacuation floor teams should be trained in the use of the prevailing communication system and in basic methods of crowd control; they must be familiar with refuge areas, evacuation procedures, and the use of emergency illumination. Included in training should be basic knowledge of first aid and firefighting techniques.

Training personnel – Qualified fire control and emergency evacuation professionals should do the training; adequate time for training must be provided.

A printed manual containing details of the building's emergency evacuation program should be provided to all members of the emergency evacuation floor team.

Refresher and review sessions should be provided. These may be scheduled as part of regular business sessions of the tenants. Actual evacuation drills, including movement to refuge areas, should be conducted according to local fire code. If none exists, skill drills should be planned to take place semiannually or quarterly.

Evacuation procedures for physically handicapped – Emergency evacuation floor teams should have a current list of all occupants with physical handicaps, including those persons who cannot use stairwells or fire escapes because of temporary illness or other impaired physical condition.

Floor search – Each emergency evacuation floor team should appoint "searchers" to make sure that every person on a floor is aware of an emergency evacuation. Depending upon size and occupancy of building, searchers may need a list of tenants and tenant employees' name. Searchers should be trained members of the emergency evacuation team. They should check lavatories and all isolated areas of each floor. Searchers should check for visible presence of occupants rather than a voice response from a possible occupant who might not hear, be temporarily indisposed, or rendered unconscious.

General public – One or more members of the emergency evacuation floor team should be trained and have responsibility of heading the evacuation of visitors, service persons, and other non-tenants occupying the building during an emergency. General public use of the building will determine needs for this part of evacuation procedures and personnel.

Alternate emergency communication – If there should be a breakdown of regular emergency communication systems, messenger-runners from the emergency evacuation floor team should be utilized to ensure communications. (They should be appointed in advance and be properly instructed.)

Crowd control and movement – Crowd control in stairwells and the main lobby should be the responsibility of emergency evacuation floor teams supervised by building central control and the fire department. Teams should be trained to move occupants promptly up or down stairs to refuge areas or to evacuate them from the building.

Inspection and Evaluation

A complete inspection of building and tenant quarters should be made to ascertain regular and special needs of the building and its occupants before establishing an emergency evacuation program. Fire prevention specialists should be consulted, and the program evaluated by means of regular inspection programming. This is also necessary whenever changes are made to physical structures in the building, and for remodeling or renovating of quarters.

Inspection form – It is suggested that an emergency plan inspection form be used for regularly scheduled inspections. A sample of such a “check-off” type form with space for narrative comment under each separate caption follows.

Schedule of inspection – It is suggested that inspections be performed on a regular, scheduled basis. The frequency of inspection is determined by special needs, construction, or occupancy. Inspection reports and the overall evaluation of the emergency evacuation plan should be reviewed on a regular basis with fire authorities.

Inspection reports – Copies of inspection reports should be distributed to:

- Building management;
- Captains of emergency evacuation floor teams;
- Fire safety coordinator;
- Tenants with fire violations or conducting hazardous operations likely to cause a fire.

An inspection and evaluation team should be made up of a representative of the building, an authorized representative of the tenants, and emergency evacuation team captains of the areas being inspected. Rotating guest inspection team members should be invited to provide education and training.

Tenant questionnaires – Periodically, a questionnaire should be distributed to each tenant evaluating occupancy of the building and preparedness for emergencies. These should relate to furnishings, fixtures, electrical changes, etc., and any changes in originally leased disclosures such as storage and use of flammables, explosives, or “exotic” materials that might be a fire or explosion hazard.

Randomly selected groups of employees in tenant occupancies should be given questionnaires relating to their knowledge of: number and location of exits; location of flammables; usage of stairwells instead of elevators during emergencies; names of floor captains, etc. These questionnaires can be distributed by emergency evacuation floor teams or inspection teams and picked-up and evaluated by fire authorities, building management, tenant representatives, and captains of emergency evacuation floor teams. This will serve as a continuing method of evaluating occupancy of the building and preparedness for emergencies.

In Event of Fire

In the event of fire, the building manager or the chief engineer should have the assigned authority to order evacuation of a given floor or several floors of the building. Additional floors may be evacuated at the direction of the local fire department.

Floors to be evacuated

Generally, evacuation will be from the floor on which the emergency has occurred and the two floors immediately below and above the “emergency floor” to a safe point below or above the critical area. (The construction of the building will be an important factor when considering the direction of the evacuation and also to determine the number of floors to be evacuated from the involved area.)

Evacuation should be accomplished by way of fire stairwells. If smoke or fire has penetrated a stairwell, alternate stairwells should be used. In the event of “bomb-threat” emergencies, the evacuation order will be controlled by joint decision of the police and fire department in consultation with building management and tenants’ representatives. Elevators can be used for “bomb-threat” emergencies, but never for fire emergencies.

Building management and maintenance personnel should proceed immediately to fire stairwells and assist in the evacuation of occupants of the involved floor or floors.

Elevator control

Immediately upon recognition of fire emergency, all elevators should be returned to the lobby floor in accordance with the American National Standard *Elevator Code* (see “Sources of Information”).

Automatic devices should be installed to allow elevator cars to bypass all fire-involved floors. Under no circumstances should elevators be stopped at the fire-involved floors.

All occupants of the building, including visitors, must be informed that there will be no elevator service to or from emergency floors, and that they must evacuate by way of fire stairwells to refuge areas or beyond.

Physically handicapped occupants should be moved down the fire stairwell to the uppermost floor served by an uninvolved elevator bank, and then be moved by elevator under the

direction of fire officials. Seriously handicapped persons should be assisted by assigned floor evacuation team members. Locating the desks of handicapped persons in a work area near an exit will make their evacuation easier.

Control of elevators from the lobby level will be under the command and direction of a fire official. Elevators should be programmed to return non-stop to the lobby level during fire emergency.

Evacuation control

The direction of traffic should be related to the number of persons on each floor, the number of emergency stairwells available, and the number of floors directly exposed to the fire or emergency.

Evacuation priority – There should be a positive means of directly notifying occupants to evacuate. Definite priority must be given to those floors directly involved and floor immediately adjacent to the emergency.

Method of evacuation – Building control will determine the safest and most efficient means of evacuation, depending on the nature of the emergency and scope of damage. This decision should be made known to floor control personnel and those floors affected. Floor control personnel on the endangered floors should be notified first.

To regulate flow, and to control the number of building occupants moving down single stairwells, alternate floors may be assigned different stairwells, thus providing an interval of two full flights between evacuating floors. (Actual floor number, rather than of odd or even, should be used when the building has no 13th floor number.)

On the emergency-involved floor, evacuation should be to the nearest available exit that can be reached safely.

Provisions should be made, and directions provided, to ensure that occupants move away from the building at all exit terminal points to a pre-determined location to facilitate a “head count” inventory of evacuation.

Evacuation Preparedness Self-Evaluation Checklist

Evacuation Preparedness Self-Evaluation Checklist				
Note: All questions in this checklist should be answered with "yes," "no," "NA" (not applicable), or "U" (undetermined). For all answers that are not "yes," or "NA," the specific areas needing correction, the persons responsible, etc., should be noted in the "comments" column.				
	Yes	No	U	Comments
<p>Floor Diagrams:</p> <p>Are floor plans prominently posted on each floor?</p> <p>Is each plan legible?</p> <p>Does the plan indicate every emergency exit on the floor?</p> <p>Is a person looking at the plan, properly oriented by an "X" (that is, "you are here now")?</p> <p>Are room number identifications for the floor as well as compass directions given?</p> <p>Are directions to stairwells clearly indicated?</p> <p>Are local and familiar terms used on the diagram to define directions to emergency exit stairwells? For example, are particular areas identified, such as mail room, cafeteria, personnel department, wash rooms and lavatories, etc.?</p> <p>Exit paths to stairwells:</p> <p>If color coding of pillars and doors, or stripes and markings on floors are used, are they properly explained?</p> <p>Is additional clarification needed?</p> <p>Are paths to exits relatively straight and clear of all obstructions?</p> <p>Are proper instructions posted at changes of direction en route to an emergency exit?</p> <p>Are overpressure systems and venting systems operative?</p> <p>Elevators:</p> <p>Are signs prominently posted at and on elevators warning of the possible dangers in use of elevators during fire and emergency evacuation situations?</p> <p>Do these signs indicate the direction of emergency exit stairwells which are available for use?</p> <p>Elderly and physically handicapped:</p> <p>Are there elderly or physically handicapped persons who will need assistance during a fire and emergency evacuation of premises?</p> <p>What provision is made for their removal during an emergency?</p> <p>Who will assist? How will the handicapped be moved?</p> <p>Emergency exit doors:</p> <p>Are all emergency exits properly identified?</p> <p>Are exit door location signs adequately and reliably illuminated?</p> <p>Do exit doors open easily and swing in proper direction (open out)?</p> <p>Are any exit doors blocked, chained, locked, partially blocked, obstructed by cabinets, coat racks, umbrella stands, packages, etc.?</p> <p>NOTE: Blockage must be prohibited and removed immediately.</p> <p>Are all exit doors self-closing?</p> <p>Are there complete closures of each door?</p> <p>Are all exit doors kept closed, or are they occasionally propped open for convenience or to allow for ventilation?</p> <p>NOTE: This practice must be prohibited.</p>				

	Yes/N A	No	U	Comments
Emergency stairwells: Are stair treads and risers in good condition? Are stairwells free of mops, pails, brooms, rags, packages, barrels, or any other obstruction materials? Are all stairwells equipped with proper handrails? Does each emergency stairwell go directly to the grade floor exit level without interruption? Does the stairwell terminate at some interim-point in the building? If so, are there clear directions at that point which show the way to completion of exit? Is there provision for directing occupants to refuge areas out of and away from the building when they reach the ground floor? Are directions provided where evacuees can congregate for a "head count" during and after the evacuation has been complete? Is there adequate lighting in the stairwell? Are any bulbs and/or fixtures broken or missing? Where? Describe locations. Are exits properly identified? Are they illuminated for day, night, and power-loss situations? Are any confusing non-exits clearly marked for what they are? Are floor numbers displayed prominently on both sides of exit doors? Emergency lighting: In the event of an electrical power failure or interruption of service in the building, is automatic or manually operated emergency lighting available? If not, what will be used? Where are stand-by lights kept? Who controls them? How would they be made available during an emergency? Is there an emergency generator in the building? Is it operable? Is it secured against sabotage? Is a "fail-safe" type of emergency lighting system available for the exit stairwells that will function automatically in event of total power failure? How long can it provide light? Is the emergency lighting tested on a regular monthly basis with results recorded? Who maintains such records? Communications: How should occupants of the building be notified that an emergency evacuation is necessary? Are one or more forms of communication systems available to each tenant floor? (P.A. system, Musak, stand-pipe phones, battery-operated "cellphones," etc.) If messengers must be used, have they been properly instructed? Is the communication system in good working condition? Under what emergency conditions is it used and who operates it? Is the communications system protected from sabotage? Do all occupants know how to contact building control to report a dangerous situation? Is the building's emergency communications system tested monthly? By whom and to what extent?				
Inspection Conducted by:	Date of Inspection:			
Title:	Initials:			

Emergency Services Directory

- RESCUE..... Dial 911
- FIRE..... Dial 911
- POLICE Dial 911
- Park Building Property Management..... 407.649.0036
- Park Building Security Desk 407.839.8843

Other Important Numbers:

- Orange County Sheriff's Office (Non-Emergency) 407.836.4357
- Orlando Police Department (Non-Emergency) 321.235.5300
- Fire Information Desk (Non-Emergency) 321-235-5200
- American Bio-Recovery Association.....1.888.979.2272
Crime & Trauma Scene Clean-up Assistance
- CSX Transportation Police Dept1. ~~800-232-0144~~
(See also SunRail Operations & Control Center)
- Florida Highway Patrol (Non-Emergency) 407.737.2300
- Florida Highway Patrol (Turnpike Troop) 407.532-6797
- Florida Poison Information Center1.800.222.1222
- Forest Fires and Authorizations 407.888-8760
- Orlando International Airport & Orlando Executive Airport 407.825.2001
- Orlando Sanford International Airport..... 407.585.4000
- Kissimmee Gateway Airport 407.847.2821
- SunRail Operations & Control Center 855.724.5411
Railroad Emergencies

Deleted: 877-835-5279

Hospitals

Central Florida Regional Hospital – Sanford.....(407) 321-4500

~~AdventHealth~~ Altamonte ~~Springs~~.....(407) 303-2200

Deleted: Florida Hospital

~~AdventHealth~~ Apopka(407) ~~609-7000~~

Deleted: Florida Hospital

Deleted: 889-1000

~~AdventHealth~~ Celebration.....(407) 303-4000

Deleted: Florida Hospital

Deleted: Health

~~AdventHealth~~ East Orlando(407) 303-8110

Deleted: Florida Hospital

~~AdventHealth~~ Orlando.....(407) 303-5600

Deleted: Florida Hospital

Deleted: Main Campus

~~AdventHealth~~ Kissimmee(407) 846-4343

Deleted: Florida Hospital

~~AdventHealth~~ Winter Park.....(407) 646-7000

Deleted: Florida Hospital

Deleted: Memorial Hospital

Nemours Children’s Hospital, Orlando(407) 567-4000

Orlando Health - Main(321) 843-~~2584~~

Deleted: 7000

Orlando Health - Arnold Palmer Children’s Hospital.....(407) 649-9111

Orlando Health - ~~Health Central Hospital~~(407) 296-1000

Deleted: Central Hospital Ocoee

Orlando Health - Winnie Palmer(321) 843-9792

Orlando Health - MD Anderson(407) 648-3800

Orlando Health - ~~UF Health Cancer Center~~ ~~(321) 841-1869~~

Deleted: -

Deleted: Dr. Phillips

Deleted: (407) 351-8500

Orlando Health - South Seminole(407) 767-1200

Orlando Health - South Lake(352) 394-4071

Osceola Regional Hospital Kissimmee.....(407) 846-2266

Closing Statement

While the Continuity of Operations Plan (COOP) is designed to provide a flexible framework that can be used under various circumstances, future unforeseen events may reveal the need to update the plan. With this in mind, the COOP should be seen as a living document. As new challenges and solutions are identified, the COOP should be updated to provide the most useful plan for MetroPlan Orlando staff to maintain business continuity. Furthermore, changes in personnel and/or individual contact information should be kept current at all times. Also, newly hired staff should be trained on the procedures contained in this plan. Finally, internal reviews should be conducted periodically to ensure that staff is aware of the proper procedures and to guarantee that staff have access to the COOP both at home and at the office. By continually monitoring the relevance of the plan and ensuring it remains updated, the COOP will enable MetroPlan Orlando staff to ensure business continuity at all times.

Sources

American National Standards Institute, 1430 Broadway, New York, NY 10018. *Elevators, Escalators, and Moving Walks* (ANSI/ASME A17.1-1984).

Building Officials and Code Administrators International, 4051 Flossmore Rd., Country Club Hills, IL 60477. *Standard for the design and Installation of the Suppression System for Life Safety*.

National Fire Protection Association, Batterymarch Park, Quincy, Mass. 02269. "Catalog Price List."

National Safety Council, 1121 Spring Lake Drive, Itasca, IL 60143. *Accident Prevention Manual for Industrial Operations*, 8th ed.

Federal Fire Prevention and Control Act of 1974. (Public Law 93-498). Oct. 29, 1974.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 South Woodland Boulevard
DeLand, FL 32720

KEVIN J. THIBAUT, P.E.
SECRETARY

7, 2020

Re: Statewide Mobility Week (October 30 through November 6, 2020)

Dear Community Partner,

On behalf of the Florida Department of Transportation (FDOT), I would like to invite your agency to participate in the third annual ***Statewide Mobility Week*** from October 30 through November 6. Mobility Week is a coordinated and concentrated celebration of activities to promote safe, multimodal transportation choices. During Mobility Week, partner agencies across the state host events and offer special promotions to encourage Floridians to try new transportation options.

Mobility Week was originally launched in 2016 in Central Florida as a FDOT District 5 initiative. Since its inception, our community partners have embraced the idea of collaboratively promoting safety and the use of transportation alternatives. The goal of promoting safe and sustainable transportation choices is not just embodied in the Florida Transportation Plan, but also in the regional long-range plans and local comprehensive plans of many of our partners.

During Mobility Week 2019, 235 partners hosted 193 events across 53 counties. In Central Florida alone, we hosted 50 events across nine counties with a message of promoting safe transportation choices. Last year's events included transit travel trainings, transit awareness events, free transit rides, group bicycle rides, bicycle helmet fittings, commuter travel choices events, walking tours and audits, professional workshops, community events, and other pedestrian and bicycle safety awareness events.

Considering recent developments, we are thinking of strategies that would make Mobility Week more resilient and exploring opportunities to host events virtually. Please check our website for updates on any upcoming changes.

The success of this initiative relies heavily on community partners like you. I hope you will join us as a partner agency and host events during the 2020 Mobility Week. Please e-mail us at contact@mobilityweekfl.com if you have any questions or would like to register as a partner. To learn more, please visit www.mobilityweekfl.com. I look forward to another great year.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Perdue", is written over a light blue horizontal line.

Jared W. Perdue, P.E.
Interim District Five Secretary

Improve Safety, Enhance Mobility, Inspire Innovation

Current PD&E Projects in MetroPlan Orlando Area

FM#	Project Name	County	Agency PM	Consultant	Class of Action	LDCA Anticipated	Design Funded FY	Design Funded Amount	Design Status	ROW Funded FY	ROW Funded Amount	Construction Funded FY	Construction Funded Amount
438030-1	PD&E - Widen Beachline East (SR 528) from SR 520 to East of Industry Road	Orange & Brevard	Rax Jung	Jacobs	SEIR	TBD	Not funded	Not funded	NA	Not funded	NA	Not funded	NA
438547-1	PD&E - Orlando South Ultimate Interchange @ SR 528 (MP 4) and SR 91 (MP 254)	Orange	Rax Jung	Hardesty and Hanover	SEIR	Dec-20	Not funded	Not funded	NA	FY 2022 FY 2023 FY 2024	\$80K \$490K \$559K	Not funded	NA
441224-1	PD&E - Widen Turnpike Mainline from Kissimmee Park Road to US 192	Osceola	Rax Jung	Dewberry Engineers	SEIR	Dec-20	FY 2024	\$570K	NA	FY 2021 FY 2022	\$6.8M \$3.2M	FY 2024	\$90.7M
444007-1	Widen Turnpike Mainline from SR 408 to SR 50	Orange	Rax Jung	RS&H	SEIR	Sep-21	Not funded	Not funded	NA	Not funded	NA	Not funded	NA
	Northeast Connector Expressway Phase 1 ¹	Osceola	Will Hawthorne	RS&H	PEIR	Oct-21	Not funded	Not funded	NA	Not funded	NA	Not Funded	NA
	SR 414 Expressway Extension ²	Orange & Seminole	Will Hawthorne	Jacobs	PEIR	Jun-21	FY 2022 FY 2023 FY 2024	\$1.5M \$3.1M \$3.1M	NA	Not Funded	NA	FY 2025	\$20.9M
	Southport Connector (from Poinciana Pkwy to Canoe Creek Rd [CR 523])	Osceola & Polk	Will Hawthorne	TBD	PEIR	Nov-21	Not funded	Not funded	NA	Not funded	NA	Not funded	NA
	Osceola-Brevard County Connector	Osceola, Brevard & Orange	Will Hawthorne	Kimley-Horn	CF&M	Aug-21	Not funded	Not funded	NA	Not funded	NA	Not funded	NA

Upcoming PD&E Projects in MetroPlan Orlando Area

FM#	Project Name	County	PD&E Funded FY	PD&E Funded Amount	Anticipated Class of Action
437200-1	US 17/92 from Polk County Line to 1,900' West of Poinciana Blvd	Osceola	2020	\$1,707,740	Type II CE
437174-2	SR 535 from US 192 to SR 536/World Center Drive	Osceola	2020	\$1,825,000	Type II CE
423374-2	Widen Turnpike Mainline from SR 70 to SR 60	St. Lucie, Indian River, Okeechobee Osceola	2021	\$4,000,000	SEIR
444006-1	Widen Turnpike Mainline from Sand Lake Road to SR 408	Orange	2022	\$4,000,000	SEIR
423374-3	Widen Turnpike Mainline from SR 60 to Kissimmee Park Road	Osceola	2022	\$4,000,000	SEIR
446164-1	Widen Western Beltway from I-4 to Seidel Road	Osceola	2021	\$4,000,000	SEIR
446581-1	Extension of Poinciana Parkway from CR 532 to I-4/SR 429 Interchange	Osceola	2021	\$3,500,000	Type II CE

FDOT D5

FTE

CFX



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SUITE 200
ORLANDO, FLORIDA 32801

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FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

June 16, 2020

The Honorable Ron DeSantis
Governor, State of Florida
The Capitol
400 S. Monroe Street
Tallahassee, FL 32399-0001
Ron.DeSantis@myflorida.gov
Via Electronic and USPS Delivery

RE: Authority to Conduct Virtual Public Meetings

Governor DeSantis,

As a state and nation, we are facing an unprecedented challenge with the COVID-19 pandemic and urge you to consider extending the authority to conduct virtual public meetings until such time that they may be safely held in person. MetroPlan Orlando joins numerous other local governments, local government associations, and entities who are seeking appropriate planning time to enact socially distant protocols for board members and the public who seek to attend such meetings.

The 20 voting members of the MetroPlan Orlando Board take seriously the need to work as partners in setting transportation priorities for the region. The board includes representatives from local governments (Orange, Seminole and Osceola Counties, as well as the cities of Orlando, Altamonte Springs, Apopka, Sanford, and Kissimmee) and transportation operating agencies (Central Florida Expressway Authority, Kissimmee Gateway Airport, Greater Orlando Aviation Authority, and Lynx/SunRail). Additionally, five non-voting advisors represent committees and other transportation organizations sit on the board to provide input.

The board is required to provide reasonable notice of our meetings per Section 286.011(1), Florida Statutes, and must specify the location of such meetings. The current meeting place for the MetroPlan Orlando board will not be adequate due to social distancing recommendations from the CDC, WHO and other health organizations. The board is in the midst of making important changes to planning documents that take months to contemplate. By extending the virtual meeting deadline you will allow for us to make necessary changes, while contemplating changes to future board meeting locations in order to provide for a safe space for the public to participate.

It is vital for MetroPlan Orlando, and many other boards throughout the State, to know whether the authority exists to continue to hold such meetings virtually, through at least July but preferably longer, in order to complete the necessary changes that will allow us to provide a safe environment for both the public and elected officials to attend such public meetings.

Thank you for your time and consideration.

Respectfully,

Gary Huttman, AICP
Executive Director, MetroPlan Orlando