



DATE: Wednesday, November 18, 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/84558990153?pwd=TWdZS0dFQ2VWw1BxcElpMndNWjNwZz09>

Passcode: 594937

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

<https://metroplanorlando.org/meetings/metroplan-orlando-board-virtual-meeting-11-18-20/>

*The MetroPlan Orlando offices, in response to the COVID-19 pandemic, are following guidelines for group gatherings by limiting access for the board meeting to maintain safe social distancing. Members of the public may access this meeting virtually and participate via the Zoom link above, or by dialing in. A limited number of the public may attend in person, space permitting. RSVPs are required as we are limiting the number of individuals allowed in the MetroPlan Office. Attendees can RSVP through the calendar item link above. We strongly encourage virtual participation in order to provide the safest meeting environment for board members, staff and the public. Masks are required and temperature checks will be conducted upon entrance. 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](https://MetroPlanOrlando.org/Virtualmeetings)*

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Commissioner Bob Dallari, Board Chairman, Presiding

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

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE (Boardroom) 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

Public comments relating to **Action Items** may be submitted in advance of the meeting, by email to [Comment@MetroPlanOrlando.org](mailto:Comment@MetroPlanOrlando.org). Emailed comments will be read into the record by a meeting moderator. Public comments may be submitted prior to the meeting by dialing 407-906-2347 to leave a voice message. Voice messages will be summarized and read into the record by the meeting moderator.

Anyone wishing to speak during the hybrid meeting should complete an [electronic speaker card](#). The Chairperson will first recognize online attendees. When called upon, speakers should use the Raise Hand feature on the Zoom platform, and you will then be invited to unmute your microphone to speak. Each speaker should state his/her name and address for the record and is limited to two minutes. In-person speakers will be called next. Again, each speaker 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 September 9, 2020 Board meeting
- B. Approval of Financial Report for August & September 2020
- C. Board & Committee Meeting Schedule – 2021
- D. Approval & Acceptance of the Annual Financial Report & Audit
- E. Approval of FY 2021 Budget Amendment #3 - STIC Grant Award
- F. Approval of updated Internal Operating Procedures

- G. Approval of updated Community Advisory Committee By-Laws
- H. Approval of updated Transportation Systems Management & Operations Committee By-Laws
- I. Approval of updated Technical Advisory Committee By-Laws
- J. Approval of updated Municipal Advisory Committee By-Laws
- IX. OTHER ACTION ITEMS
  - A. *FDOT Amendment to FY 2020/21 - 2024/25 TIP* (Tab 2)
- X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item) (Tab 3)
  - A. Executive Director's Report
  - B. FDOT Monthly Construction Status Report
  - C. Letter to Mr. James Christian, FHWA regarding transportation projects in Orange, Osceola and Seminole Counties that received federal funds during FY 2019/20.
  - D. Letter of acknowledgement from US DOT – SR 426/CR419 Phase III BUILD Grant
  - E. Letter of acknowledgement from US DOT – Neptune Road BUILD Grant
  - F. Florida Chapter of The Nature Conservancy letter of support for the Florida Scenic Trail SR 528 'land bridge'
  - G. FDOT Work Program On Line Public Hearing – December 7-11, 2020
  - H. FDOT Work Program Public Hearing – December 10, 2020
  - I. Featured Research and Articles:
    - Bloomberg – To Lift Up Communities of Color-Fix Public Transit  
<https://www.bloomberg.com/news/articles/2020-10-19/transportation-is-a-racial-justice-issue>
    - Governing Magazine: The Case for Making Virtual Public Meetings Permanent  
[https://www.governing.com/nw/The-Case-for-Making-Virtual-Public-Meetings-Permanent.html?utm\\_term=READ%20MORE&utm\\_campaign=The%20Case%20for%20Making%20Virtual%20Public%20Meetings%20Permanent&utm\\_content=email&utm\\_source=Act-On+Software&utm\\_medium=email](https://www.governing.com/nw/The-Case-for-Making-Virtual-Public-Meetings-Permanent.html?utm_term=READ%20MORE&utm_campaign=The%20Case%20for%20Making%20Virtual%20Public%20Meetings%20Permanent&utm_content=email&utm_source=Act-On+Software&utm_medium=email)
    - Wyoming panel backs road user charge  
<https://landline.media/wyoming-panel-backs-road-user-charge/>

## **XI. OTHER BUSINESS/PRESENTATIONS**

### **A. 2045 MTP- Status Update on Public Participation Activities**

Ms. Cynthia Lambert, MetroPlan Orlando Staff

### **B. 2045 MTP- Preview of Cost Feasible Plan .**

Mr. Alex Trauger, MetroPlan Orlando Staff

### **C. 2045 MTP – Preview of Congestion Management Process (CMP) .**

Ms. Lara Bouck, MetroPlan Orlando Staff

## **XII. PUBLIC COMMENTS (GENERAL)**

Comments from the public, of a general nature, will be heard during this comment period. Public comments submitted in advance of the meeting, by email to [Comment@MetroPlanOrlando.org](mailto: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 hybrid meeting should complete an [electronic speaker card](#). The Chairperson will first recognize online attendees. When called upon, speakers should use the Raise Hand feature on the Zoom platform, and you will then be invited to unmute your microphone to speak. Each speaker should state his/her name and address for the record and is limited to two minutes. In-person speakers will be called next. Again, each speaker will have two minutes to speak.

## **XIII. NEXT MEETING: Wednesday, December 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](mailto:info@metroplanorlando.org) at least three business days prior to the event.*

*La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico [info@metroplanorlando.org](mailto:info@metroplanorlando.org) por lo menos tres días antes del evento.*

*As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made or include the testimony and evidence upon which the appeal is to be based.*

**TAB 1**





## **MetroPlan Orlando Board**

### **MEETING MINUTES**

**DATE:** Wednesday, September 9, 2020

**TIME:** 9:00 a.m.

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

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**Commissioner Bob Dallari, Board Chairman, Presided**

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#### **Members**

Hon. Jose Alvarez, City of Kissimmee  
Hon. Brandon Arrington, Central Florida Expressway Authority  
Hon. Pat Bates, City of Altamonte Springs  
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. Cheryl L. Grieb, Osceola County  
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. Mayra Uribe, Orange County  
Hon. Betsy VanderLey, Orange County  
Hon. Art Woodruff, City of Sanford  
Hon. Jay Zembower, Seminole County

**Advisors in Attendance:**

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

**Members/Advisors not in Attendance:**

Mr. Thomas Kapp, Kissimmee Gateway Airport

**Staff in Attendance :**

Mr. Jay Small, 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  
Mr. Mighk Wilsom  
Ms. Sarah Larsen  
Ms. Jasmine Blais

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

Commissioner Bob Dallari called the meeting to order at 9:06 a.m. and welcomed everyone. Commissioner Betsy VanderLey led the Pledge of Allegiance.

**II. CHAIRMAN'S ANNOUNCEMENTS**

Commissioner Dallari reviewed the virtual meeting procedures. He congratulated board members who were recently reelected. Commissioner Dallari provided a report on the July 30 Commuter Rail Commission meeting. He reported that attendees received an update from the

SunRail CEO and comments from FDOT Secretary Perdue. He noted that discussion at the meeting was primarily focused on SunRail Phase II North. Commissioner Mayra Uribe gave a report on the August 13 TDLCB meeting. She noted that committee members had a mobility services update from ACCESS LYNX, a presentation on the LYNX Automated Vehicle (AV) Service project, and a status update on the Planning Tasks for the 2045 MTP. She called attention to Resolution 20-13 recognizing Blind Americans Equality Day and suggested cities and counties may want to draft their own resolutions recognizing the day. Commissioner Dallari reported on the July 10 Central Florida MPO Alliance meeting which was held as a Regional Transportation Summit and included a joint meeting with West Florida Chairs Coordinating Committee.

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

Mr. Gary Huttman thanked board members for their continued support for the virtual meetings and he reviewed the virtual procedures. He called attention to the MetroPlan Orlando 2020 Annual Report which was sent out to Board and committee members. Mr. Huttman recognized MetroPlan Orlando staff members, Ms. Cynthia Lambert and Ms. Mary Ann Horne, for their four Florida Public Relations Association awards. He reminded board members of Florida Mobility Week scheduled for October 30 - November 6. Mr. Huttman called attention to the Best Foot Forward enforcement event on July 21 and recent MTP outreach events. He congratulated Mr. Nick Lepp and Mr. Alex Trauger on having presentations selected for the upcoming AMPO Virtual Conference. Mr. Huttman reported that NARC will host a virtual event on October 6-7.

### **IV. CONFIRMATION OF QUORUM**

Ms. Cathy Goldfarb conducted the roll call and confirmed a quorum of 19 voting members present.

### **V. AGENDA REVIEW**

Mr. Huttman reported there were no changes to the agenda, that they were ready to move forward with the agenda as printed.

### **VI. COMMITTEE REPORTS**

Ms. Virginia Whittington reported for Mayor Dale McDonald, who was delayed joining the meeting. She reported that MAC met on September 3<sup>rd</sup> and approved the previous meeting minutes. MAC members recommended approval of two amendments to the FY 2020/21-2024/25 TIP, the re-adoption of the FY 2025/26-2039/40 Prioritized Project List, and updates to the MAC bylaws. In addition, committee members had presentations on 2045 MTP Status Update on Preliminary Needs, the 2025 MTP Status Update on Public Outreach and a presentation on the 2045 Florida Transportation Plan.

Ms. Sarah Elbadri reported that Community Advisory Committee members met on August 26<sup>th</sup> and recommended approval of two amendments to the Transportation Improvement Program and the re-adoption of the Prioritized Project List. Committee members also recommended approval of the revised CAC bylaws. CAC members, she added, heard updates on the 2045 MTP, related to preliminary needs, as well as a presentation on MTP outreach activities.



Members also heard an update on the Florida Transportation Plan. Ms. Elbadri noted the next CAC meeting will be October 28.

Mr. Nabil Muhaisen reported TAC met on August 28th and recommended approval of the FDOT and SunRail roll forward amendments to the TIP, the re-adoption of the PPL and the updated TAC bylaws. TAC members heard presentations on the 2045 MTP Preliminary Needs, the MTP outreach update and the FDOT 2045 Florida Transportation Plan

Mr. Doug Jamison reported that the TSMO Committee met on August 28th and approved the June 26, 2020, TSMO meeting minutes. TSMO members also approved the FY 2020/21 - 2024/25 TIP roll forward amendments from FY 2019/20 to FY 2020/21; the FY 2020/21 - 2024/25 TIP SunRail roll forward amendments from FY 2019/20 to FY 2020/21; the re-adoption of the FY 2025/26 - 2039/40 Prioritized Project List (PPL) and updated TSMO bylaws. Mr. Jamison noted that committee members had a presentation by Mr. Eric Katz, FDOT Central Office, Statewide Non-Motorized Traffic Monitoring Program Coordinator on the Non-Motorized Traffic Counting Program. This program was established by the FDOT to provide bicycle and pedestrian volume and supporting statistics and information.

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

None.

## **VIII. CONSENT AGENDA**

- A. Approval of Minutes from June 29, 2020 Board meeting**
- B. Approval of Financial Report for June & July 2020**
- C. Approval of Board Personnel Committee Report on Executive Director's Annual Review**
- D. Ratification of FY 2020 Year End Budget Amendment #7**
- E. Approval to Extend the State Legislative Consultant Contract with Peebles Smith & Matthews, Inc for one additional year**
- F. Approval of FY 2021 Budget Amendment #1 (Roll Forward and New Grant)**
- G. Approval of FY 2021 Budget Amendment #2 to Add Additional Federal Urban (SU) Funds**
- H. Approval to extend Sole Source Contract with the University of Florida for maintenance of the Web-based Crash Database**
- I. Approval of contribution to Bike Walk Central Florida for Best Foot Forward Campaign**
- J. Approval of Board Resolution in support of "Blind Americans Equality Day"**
- K. Approval of Board Resolution in support of "Put the Brakes on Fatalities Day"**

**L. Authorization to Obtain Three (3) Competitive Quotes to Replace the Boardroom Audio/Visual System and Authority for the Executive Director and Staff to Make the Selection**

**MOTION:** Commissioner Jay Zembower moved approval of Consent Agenda, Action Items A-L. Commissioner Betsy VanderLey seconded the motion, which passed unanimously.

**IX. OTHER ACTION ITEMS**

**A. Approval of the Roll Forward Amendments to the 2020/21 - 2024/25 TIP**

Mr. Keith Caskey, MetroPlan Orlando staff, requested board approval that the FY 2020/21 - 2024/25 Transportation Improvement Program (TIP) be amended to include projects that had funds rolled forward from the previous TIP. A letter from the Florida Dept. of Transportation (FDOT) explaining the amendment request was provided, along with the FDOT Roll Forward Report, a fact sheet prepared by MetroPlan Orlando staff and the draft resolution. Mr. Caskey reviewed the reason for the amendment request and provided some key information.

**MOTION:** Commissioner Viviana Janer moved approval of the amendment to the FY 2020/21 - 2024/25 Transportation Improvement Program to include projects that had funds rolled forward from the previous TIP. Commissioner Betsy VanderLey seconded the motion, which passed unanimously (Roll vote conducted).

**B. Approval of the SunRail Roll Forward Amendments to the 2020/21-2024-25 TIP**

Mr. Keith Caskey, MetroPlan Orlando staff, requested board approval that the FY 2020/21 - 2024/25 TIP be amended to include SunRail projects that had funds rolled forward from the previous TIP. A letter from FDOT SunRail staff explaining the amendment request was provided, along with a fact sheet prepared by MetroPlan Orlando staff and the draft resolution. Mr. Caskey reviewed the reason for the amendment request and provided some key information.

**MOTION:** Commissioner Viviana Janer moved approval of the amendment to the FY 2020/21 - 2024/25 Transportation Improvement Program to include SunRail projects that had funds rolled forward from the previous TIP. Commissioner Mayra Uribe seconded the motion, which passed with one dissenting vote. (Roll vote conducted).

**C. Approval of the FY 2025/26 - 2039/40 Amended PPL**

Action was requested by Mr. Nick Lepp, MetroPlan Orlando staff, to re-adopt the FY 2025/26 - 2039/40 Prioritized Project List (PPL) to add projects and funding identified in the FY 2020/21 - 2021/22 Unified Planning Work Program. The PPL was originally adopted by the MetroPlan Orlando Board on June 29, and this re-adoption does not include any re-ranking of projects or changes in local government priorities. A fact sheet was provided.

Mr. Lepp reported that the only change was the addition of a line item for special local projects.

**MOTION:** Mayor Dale McDonald moved approval of the re-adoption of the FY 2025/26 - 2039/40 Prioritized Project List. Commissioner Jay Zembower seconded the motion, which passed unanimously

**D. Approval of Resolution 20-15 to conduct Virtual Committee Workshops through December 2020**

Ms. Virginia Whittington, MetroPlan Orlando requested approval of a resolution that would allow MetroPlan Orlando committees to meet virtually for the remainder of 2020. The meetings would be held in a workshop format with no action items for consideration. Commissioner Dallari suggested keeping a virtual component for future meetings to encourage public participation.

**MOTION:** Commissioner Mayra Uribe moved approval of the Resolution 20-15 allowing MetroPlan Orlando committees to meet virtually for the remainder of 2020. Commissioner Christine Moore seconded the motion, which passed unanimously

**X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT**

- A. Executive Director's Report
  - B. FDOT Monthly Construction Status Report
  - C. FDOT Mobility Week 2020 Announcement
  - D. Letter of Support for SunRail FRA Grant-State of Good Repair
  - E. Letter of Support for UCF Resiliency Research Grant
  - F. NARC, NADO, & AMPO joint letter pertaining to the U.S Census
  - G. FDOT Work Program On Line Public Hearing - Date TBD
  - H. MPOAC Legislative Year End Summary 2020
  - I. Air Quality Report
  - J. Revenue Estimating Conference – Transportation Revenues Executive Summary
  - K. Featured Articles and Research
- NACTO urges shift from 'outdated' speed-limit planning

<https://www.smartcitiesdive.com/news/nacto-urges-shift-from-outdated-speed-limit-planning/582204/>

Institute of Transportation Engineers, August 2020

Turbo Roundabouts: Design, Performance, and U.S. Opportunities

[https://staging.nxtbook.com/ygsreprints/ITE/ITE\\_Aug2020/stage.php#/p/26](https://staging.nxtbook.com/ygsreprints/ITE/ITE_Aug2020/stage.php#/p/26)

Addressing Common Crash Types at Multilane Roundabouts

[https://staging.nxtbook.com/ygsreprints/ITE/ITE\\_Aug2020/stage.php#/p/34](https://staging.nxtbook.com/ygsreprints/ITE/ITE_Aug2020/stage.php#/p/34)

**MOTION:** Commissioner Betsy VanderLey moved approval of the info items for acknowledgement. Commissioner Viviana Janer seconded the motion, which passed unanimously.

## **XI. OTHER BUSINESS/PRESENTATIONS**

### **A. 2045 MTP- Status Update on Preliminary Needs**

Mr. Alex Trauger, MetroPlan Orlando staff, provided a status update on the preliminary needs portion of the 2045 Metropolitan Transportation Plan (MTP). Mr. Trauger explained the multimodal needs assessment methodology and the preliminary findings multi-criteria analysis along with the needs and opportunities categories. He reviewed the roadway network, TSM&O, transit system and bicycle/pedestrian needs. Mr. Trauger reported that an interactive online data viewer is being developed for the MetroPlan Orlando website. In addition, he provided information on the next steps in both planning and public participation. Mr. Trauger informed board members that the MTP Working Group was scheduled to meet September 16<sup>th</sup> at 10:00 a.m. He encouraged board members to attend if they wanted more in-depth information.

### **B. 2045 MTP- Status Update on Public Outreach Activities**

Ms. Cynthia Lambert, MetroPlan Orlando Staff gave a status update on public outreach efforts for the 2045 MTP. Ms. Lambert reviewed the in-person pre-pandemic outreach approach and the current approach, which includes webinars, videos and a market research survey. She provided statistics on webinar participation and information on planned videos. Ms. Lambert covered the background information on the market research survey and survey outcomes including top three desired changes. She called attention to the 2020 Annual Report, which had been sent via mail and electronically. In addition, she provided a sampling of pre-pandemic youth outreach letters from local elementary school students.

**XII. PUBLIC COMMENTS (GENERAL)**

None.

**XIII. NEXT MEETING: Wednesday, November 18, 2020**

**XIV. ADJOURN BOARD MEETING**

There being no further business, the meeting adjourned at 10:22 a.m. The meeting was transcribed by Ms. Cathy Goldfarb.

Approved this 18th day of November 2020

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Commissioner Bob Dallari, Chairman

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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 08/31/20**

**ASSETS**

Operating Cash in Bank	\$	1,789,464.19
Petty Cash	\$	125.00
SBA Investment Account	\$	1,120,165.53
FL CLASS Investment Account	\$	1,175,205.38
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	37,249.05
Accounts Receivable - Grants	\$	474,851.07
Fixed Assets-Equipment	\$	603,475.02
Accumulated Depreciation	\$	(437,848.71)

<b>TOTAL ASSETS:</b>	<b>\$</b>	<b>4,782,686.53</b>
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**LIABILITIES**

Accrued Personal Leave	\$	334,180.46
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<b>TOTAL LIABILITIES:</b>	<b>\$</b>	<b>334,180.46</b>
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**EQUITY**

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	37,249.05
Deposits	\$	20,000.00
Unassigned:	\$	4,391,257.02

<b>TOTAL EQUITY:</b>	<b>\$</b>	<b>4,448,506.07</b>
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<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$</b>	<b>4,782,686.53</b>
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Net difference to be reconciled:	\$	-
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**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUES & EXPENDITURES**  
For Period Ending 08/31/20

REVENUES	Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 211,790.10	238,534.39	\$ 6,643,742.00	6,405,207.61	3.59%
State Revenue	\$ 15,691.99	15,691.99	\$ 319,887.00	304,195.01	4.91%
Local Revenue	\$ 0.00	0.00	\$ 1,239,185.00	1,239,185.00	0.00%
Interest Income	\$ 716.54	1,554.67	\$ 60,000.00	58,445.33	2.59%
Other	\$ 0.00	2,235.00	\$ 12,500.00	10,265.00	17.88%
Contributions	\$ 0.00	0.00	\$ 25,000.00	25,000.00	0.00%
Cash Carryforward	\$ 0.00	0.00	\$ 358,129.00	358,129.00	0.00%
Local Match - Transfers In	\$ 15,691.99	15,691.99	\$ 217,601.00	201,909.01	7.21%
<b>TOTAL REVENUES:</b>	<b>\$ 243,890.62</b>	<b>\$ 273,708.04</b>	<b>\$ 8,876,044.00</b>	<b>\$ 8,602,335.96</b>	<b>3.08%</b>
<b>EXPENDITURES</b>					
Salaries	\$ 126,428.43	205,043.23	\$ 1,822,218.00	1,617,174.77	11.25%
Fringe Benefits	\$ 44,990.92	70,391.36	\$ 602,422.00	532,030.64	11.68%
Local Match - Transfers Out	\$ 15,691.99	15,691.99	\$ 217,601.00	201,909.01	7.21%
Audit Fees	\$ 0.00	0.00	\$ 41,500.00	41,500.00	0.00%
Computer Operations	\$ 11,652.08	16,336.82	\$ 99,636.00	83,299.18	16.40%
Dues & Memberships	\$ 2,510.00	6,959.67	\$ 20,579.00	13,619.33	33.82%
Equipment & Furniture	\$ 4,825.50	4,825.50	\$ 242,000.00	237,174.50	1.99%
Graphic Printing/Binding	\$ 0.00	0.00	\$ 25,920.00	25,920.00	0.00%
Insurance	\$ 1,604.09	3,208.18	\$ 29,023.00	25,814.82	11.05%
Legal Fees	\$ 1,749.00	1,749.00	\$ 50,000.00	48,251.00	3.50%
Office Supplies	\$ 987.03	1,079.54	\$ 37,500.00	36,420.46	2.88%
Postage	\$ 652.55	702.75	\$ 3,300.00	2,597.25	21.30%
Books, Subscrips/Pubs	\$ 92.45	5,324.37	\$ 8,716.00	3,391.63	61.09%
Exec. Dir 457 Def. Comp.	\$ 1,153.84	2,307.68	\$ 18,000.00	15,692.32	12.82%
Rent	\$ 25,351.86	53,083.72	\$ 243,269.00	190,185.28	21.82%
Equipment Rent/Maint.	\$ 289.89	289.89	\$ 18,779.00	18,489.11	1.54%
Seminar & Conf. Regist.	\$ 0.00	0.00	\$ 41,640.00	41,640.00	0.00%
Telephone	\$ 476.49	476.49	\$ 9,250.00	8,773.51	5.15%
Travel	\$ 291.20	638.33	\$ 100,792.00	100,153.67	0.63%
Small Tools/Office Mach.	\$ 1,501.54	1,501.54	\$ 1,200.00	(301.54)	125.13%
HSA/FSA Annual Contrib.	\$ 0.00	0.00	\$ 12,500.00	12,500.00	0.00%
Computer Software	\$ 0.00	0.00	\$ 5,000.00	5,000.00	0.00%
Contingency	\$ 0.00	0.00	\$ 15,831.00	15,831.00	0.00%
Contractual/Temp Svcs.	\$ 232.00	696.00	\$ 3,530.00	2,834.00	19.72%
Interest Expense	\$ 0.00	0.00	\$ 72,283.00	72,283.00	0.00%
Pass-Thru Expenses	\$ 0.00	0.00	\$ 1,353,531.00	1,353,531.00	0.00%
Consultants	\$ 46,960.60	46,960.60	\$ 3,636,429.00	3,589,468.40	1.29%
Repair & Maintenance	\$ 0.00	0.00	\$ 1,800.00	1,800.00	0.00%
Advertising/Public Notice	\$ 327.08	327.08	\$ 11,855.00	11,527.92	2.76%
Other Misc. Expense	\$ 348.90	348.90	\$ 14,690.00	14,341.10	2.38%
Contributions	\$ 0.00	237.23	\$ 100,950.00	100,712.77	0.23%
Educational Reimb.	\$ 0.00	0.00	\$ 1,800.00	1,800.00	0.00%
Comm. Rels. Sponsors	\$ 0.00	0.00	\$ 12,500.00	12,500.00	0.00%
Indirect Expense Carryfwd.	\$ 0.00	0.00	\$ 0.00	-	0.00%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 288,117.44</b>	<b>\$ 438,179.87</b>	<b>\$ 8,876,044.00</b>	<b>\$ 8,437,864.13</b>	<b>4.94%</b>
<b>AGENCY BALANCE:</b>	<b>\$ (44,226.82)</b>	<b>\$ (164,471.83)</b>			

**METROPLAN ORLANDO  
AGENCYWIDE  
BALANCE SHEET  
For Period Ending 09/30/20**

**ASSETS**

Operating Cash in Bank	\$	1,808,749.17
Petty Cash	\$	125.00
SBA Investment Account	\$	1,120,467.77
FL CLASS Investment Account	\$	1,175,453.38
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	35,058.94
Accounts Receivable - Grants	\$	367,928.42
Fixed Assets-Equipment	\$	603,475.02
Accumulated Depreciation	\$	(437,848.71)

<b>TOTAL ASSETS:</b>	<b>\$</b>	<b>4,693,408.99</b>
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**LIABILITIES**

Accrued Personal Leave	\$	354,537.44
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<b>TOTAL LIABILITIES:</b>	<b>\$</b>	<b>354,537.44</b>
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**EQUITY**

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	35,058.94
Deposits	\$	20,000.00
Unassigned:	\$	4,283,812.61

<b>TOTAL EQUITY:</b>	<b>\$</b>	<b>4,338,871.55</b>
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<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$</b>	<b>4,693,408.99</b>
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Net difference to be reconciled:	\$	-
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**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUES & EXPENDITURES**  
For Period Ending 09/30/20

REVENUES	Current	Y-T-D	Budget	Variance Un/(Ovr)	% OF BUDGET
Federal Revenue	\$ 198,893.36	437,427.75	\$ 6,643,742.00	6,206,314.25	6.58%
State Revenue	\$ 27,806.55	43,498.54	\$ 319,887.00	276,388.46	13.60%
Local Revenue	\$ 47,009.50	47,009.50	\$ 1,239,185.00	1,192,175.50	3.79%
Interest Income	\$ 550.24	2,104.91	\$ 60,000.00	57,895.09	3.51%
Other	\$ 0.00	2,235.00	\$ 12,500.00	10,265.00	17.88%
Contributions	\$ 25,000.00	25,000.00	\$ 25,000.00	-	100.00%
Cash Carryforward	\$ 0.00	0.00	\$ 358,129.00	358,129.00	0.00%
Local Match - Transfers In	\$ 12,463.65	28,155.64	\$ 217,601.00	189,445.36	12.94%
<b>TOTAL REVENUES:</b>	<b>\$ 311,723.30</b>	<b>\$ 585,431.34</b>	<b>\$ 8,876,044.00</b>	<b>\$ 8,290,612.66</b>	<b>6.60%</b>
<b>EXPENDITURES</b>					
Salaries	\$ 150,135.50	355,178.73	\$ 1,822,218.00	1,467,039.27	19.49%
Fringe Benefits	\$ 51,541.48	121,932.84	\$ 602,422.00	480,489.16	20.24%
Local Match - Transfers Out	\$ 12,463.65	28,155.64	\$ 217,601.00	189,445.36	12.94%
Audit Fees	\$ 15,000.00	15,000.00	\$ 41,500.00	26,500.00	36.14%
Computer Operations	\$ 4,662.37	20,999.19	\$ 99,636.00	78,636.81	21.08%
Dues & Memberships	\$ 814.00	7,773.67	\$ 20,579.00	12,805.33	37.77%
Equipment & Furniture	\$ 0.00	4,825.50	\$ 242,000.00	237,174.50	1.99%
Graphic Printing/Binding	\$ 0.00	0.00	\$ 25,920.00	25,920.00	0.00%
Insurance	\$ 2,073.33	5,281.51	\$ 29,023.00	23,741.49	18.20%
Legal Fees	\$ 1,033.50	2,782.50	\$ 50,000.00	47,217.50	5.57%
Office Supplies	\$ 283.67	1,363.21	\$ 37,500.00	36,136.79	3.64%
Postage	\$ 319.25	1,022.00	\$ 3,300.00	2,278.00	30.97%
Books, Subscrips/Pubs	\$ 135.40	5,459.77	\$ 8,716.00	3,256.23	62.64%
Exec. Dir 457 Def. Comp.	\$ 1,230.77	3,538.45	\$ 18,000.00	14,461.55	19.66%
Rent	\$ 25,351.86	78,435.58	\$ 243,269.00	164,833.42	32.24%
Equipment Rent/Maint.	\$ 820.00	1,109.89	\$ 18,779.00	17,669.11	5.91%
Seminar & Conf. Regist.	\$ 198.71	198.71	\$ 41,640.00	41,441.29	0.48%
Telephone	\$ 487.58	964.07	\$ 9,250.00	8,285.93	10.42%
Travel	\$ 88.81	727.14	\$ 100,792.00	100,064.86	0.72%
Small Tools/Office Mach.	\$ 0.00	1,501.54	\$ 1,200.00	(301.54)	125.13%
HSA/FSA Annual Contrib.	\$ 0.00	0.00	\$ 12,500.00	12,500.00	0.00%
Computer Software	\$ 0.00	0.00	\$ 5,000.00	5,000.00	0.00%
Contingency	\$ 0.00	0.00	\$ 15,831.00	15,831.00	0.00%
Contractual/Temp Svcs.	\$ 0.00	696.00	\$ 3,530.00	2,834.00	19.72%
Interest Expense	\$ 0.00	0.00	\$ 72,283.00	72,283.00	0.00%
Pass-Thru Expenses	\$ 0.00	0.00	\$ 1,353,531.00	1,353,531.00	0.00%
Consultants	\$ 62,704.27	109,664.87	\$ 3,636,429.00	3,526,764.13	3.02%
Repair & Maintenance	\$ 0.00	0.00	\$ 1,800.00	1,800.00	0.00%
Advertising/Public Notice	\$ 761.43	1,088.51	\$ 11,855.00	10,766.49	9.18%
Other Misc. Expense	\$ 523.41	872.31	\$ 14,690.00	13,817.69	5.94%
Contributions	\$ 100,000.00	100,237.23	\$ 100,950.00	712.77	99.29%
Educational Reimb.	\$ 0.00	0.00	\$ 1,800.00	1,800.00	0.00%
Comm. Rels. Sponsors	\$ 0.00	0.00	\$ 12,500.00	12,500.00	0.00%
Indirect Expense Carryfwd.	\$ 0.00	0.00	\$ 0.00	-	0.00%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 430,628.99</b>	<b>\$ 868,808.86</b>	<b>\$ 8,876,044.00</b>	<b>\$ 8,007,235.14</b>	<b>9.79%</b>
<b>AGENCY BALANCE:</b>	<b>\$ (118,905.69)</b>	<b>\$ (283,377.52)</b>			



**DRAFT MetroPlan Orlando**  
**2021 Board & Committee Meeting Schedule**  
 250 S. Orange Avenue, Suite 200  
 Orlando, FL 32801

	<b>MetroPlan Orlando Board</b>	<b>Community Advisory Committee (CAC)</b>	<b>Technical Advisory Committee (TAC)</b>	<b>TSMO***</b>	<b>TDLCB***</b>	<b>Municipal Advisory Committee (MAC)</b>
	2 <sup>nd</sup> Wednesday @ 9:00 a.m.	4 <sup>th</sup> Wednesday @ 9:30 am.	4 <sup>th</sup> Friday @ 10:00 a.m.	4 <sup>th</sup> Friday @ 8:30 a.m.	2 <sup>nd</sup> Thursday Quarterly @ 10:00 a.m.	Thursday prior to the Board meeting @ 9:30 a.m.
<b>January</b>		January 27	January 22	January 22		
<b>February</b>	February 10	February 24	February 26	February 26	February 11	February 4
<b>March</b>	March 10					March 4
<b>April</b>		April 28	April 23	April 23		
<b>May</b>	May 12	May 26	May 21	May 21	May 13	May 6
<b>June</b>	June 9	June 23	June 25	June 25		June 3
<b>July</b>	July 14					July 8
<b>August</b>		August 25	August 27	August 27	August 12	
<b>September</b>	September 8					September 2
<b>October</b>		October 27	October 22	October 22		
<b>November</b>	November 10				November 18	November 4
<b>December</b>	December 8	December 1*	December 3*	December 3*		December 2

No meeting     
 \* Holiday Adjustment     
 \*\* Adjustment Due to Conflict

\*\*\* TSMO – Transportation Systems Management & Operations  
 TDLCB – Transportation Disadvantaged Local Coordinating Board



## **Board Action Fact Sheet**

**Meeting Date:** November 18, 2020  
**Agenda Item:** VIII.D. (Tab 1)  
**Roll Call Vote:** No

**Action Requested:** Approval and Acceptance of the Annual Financial Report and Audit

**Reason:** The annual financial report and audit must be approved and accepted by the MetroPlan Orlando Board annually.

**Summary/Key Information:** There were no management findings in the report. MetroPlan Orlando received a clean audit report and ended the fiscal year in good financial condition with an unrestricted net position of \$4,452,763.

**MetroPlan Budget Impact:** None

**Local Funding Impact:** None

**Committee Action:**  
CAC: N/A  
TSMO: N/A  
TAC: N/A  
MAC: N/A

**Staff Recommendation:** Recommends approval

**Supporting Information:** The full financial report is available at  
<https://metroplanorlando.org/wp-content/uploads/MetroPlan-Orlando-FY2020-Annual-Financial-Report-FINAL-1.pdf>

Required final communication from the auditors is available under tab 1.



November 18, 2020

To the Members of the Board of  
MetroPlan Orlando  
Orlando, Florida

We have audited the basic financial statements of MetroPlan Orlando (the “Organization”) as of and for the year ended June 30, 2020, and have issued our report thereon dated October 14, 2020. Professional standards require that we provide you with the following information related to our audit.

OUR RESPONSIBILITY UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS,  
GOVERNMENT AUDITING STANDARDS, AND THE UNIFORM GUIDANCE

As stated in our engagement letter dated November 16, 2016, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered your internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on the Organization’s major federal programs and major state project in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the OMB Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, as applicable.

As part of obtaining reasonable assurance about whether your financial statements are free of material misstatement, we performed tests of the Organization’s compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

In accordance with the OMB Uniform Guidance, we examined, on a test basis, evidence about compliance with the types of compliance requirements described in the OMB Uniform Guidance *Compliance Supplement* and the Florida Department of Financial Services *State Compliance Supplement* applicable to the Organization’s major federal programs and major state project for the purpose of expressing an opinion on the Organization’s compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on those compliance requirements.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to management.

#### SIGNIFICANT AUDIT FINDINGS

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The significant estimates included in the Organization's financial statements are estimates for depreciation expense.

The disclosures in the financial statements are neutral, consistent, and clear.

#### DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not note any misstatements which would be required to be communicated.

#### DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in a management representation letter dated October 14, 2020.

#### MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Members of the Board of  
MetroPlan Orlando  
November 18, 2020  
Page 3

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER INFORMATION IN DOCUMENTS CONTAINING AUDITED FINANCIAL STATEMENTS

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the U.S., the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\*\*\*\*\*

This information is intended solely for the use of the Members of the Board and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

**MSL, P.A.**

*cf*  
CCH-35008-[06/30/20]-MetroPlan Orlando-706-Final Req Communications



## **Board Action Fact Sheet**

**Meeting Date:** November 18, 2020

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

**Roll Call Vote:** No

**Action Requested:** Approval of FY'21 Budget Amendment #3

**Reason:** This budget amendment will add a new grant to the PL agreement for the I-4 Corridor Coalition. In addition, the amendment will reallocate SU funds to reconcile the budget.

**Summary/Key Information:** A grant was awarded to MetroPlan Orlando from the State Transportation Innovation Council (STIC) Incentive Program for work conducted by the I-4 Coalition. The total award is \$125,000 which includes a \$25,000 local match

**MetroPlan Budget Impact:** Overall impact to the MetroPlan budget is an increase of \$150,000.

**Local Funding Impact:** Cash carryforward in the amount of \$25,000 will be used as a local match requirement.

**Committee Action:**

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

**Staff Recommendation:** Recommends approval

**Supporting Information:** The budget amendment document, updated agencywide budget, and updated task 330 are available under tab 1.

## FINANCE USE ONLY:

Approved Bd Mtg:  
Agenda Item #:

Entered:

B E No. :  
FDOT No. :

FY 2020

3  
A3

## REQUEST FOR UPWP BUDGET AMENDMENT

DATE: 11/3/2020

(WHOLE DOLLARS ONLY)

PROJECT	ELEMENT	CODE	DESCRIPTION	AMOUNT	
				REVENUES	EXPENDITURES
34521	--	40000	Federal Grant Revenue	100,000	
34521	--	49800	Local Funds Transfer	25,000	
34521	351330	50000	Salaries		39,386
34521	351330	50500	Fringe Benefits		13,261
34521	351330	59700	Indirect Costs		9,853
34521	351330	63000	Consultants		62,500
34321	321330	50000	Salaries		(39,386)
34321	321330	50500	Fringe Benefits		(13,261)
34321	321330	59700	Indirect Costs		(9,853)
34321	321330	63000	Consultants		62,500
37021	--	49700	Cash Carryforward	25,000	
37021	721100	59800	Local Match Transfer Out		25,000

TOTAL: \$ 150,000.00 150,000.00

## REASON(S):

To add STIC grant to PL agreement for I-4 corridor work and to reallocate SU funds to reconcile

Finance Director's Signature:

Jason S. Loschiavo

Date:

Executive Director's Signature:

Gary D. Huttman

Date:

REMARKS: \_\_\_\_\_

Revised 10/24/16



**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET**  
**FY 2020/2021**

<b>REVENUES</b>		BE3
<b>ACCOUNT</b>		<b>FY 2021</b>
<b>CODE</b>	<b>DESCRIPTION</b>	
40000	<b>FEDERAL REVENUES</b>	
	FHWA PL Planning Funds	2498737
	NEW FTA Sec 5305d Planning Funds X015	973106
	Carryfwd from FTA X014	531577
	Carryfwd from FTA X013	236129
	SU (NEW) TSR & TSMO Position	3160130
	STIC Grant FHWA	\$ 100,000
	DOT - CPED Grant	\$ 294,492
	<b>TOTAL FEDERAL REVENUES</b>	<b>\$ 7,794,171</b>
41000	<b>STATE REVENUES</b>	
	NEW FTA Sec 5305d Planning Funds X015	121638
	Carryfwd from FTA X014	66447
	Carryfwd from FTA X013	29516
	Transportation Disadvantaged Planning Funds NEW	102286
	<b>TOTAL STATE REVENUES</b>	<b>\$ 319,887</b>
	<b>LOCAL REVENUES</b>	
42900	Orange Co. Assessment	\$ 520,938
43000	Osceola Co. Assessment	\$ 147,876
43100	Seminole Co. Assessment	\$ 183,087
43200	Altamonte Springs Assessment	\$ 22,647
43300	Kissimmee Assessment	\$ 37,400
43400	Orlando Assessment	\$ 145,900
43500	Sanford Assessment	\$ 30,135
44300	Apopka Assessment	\$ 26,202
43700	CFX	\$ 25,000
43800	Sanford Airport Authority	\$ 25,000
43900	GOAA	\$ 25,000
44000	LYNX	\$ 25,000
44100	Belle Isle	\$ 519
44110	Eatonville	\$ 165
44120	Edgewood	\$ 191
44130	Maitland	\$ 1,487
44140	Oakland	\$ 237
44150	Ocoee	\$ 3,354
44160	Windermere	\$ 209
44170	Winter Garden	\$ 3,330
44180	Winter Park	\$ 2,131
44190	St. Cloud	\$ 3,374
44200	Casselberry	\$ 2,117
44210	Lake Mary	\$ 1,230
44220	Longwood	\$ 1,115
44230	Oviedo	\$ 2,821
44240	Winter Springs	\$ 2,720
	<b>TOTAL LOCAL ASSESSMENTS</b>	<b>\$ 1,239,185</b>
	<b>OTHER REVENUES</b>	
45000	Interest Income	60000
47000	Reimbursement of Claims & Expenses	12500
48900	Other Grant/Contribution Income (MPO Alliance)	25000
49700	Cash Carryforward	383129
	<b>TOTAL LOCAL REVENUES (ASSESSMENTS + OTHER)</b>	<b>\$ 1,719,814</b>

**METROPLAN ORLANDO**  
**AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET**  
**FY 2020/2021**

49800	STIC Grant Local Match FHWA	\$	25,000
49800	Local Match Transfer Out for New FTA X015	\$	121,638
49800	Local Match Transfer Out for Rollover FTA X014	\$	66,447
49800	Local Match Transfer Out for Rollover FTA X013	\$	29,516
<b>TOTAL LOCAL MATCH</b>		\$	<u>242,601</u>
<b>TOTAL REVENUES:</b>		\$	<u><b>10,076,473</b></u>

**EXPENDITURES**

**ACCOUNT**

<b>CODE</b>	<b>DESCRIPTION</b>	
50000	Salaries, Leave & Car Allow.	1,822,218
50600	Fringe - FICA Employer	126,099
50700	Fringe - Unemployment Ins	10,000
50800	Fringe - Health Insurance Emplr.	270,861
50900	Fringe - Dental Insurance Emplr.	5,699
51000	Fringe - Life Insurance Emplr.	1,282
51100	Fringe - Long-Term Disability	2,331
51200	Fringe - Workers Comp Ins.	4,000
51300	Fringe Pension Fund ICMA 401	180,722
51500	Fringe - VisionCare Insurance	1,428
51600	Fringe - Short-Term Disability	0
51700	Fringe - Grant Carry Forward	0
59800	Local Match Transfer Out	242,601
60400	Audit Fees	41,500
60500	I-Computer Operations	99,636
60600	Dues and Memberships	20,579
60700	Equipment	242,000
60800	Graphic Printing & Binding	25,920
60900	Insurance	29,023
61000	Legal Fees	50,000
61100	Office Supplies	37,500
61200	Postage	3,300
61300	Books, Subscrips & Pubs	8,716
61400	Deferred Comp 457 Ex Dir	18,000
61500	I- Rent	243,269
61600	I-Equipment Rent & Maintenance	18,779
61700	Seminars & Conf. Registration	41,640
61800	I - Telephone	9,250
61900	Travel Expenses	100,792
62000	Small Tools/Office Machinery	1,200
62100	HSA Employer Contribution	12,500
62200	Computer Software	5,000
62500	Contingency	15,831
62600	Contractual/Temporary Services	3,530
62700	Interest Expense	72,283
62900	Pass-Through Expenses	1,353,531
63000	Consultants	4,811,858
63100	Repair & Maintenance	1,800
63400	Advertising/Public Notice	11,855
64100	Other Miscellaneous Expense	6,690
64300	Awards & Promotional Expense	8,000
64400	Contributions	100,950
64500	Educational Reimbursement	1,800
64600	Comm. Relations Sponsorships	12,500
64700	Grant Carry Forward - Indirect	0
<b>TOTAL EXPENDITURES:</b>		<u><u><b>10,076,473</b></u></u>

## Task 330 – Transportation Systems Management & Operations

### Purpose

To promote an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

Previous Work	Adoption Date / Status
Staff support to the Transportation Systems, Management, and Operations (TSMO) Committee for continued deployment and implementation of TSMO products and services, such as ITS	Ongoing
Staff maintained its involvement with state and national activities through membership in the Intelligent Transportation Society of Florida and ITS America. Information on emerging ITS developments have been presented to Committees and the Board when appropriate.	Ongoing
Managed and coordinated technology investments in traffic signal retiming program.	Ongoing
Project management of the Region-wide Crash Database.	Ongoing
Participated in monthly meetings of the Community Traffic Safety Teams (CTST), TSMO Consortium, Traffic Incident Management (TIM) Team, Central Florida CAV Partnership and quarterly meetings of the AMPO Connected/Automated Vehicle Work Group monthly meetings.	Ongoing
Teamed with FDOT D5 and University of Central Florida to submit an application to the FHWA Automated Traffic Congestion Management Technology Deployment Grant.	Awarded in October 2017/ Ongoing
MetroPlan Orlando contracts consultant services to conduct traffic signal retiming and travel time delay (Before and After) studies.	2019 signal retiming completed in November 2019/ Ongoing
Project management of Connected and Autonomous Vehicle (CAV) Readiness Study	Ongoing/April 2020
Developed and managed Regional TSMO Program	September 2018/ Ongoing

Required Activities & Products	Milestone / Target Date
Advance recommendations from CAV Study	Ongoing
Monitor and advance recommendations and projects from ITS Master Plan	Ongoing
Evaluate Traffic Signal Timing and report on before and after benefits	July 2020/ Ongoing

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Required Activities & Products	Milestone / Target Date
Implementation of the Congestion Management Process	July 2020/ Ongoing
Consultant services may fall under this task for planning support - - Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Ongoing
Manage Regional TSMO Program	Ongoing
Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation.	Ongoing
As a sub-recipient to the Florida Department of Transportation (FDOT) for the use of the State Transportation Innovation Council (STIC) Incentive Program funds, MetroPlan Orlando will coordinate the integration of multi-jurisdictional collaboration, planning and research of TSMO strategies into MPO/TPO practices and procedures; work with the other MPOs/TPOs in Central Florida to enhance the role of TSMO in meeting mobility demands and safety concerns; and provide assistance as needed to cultivate a culture at the MPOs to enable a methodology for supporting TSMO projects. It is anticipated the Coalition will showcase the benefits of exercising TSMO in a Mega-Region.	December 2022

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program  
Fiscal Years 2020/2021 & 2021/2022

Task 330 - Transportation Systems Management & Operations										
Estimated Budget Detail for FY 2021										
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X015			SU Funds FY 2021	CPED FY 2021	STIC FY 2021	Total	
			Federal	State Match	Local Match					
A. Personnel Services										
MPO staff salaries, fringe benefits, and other deductions	\$ 386	\$ 46,555				\$ 92,096	\$ 23,059	\$ 52,647	\$ 214,743	
Subtotal:	\$ 386	\$ 46,555	\$ -	\$ -	\$ -	\$ 92,096	\$ 23,059	\$ 52,647	\$ 214,743	
B. Consultant Services/Pass Thru										
Contract/Consultant Services		\$ 232,130				\$ 1,312,838	\$ 263,825	\$ 62,500	\$ 1,871,293	
Pass Thru									\$ -	
Subtotal:	\$ -	\$ 232,130	\$ -	\$ -	\$ -	\$ 1,312,838	\$ 263,825	\$ 62,500	\$ 1,871,293	
C. Travel										
Travel Expenses							\$ 3,292		\$ 3,292	
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,292	\$ -	\$ 3,292	
D. Indirect Expenses										
Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 72	\$ 8,713				\$ 17,237	\$ 4,316	\$ 9,853	\$ 40,191	
Subtotal:	\$ 72	\$ 8,713	\$ -	\$ -	\$ -	\$ 17,237	\$ 4,316	\$ 9,853	\$ 40,191	
Total:	\$ 458	\$ 287,398	\$ -	\$ -	\$ -	\$ 1,422,171	\$ 294,492	\$ 125,000	\$ 2,129,519	

Task 330 - Transportation Systems Management & Operations										
Estimated Budget Detail for FY 2022										
Budget Category/Description		Local	FHWA (PL)	FTA 5305(d) - X016			SU Funds FY 2022	SU Funds FY 2021	Total	Total w/out FY'21 Funds
				Federal	State Match	Local Match				
A. Personnel Services										
	MPO staff salaries, fringe benefits, and other deductions	\$ 409	\$ 58,188				\$ 166,243		\$ 224,840	\$ 224,840
	Subtotal:	\$ 409	\$ 58,188	\$ -	\$ -	\$ -	\$ 166,243	\$ -	\$ 224,840	\$ 224,840
B. Consultant Services/Pass Thru										
	Contract/Consultant Services		\$ 250,000				\$ 1,014,544	\$ 200,000	\$ 1,464,544	\$ 1,264,544
	Pass Thru								\$ -	\$ -
	Subtotal:	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,014,544	\$ 200,000	\$ 1,464,544	\$ 1,264,544
C. Travel										
	Travel Expenses								\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Indirect Expenses										
	Actual indirect expenses allocated based on salary, leave and fringe costs - See Appendix B - Cost Allocation Plan for more details	\$ 73	\$ 10,360				\$ 29,599		\$ 40,032	\$ 40,032
	Subtotal:	\$ 73	\$ 10,360	\$ -	\$ -	\$ -	\$ 29,599	\$ -	\$ 40,032	\$ 40,032
	Total:	\$ 482	\$ 318,548	\$ -	\$ -	\$ -	\$ 1,210,386	\$ 200,000	\$ 1,729,416	\$ 1,529,416
***FY'21 funds are shown for tracking purposes and to tie to MPO budget. These funds do not increase the budgetary ceiling for FY'22 and are reduced from the total to tie to UPWP										

\*\*\*FY'21 funds are shown for tracking purposes and to tie to MPO budget. These funds do not increase the budgetary ceiling for FY'22 and are reduced from the total to tie to UPWP



## **MetroPlan Orlando Internal Operating Procedures Summary of Revisions and Updates November 2020**

### **Universal Changes**

- Changed Long Range Transportation Plan (LRTP) to Metropolitan Transportation Plan (MTP)
- Changed Orlando Urbanized Area to Orlando and Kissimmee Urbanized Areas
- Changed Chairman to Chairperson
- Removed all mentions/references to Osceola Expressway Authority

### **Section III Membership, Appointments, Terms of Office and Vacancies**

- Page 3, Paragraph (1): Added the word “Five” to clarify District Five

### **Section VI Organizational Units of MetroPlan Orlando**

- Page 6, Subparagraph (1)(c): Expanded role of Finance Committee to include function as Auditor Selection Committee
- Page 7, Removed reference to Regional Leadership Council
- Page 7, Added paragraph clarifying that each subcommittee may be expanded to include additional members for special purposes by appointment of the Chairperson and vote of the MetroPlan Orlando Board.
- Page 11, (2) clarifies process for MetroPlan Orlando Board Appointees to Community Advisory Committee.
- Page 11 (c), Removed sentence, “The MAC may adopt bylaws.” as all advisory committees are responsible for adopting its own set of applicable bylaws, which is submitted to the MetroPlan Orlando Board for final approval.
- Page 15 (3) (a), clarified Technical Advisory Committee responsibility to “review” transportation studies versus development and review.
- Page 19 (6), inserted “Road Side Units (RSUs) such as sensors and

### **Section VII Operating Procedures**

- Page 20, Paragraph (2) Included hybrid/virtual environment as option for board and advisory committee meetings.
- Page 20, Paragraph (3) Clarified that all meetings are open and accessible to the public, whether in-person or virtual.
- Page 20, Paragraph (4) Updated email address for public information

### **Section VIII Procedures for Public Involvement Process**

- Page 21, Paragraph (1) Change Public “Involvement” Plan to Public “Participation” Plan

- Page 21, Paragraph (2)(a) Noted all meetings, in-person or virtual will be accessible to people with disabilities to the maximum extent possible.
- Page 22, Subparagraph (c) Language revised to ensure adoption of core products are consistent with the Public Participation Plan, including applicable review and comment periods.

#### **Section IX Procedures for Amending the MTP and TIP**

- Page 24, Subparagraph (b) Clarifies overall process for requesting amendments.
- Pages 25-32, Formatting corrections
- Page 33, *Process for Approval* Further clarifies process

#### **Section XII Title VI Compliant Procedure**

- This section was updated for consistency with current, stand alone, Title VI Plan
- Page 42, Notes Title VI/Nondiscrimination Assurances dated May 2020 as Attachment 'A'

NOTE: *The pagination of final version may change once all revisions are accepted in the document.*



## **MetroPlan Orlando Internal Operating Procedures**

- I. Statement of Agency Organization and Operation
  - II. Vision and Mission Statements
  - III. Membership, Appointments, Terms of Office and Vacancies
  - IV. Officers
  - V. Executive Director
  - VI. Organizational Units of MetroPlan Orlando
  - VII. Operating Procedures
  - VIII. Procedures for Public Involvement Process
  - IX. Procedures for Amending the ~~Long Range~~Metropolitan Transportation Plan and the Transportation Improvement Program (TIP)
  - X. Minority Business Enterprise Program
  - XI. Title VI Complaint Procedure
- 

### **I. STATEMENT OF AGENCY ORGANIZATION AND OPERATION**

(1.) The Orlando Urban Area Metropolitan Planning Organization, d/b/a MetroPlan Orlando/A Regional Transportation Partnership is created under the provisions of 23 USC §134 et.seq and Section 339.175, Florida Statutes, and is charged in cooperation with the State of Florida to develop transportation plans and programs for the Orlando and Kissimmee ~~metropolitan~~Urbanized area. Such plans and programs must provide for the development of transportation facilities that will function as an intermodal transportation system for the metropolitan area. The process for developing such plans and programs shall be continuing, cooperative, and comprehensive to the degree appropriate based on the complexity of the transportation problems.

Additional information concerning MetroPlan Orlando may be obtained from the Interlocal Agreement creating MetroPlan Orlando, and the organization's website, [www.metroplanorlando.org](http://www.metroplanorlando.org).

(2.) AGENCY CLERK. The Clerk of MetroPlan Orlando is the Senior Board Services Coordinator, whose address is c/o MetroPlan Orlando, 250 South Orange Avenue,



Suite 200, Orlando Florida 32801, and telephone number (407) 481-5672 extension 3~~1507~~. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MetroPlan Orlando Board Members in the day-to-day operations of MetroPlan Orlando.

## II. **VISION AND MISSION STATEMENTS**

(1) The vision of MetroPlan Orlando is a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

(2) The mission of MetroPlan Orlando is to provide leadership in transportation planning by engaging the public and fostering effective partnerships. MetroPlan Orlando shall achieve this vision and mission by:

- (a) Preparing and maintaining up-to-date regional transportation plans.
- (b) Setting priorities for investing transportation resources to implement adopted regional plans.
- (c) Shaping and communicating a regional perspective on transportation issues.
- (d) Competing nationally and statewide for additional financial resources.
- (e) Identifying and advocating alternative local funding issues.
- (f) Building strong alliances with the business community, residents of the region, and neighboring jurisdictions in the Central Florida region.
- (g) Coordinating planning efforts with federal, state and local governments and other transportation agencies.
- (h) Recruiting and retaining top quality staff and consultants.

### III. MEMBERSHIP, APPOINTMENTS, TERMS OF OFFICE AND VACANCIES

(1) In accordance with Section 339.175, Florida Statutes, the designation of MetroPlan Orlando and the composition of its Board shall be accomplished by agreement between the Governor and units of general purpose local government within the Orlando and Kissimmee ~~Urbanized metropolitan~~ areas, consistent with the specific requirements of federal and state laws and on the basis of an equitable population distribution. The governing body of each governmental entity so designated appoints the appropriate number of members to the MetroPlan Orlando Board from eligible officials. The Chairpersons of the Technical Advisory Committee, Community Advisory Committee, and Transportation Systems Management and Operations Committee, serve as non-voting advisors of MetroPlan Orlando. Other non-voting advisors may also be appointed as deemed necessary by MetroPlan Orlando. In addition, the District ~~Five~~ Secretary of the Florida Department of Transportation and Kissimmee Gateway Airport serve as non-voting advisors to the MetroPlan Orlando Board. All non-voting advisors may attend and participate fully in governing board meetings, but shall not have a vote and shall not be members of the governing board.

(2) MetroPlan Orlando, as designated by the Governor of Florida and by Interlocal Agreement, consists of members who are representatives of:

- (a) City of Orlando
  - Office of Mayor (1)
  - City Commission (1)
- (b) Orange County (6)
- (c) Central Florida Expressway Authority (1)
- (d) City of Altamonte Springs
  - Office of Mayor (1)
- (e) Seminole County (2)
- (f) Osceola County (1)
- (g) City of Apopka

- Office of Mayor (1)
- (h) City of Kissimmee  
Office of Mayor (1)
- (i) City of Sanford  
Office of Mayor (1)
- (j) Central Florida Regional Transportation Authority (LYNX) (1)
- (k) Greater Orlando Aviation Authority (1)
- (l) Sanford Airport Authority (1)
- (m) Municipal Advisory Committee (1)

(3) A MetroPlan Orlando member entity may appoint, by action taken at an official meeting of the entity, an alternate for one or more of its appointed MetroPlan Orlando members.

(a) An alternate voting member's term shall be for no longer than the term of the voting member they represent as specified in Section 339.175(3)(b), Florida Statutes.

(b) A MetroPlan Orlando member entity shall notify MetroPlan Orlando, in writing, that the appointed individual may act as a regular alternate member in accordance with Section 339.175(3)(a), Florida Statutes, if the regular member cannot attend a meeting the alternate member may be designated for one or more specific meetings, at the discretion of the MetroPlan Orlando member entity.

#### IV. **OFFICERS**

(1) The last scheduled meeting of each calendar year shall be known as the Annual Meeting of MetroPlan Orlando and shall be for the purpose of electing new officers and conducting such other business as may come before the members. MetroPlan Orlando shall elect from its voting membership a ~~Chairman~~Chairperson, Vice ~~Chairman~~Chairperson and Secretary-Treasurer.

(2) Each officer shall be from a different local government or transportation agency.

(3) Each member so elected shall serve for one (1) year or until he/she is reelected or until his/her successor is elected. The ~~Chairman~~Chairperson, Vice ~~Chairman~~Chairperson and Secretary-Treasurer's terms of office shall be limited to two (2) consecutive one (1) year terms and neither shall be eligible again until two (2) additional years have elapsed, nor shall either be succeeded by a member from the same local government or agency for his/her respective office.

(4) The newly elected officers shall be declared installed and shall assume the duties of office at the first scheduled meeting of the new calendar year, or as designated by the board.

(5) The ~~Chairman~~Chairperson shall preside at all meetings of MetroPlan Orlando and perform all duties as may be prescribed by MetroPlan Orlando.

(6) The Vice ~~Chairman~~Chairperson will assume the duties and responsibilities of the ~~Chairman~~Chairperson in the ~~Chairman~~Chairperson's absence.

(7) The Secretary-Treasurer shall be responsible for ensuring the minutes and records of MetroPlan Orlando are kept in proper order.

(8) All official contracts, agreements and other documents approved for action by MetroPlan Orlando shall be signed by the ~~Chairman~~Chairperson or a designee approved by the Board, or either of the other two (2) officers.

## V. **EXECUTIVE DIRECTOR**

(1) The Executive Director is selected and appointed by MetroPlan Orlando members and serves at their discretion and pleasure.

(2) The Executive Director, under the general policy direction of MetroPlan Orlando and within its adopted guidelines, has the authority to perform the highest level leadership, managerial and administrative functions related to MetroPlan Orlando, including, but not limited to the following:

(a) Implementing the vision and mission of MetroPlan Orlando by providing the necessary leadership in planning and promoting a comprehensive intermodal surface transportation system.

(b) Working with MetroPlan Orlando in the development of strategies, goals, objectives and plans for growth management.

- (c) Developing positive working relationships with all constituents, coordinating entities and elected officials.
- (d) Building consensus among all stakeholders.
- (e) Procuring funding.
- (f) Developing and creating funding sources.
- (g) Evaluating plans and strategies to assure the highest level of results for Central Florida.

## VI. **ORGANIZATIONAL UNITS OF METROPLAN ORLANDO**

(1) MetroPlan Orlando has established the following Board committees within the twenty (20) member MetroPlan Orlando governing body:

(a) The Executive Committee consists of the ~~Chairman~~Chairperson, Vice ~~Chairman~~Chairperson, Secretary-Treasurer, the immediate past-~~Chairman~~Chairperson, and four other members approved by the Board. It meets as deemed necessary by the Board ~~Chairman~~Chairperson. The purpose of this Committee is to discuss issues and develop recommendations before they are presented to the full governing Board and other matters of general interest that are brought before it by the ~~Chairman~~Chairperson and the Executive Director.

(b) The Personnel Committee consists of the ~~Chairman~~Chairperson, Vice ~~Chairman~~Chairperson, Secretary/Treasurer, the immediate past-~~Chairman~~Chairperson and one other member approved by the Board. The purpose of this Committee is to address personnel-related issues.

(c) The Finance Committee consists of the ~~Chairman~~Chairperson, Vice ~~Chairman~~Chairperson, Secretary-Treasurer and three other members approved by the Board. The purpose of this Committee is to address financial issues associated with the organization and methods for generating additional funding sources to meet regional transportation needs. The Finance Committee shall also function as the Auditor Selection Committee for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services. The committee should follow the best practices

established by the GFOA (Government Finance Officers Association)  
<https://www.gfoa.org/materials/audit-committees>.

~~(e)~~ —

~~The Regional Leadership Council (RLC) consists of the Chairman and Vice Chairman of the MetroPlan Board, the Municipal Advisory Committee, the Technical Advisory Committee, the Transportation Systems Management and Operations Committee, and the Community Advisory Committee. The RLC serves as a critical advisory body for MetroPlan Orlando's overall transportation planning program. The RLC forwards policy, planning and programming recommendations to the MetroPlan Board for consideration.~~

Each of the committees listed above may be expanded to include additional members for special purposes by appointment of the Chairperson and vote of the MetroPlan Orlando Board.

~~(d)~~

(2) MetroPlan Orlando shall establish the following standing committees:

(a) Technical Advisory Committee (TAC), composed of planning, engineering, and/or management specialists, shall represent the various public governmental bodies, authorities, and agencies of Central Florida and shall be involved in the transportation planning process by the establishment of a technical advisory committee.

(1.) The intent of the membership composition of the Technical Committee is to represent planning and engineering expertise from federal, state, regional or local agencies. Municipalities within Orange, Seminole and Osceola Counties are eligible for representation. Voting representation for each jurisdiction will be determined by population, according to the latest census and/or the University of Florida population estimates. The MetroPlan Orlando Board may authorize additional voting representatives to the

Technical Advisory Committee, upon written petition through the Technical Advisory Committee.

(2.) The allocation of voting representation of the Technical Committee shall be based on the following criteria:

(a) Local jurisdictions with a population of 100,000 or more shall be allocated three (3) votes each.

(b) Local jurisdictions with a population between 50,000 and 99,999 shall be allocated two (2) votes each.

(c) Local jurisdictions with a population between 5,000 and 49,999 shall be allocated one (1) vote each.

(d) Local jurisdictions with population less than 5,000 shall be allocated one (1) non-voting seat each.

(e) Local transportation agencies/authorities and school districts shall be allocated one (1) vote each.

(3) The voting representation is three (3) voting representatives from each of the following:

(a) Orange County

(b) Osceola County

(c) Seminole County

(d) City of Orlando

(4) The voting representation is two (2) voting representatives from each of the following:

(a) City of Kissimmee

(b) City of Sanford

(5) The voting representation is one (1) voting representative from each of the following:

(a) City of Altamonte Springs

- (b) City of Apopka
- (c) City of Belle Isle
- (d) City of Casselberry
- (e) City of Lake Mary
- (f) City of Longwood
- (g) City of Maitland
- (h) City of Ocoee
- (i) City of Oviedo
- (j) City of St. Cloud
- (k) City of Winter Garden
- (l) City of Winter Park
- (m) City of Winter Springs

(6) The non-voting representation is one (1) from each of the following:

- (a) Town of Eatonville
- (b) City of Edgewood
- (c) Town of Oakland
- (d) Town of Windermere

(7) The voting representation is one (1) voting representative from each of the following transportation agencies/authorities and school districts:

- (a) Central Florida Regional Transportation Authority/LYNX
- (b) East Central Florida Regional Planning Council
- (c) Greater Orlando Aviation Authority
- (d) Kissimmee Gateway Airport
- (e) Central Florida Expressway Authority
- (f) Reedy Creek Improvement District
- (g) Sanford Airport Authority
- (h) Seminole County Public School District
- (i) Orange County Public School District



- ~~(j)~~—Osceola County Public School District
- ~~(k)~~—Osceola County Expressway Authority
- ~~(l)~~—

(8) Upon written petition to the Technical Advisory Committee, additional advisory, non-voting members may be appointed to the Technical Advisory Committee with the recommendation of the Technical Advisory Committee and the concurrence of the MetroPlan Orlando Board.

(9) In addition, there shall be non-voting advisors from each of the following agencies: the Florida Department of Transportation District V and the Florida's Turnpike Enterprise.

(b) Community Advisory Committee (CAC) whose 31 member committee shall consist of representatives from Orange, Seminole, and Osceola counties. Fifteen (15) shall be geographic seats appointed at-large from the jurisdictions as indicated below, and sixteen (16) shall be appointed by the MetroPlan Orlando Board:

(1.) Geographic Appointees

Orange County	3 seats
Osceola County	3 seats
Seminole County	3 seats
Orange County municipalities	2 seats
Osceola County municipalities	2 seats
Seminole County municipalities	2 seats

Municipal appointments shall be from the two largest municipalities in each county as determined by the most recent

University of Florida or U.S. Census population figures, whichever is most recent.

All geographic appointees shall reside in and be appointed by their respective county or municipality. In selecting new members for appointment, the appointing jurisdiction should consider the personal qualifications of the individuals as lay people in the community, outside the transportation industry, and should strive to include ethnic, social, and economic diversity. MetroPlan Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives.

(2.) MetroPlan Orlando Board Appointees

Multimodal Advocates	10 seats
Underserved	3 seats
Transportation Disadvantaged	2 seats (disabled or elderly)
Business community	1 seat

MetroPlan Orlando Board appointees must apply ~~for membership~~ through a process established by MetroPlan Orlando. The Community Advisory Committee shall ~~review—the applications—and~~ make recommendations to the MetroPlan Orlando board for approval.

In addition, a representative from LYNX and Florida Department of Transportation, District Five, shall serve as non-voting advisors.

- (c) Municipal Advisory Committee (MAC). A special purpose committee known as the Municipal Advisory Committee (MAC) consisting of Mayors, or Mayors' designee, of the smaller municipalities not directly represented on the MetroPlan Orlando Board. The

~~Chairman~~Chairperson of the MAC will be a voting member on the MetroPlan Orlando Board. ~~The MAC may adopt bylaws.~~ The voting membership of the MAC shall be the Mayor or Mayor's designee as follows:

- (1) City of Bay Lake
- (2) City of Belle Isle
- (3) City of Casselberry
- (4) Town of Eatonville
- (5) City of Edgewood
- (6) City of Lake Buena Vista
- (7) City of Lake Mary
- (8) City of Longwood
- (9) City of Maitland
- (10) Town of Oakland
- (11) City of Ocoee
- (12) City of Oviedo
- (13) City of St. Cloud
- (14) Town of Windermere
- (15) City of Winter Garden
- (16) City of Winter Park
- (17) City of Winter Springs

Every effort should be made for the Mayor or a member of the City Commission or Council to represent the membership on the Committee. However, where this is not feasible senior staff may be designated to serve.

- (d) A Transportation Systems Management and Operations (TSMO) Committee whose membership composition are planning and engineering expertise from Federal, State, regional or local agencies.

(1) The following jurisdictions are eligible to appoint voting members as indicated. Appointees should have an interest or active involvement in TSMO related activities:

- (a) Orange County (2)
- (b) Osceola County (2)
- (c) Seminole County (2)
- (d) City of Orlando (2)
- (e) City of Belle Isle (1)
- (f) City of Kissimmee (1)
- (g) City of Sanford (1)
- (h) City of Altamonte Springs (1)
- (i) City of Apopka (1)
- (j) City of Casselberry (1)
- (k) City of Lake Mary (1)
- (l) City of Longwood (1)
- (m) City of Maitland (1)
- (n) City of Ocoee (1)
- (o) City of Oviedo (1)
- (p) City of St. Cloud (1)
- (q) City of Winter Garden (1)
- (r) City of Winter Park (1)
- (s) City of Winter Springs (1)

(2) Municipalities whose population is less than 5,000 may each appoint one (1) non-voting member. These municipalities would include:

- (a) Town of Eatonville
- (b) City of Edgewood
- (c) Town of Oakland
- (d) Town of Windermere

(3) The following transportation agencies/authorities are also eligible for voting representation. Each agency may appoint one (1) voting representative:

(a) Central Florida Regional Transportation Authority/LYNX

(b) Central Florida Expressway Authority

~~(e) Osceola Expressway Authority~~

~~(d)~~(c) Reedy Creek Improvement District

~~(e)~~(d) Greater Orlando Aviation Authority

~~(f)~~(e) Kissimmee Gateway Airport

~~(g)~~(f) Orlando Sanford Airport

~~(h)~~(g) MetroPlan Orlando appointee

- (4) In addition, representatives from the following shall serve as non-voting advisors or members:
- (a) Florida Department of Transportation, District Five, non-voting advisor
  - (b) Florida's Turnpike Enterprise, non-voting advisor
  - (c) University of Central Florida, non-voting member
  - (d) Orange County Community Traffic Safety Team (Chair or designee), non-voting member
  - (e) Seminole County Community Traffic Safety Team (Chair or designee), non-voting member
  - (f) Osceola County Community Traffic Safety Team (Chair or designee), non-voting member

(3) The purpose and functions of these standing Committees shall be as follows:

- (a) Technical Advisory Committee:
- (1) Be responsible for the ~~development and~~ review of transportation studies, reports, plans and/or programs and recommending action pertinent to the subject documents to MetroPlan Orlando.
  - (2) Develop priority recommendations to MetroPlan Orlando or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
  - (3) Be responsible for assisting MetroPlan Orlando with coordinating public information activities concerning the studies.
  - (4) Serve as an advisory committee for the completion of all required transportation studies, plans development, and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.

- (5) Serve as an advisory committee to any and all duly constituted area-wide transportation authorities or boards, as well as area-wide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.
  - (6) Review, amend, comment and recommend bicycle and pedestrian facilities implementation plans to MetroPlan Orlando to guide in making road construction and improvement decisions.
  - (7) Study, pursue and encourage public and private funding for future bicycle and pedestrian related projects to further the implementation of the bicycle and pedestrian plans.
  - (8) Develop programs based on the four “E’s” of bicycle and pedestrian planning (Engineering, Education, Enforcement and Encouragement) to encourage and foster the increased use of bicycling and walking as transportation throughout the Orlando and Kissimmee Urbanized Areas.
  - (9) Carry out bicycle and pedestrian related tasks requested by MetroPlan Orlando
  - (10) Assist in other functions as deemed desirable by MetroPlan Orlando.
- (b) Community Advisory Committee:
- (1) Advise MetroPlan Orlando on public opinion in formulating goals and objectives for shaping the urban environment.
  - (2) Participate in public information programs.
  - (3) Provide an effective citizens’ review of the preliminary findings and recommendations for continuing study.
  - (4) Assist in other functions as deemed desirable by MetroPlan Orlando.
- (c) Municipal Advisory Committee (MAC) shall be to involve those municipalities that are not voting members of MetroPlan Orlando in the transportation planning process, and to provide a forum for those

municipalities to assess reaction to transportation planning proposals and to provide comment to the MetroPlan Orlando Board with respect to the concerns of the various municipalities' transportation needs.

- (1) Advise the MetroPlan Orlando Board as to the opinion of municipalities in formulating goals and objectives for shaping the urban environment.
  - (2) Conduct public information programs through open public meetings.
  - (3) Provide an effective review of the preliminary findings and recommendations of all transportation studies, reports, plans and/or programs and making recommendations to the MetroPlan Orlando Board.
  - (4) Participate in the development and review of the Orlando Urban Area ~~Long Range~~Metropolitan Transportation Plan.
  - (5) Assist in other functions as deemed desirable by the MetroPlan Orlando Board.
- (d) Transportation Systems Management and Operations (TSMO) Committee
- (1) Serve the MPO in an advisory capacity on TSMO matters relating to the update of the MPO's Congestion Management Process (CMP) of the MPO's ~~Long Range~~Metropolitan Transportation Plan (~~LRTPMTP~~) and the coordination of TSMO with the regional ITS architecture.
  - (2) Be responsible for the development and review of all studies, reports, plans and/or programs germane to TSMO and to recommend action pertinent to the subject documents to MetroPlan Orlando.



- (3) Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by TSMO studies and project applications.
- (4) Advise staff in the development of an Annual Congestion Management System Report as called for in the Congestion Management Process (CMP) Element of the MPO's long range plan also known as the Metropolitan Transportation Plan-LRTP, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively.
- (5) Annually review and revise the TSMO Prioritized Project List. This list will be the source of candidate projects to be implemented with the MPO's Congestion Management System (CMS) Box funds for the region and each County; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order.
- (6) Develop and recommend a list of traffic operations and TSMO project priorities to be implemented with CMS Box funds and/or MetroPlan Orlando's share of District Five Allocated STP and State funds. Projects may include improvements including, but not limited to, studies, plans, installing or synchronizing traffic control devices, safety and/or evacuation efficiency improvements, adding or extending turn lanes at intersections, TSMO deployments, system maintenance projects, operations,

Road Side Units (RSUs) such as sensors and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand.

(7) When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the TSMO prioritized project list and consistent with the list of recommended TSMO projects. MetroPlan Orlando staff or any committee member may bring design plans to the committee for review at the discretion of the committee.

(8) Participate in updates to the regional ITS architecture; and coordinate with the MPO's other advisory committees.

(4) Both the Technical Advisory Committee and the Community Advisory Committee shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs, so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area wide needs and properly related to area wide comprehensive plans, goals and objectives.

(5) Reports, studies, plans and programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review by the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, and Municipal Advisory Committee, as appropriate. A resolution may be noted as officially adopted by the MetroPlan Orlando Board and placed into effect upon signature by the MetroPlan Orlando ~~Chairman~~Chairperson without waiting for the

minutes of the entire meeting to be officially approved at the next MetroPlan Orlando board meeting.

## VII. **OPERATING PROCEDURES**

(1) MetroPlan Orlando shall meet at least four times a year at a time and location designated by MetroPlan Orlando and at such other times as the ~~Chairman~~Chairperson may determine necessary.

(2) Meetings may also be held in a hybrid virtual environment as long as a physical in-person quorum is met as applicable by Florida Sunshine laws. Advance notification of all meetings, ~~both-whether~~ regular business ~~and-or~~ special, shall be provided as required by applicable law.

(3) All MetroPlan Orlando Board and committee meetings will be open and accessible to the public whether in-person or virtual.

(4) The public may obtain information or make submissions or requests concerning MetroPlan Orlando matters to the Office of the Executive Director, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida 32801, by calling (407) 481-5672, or emailing [info@metroplanorlando.org](mailto:info@metroplanorlando.org).

(5) A quorum shall consist of a majority of those members entitled to vote. A majority shall consist of one-half the voting members plus one.

(6) MetroPlan Orlando members must be present to cast a vote. Any business transacted by MetroPlan Orlando must be approved by not less than a majority of the votes cast.

(7) Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the ~~Long Range~~Metropolitan Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order.

(8) Code of Ethics. Members, Officers, and Employees are required to comply with Florida Statute 112, Part III, Code of Ethics for Public Officers and Employees. Members are expected to abide by the ethical rules which govern their service on the organization they represent.

(9) All members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any member who becomes aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, and/or file a conflict of interest form into the record.

(10) The procurement of goods and services shall be conducted in accordance with applicable federal and state law and Resolution No. 05-01, Resolution Adopting the Procedures for Purchases, Sales, Services, and Contracts of MetroPlan Orlando, and as amended from time to time. Procedures for the resolution of protests arising from any contract bidding process are also provided in Resolution No. 05-01.

#### VIII. **PROCEDURES FOR PUBLIC INVOLVEMENT PROCESS**

(1) Federal transportation legislation requires all Metropolitan Planning Organizations to establish a public involvement process in conjunction with the overall transportation planning process occurring within their respective urban areas. MetroPlan Orlando's public involvement policy objectives and performance measures are outlined in the organization's Public ~~Participation~~~~Involvement~~ Plan to ensure that the requirements and criteria established under the legislation are met. The legislation states that public involvement processes be proactive and provide ~~complete~~ information, timely public notice, ~~full~~ access to key decisions, and opportunities for early and continuing involvement of the public in developing plans. MetroPlan Orlando's Public ~~Participation~~~~Involvement~~ Plan also outlines how MetroPlan Orlando will make information available to the public and how the public can provide input to the transportation planning process.

(2) In complying with the federal public involvement requirements listed above, MetroPlan Orlando shall specifically implement the following procedures:

(a) All meetings of the MetroPlan Orlando board and advisory committees shall be open to the public and opportunities for public comments shall be provided. ~~All~~~~P~~Public meetings ~~and hearings~~ shall be held in physical locations or virtual environments that are accessible to people with disabilities to the maximum extent possible.

(b) MetroPlan Orlando's public involvement process shall provide for early and continuing involvement in the transportation planning and programming process to all segments of the community. As specifically stated in the federal legislation, these segments are freight shippers, users of public transit, citizens, providers of transportation, affected public agencies, representatives of transportation agency employees, other interested parties, and segments of the community affected by transportation plans, programs, and projects. The process shall also provide for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households which may face challenges accessing employment and other amenities.

~~(e) — MetroPlan Orlando will follow guidelines from its Public Participation Plan related to core products such as the Metropolitan Transportation Plan and the Transportation Improvement Program to ensure the public has adequate opportunities to review and comment. Prior to the adoption of the Long Range Transportation Plan, at least one public hearing on the Plan shall be held within the Orlando metropolitan area. Advance notification shall be provided as required by applicable laws. The comments received from the public hearing process shall be taken into consideration by MetroPlan Orlando before the Long Range Transportation Plan is adopted.~~

~~(d) — A public meeting shall be held in conjunction with the annual Five-Year Transportation Improvement Program (TIP). Any comments received from the public will be taken into consideration by MetroPlan Orlando before the TIP is adopted.~~

~~(e) — The final adopted TIP shall be made available for review by the public at the MetroPlan Orlando staff offices and on the organization's website at [www.metroplanorlando.org](http://www.metroplanorlando.org).~~

~~(f)(c) The MetroPlan Orlando staff shall make presentations to various groups, civic organizations, Chambers of Commerce, etc. regarding the Central Florida transportation plans and programs occurring within the Orlando and Kissimmee Urbanized Areas.~~

~~(g)(d)~~ Information on transportation-related activities and occurring in MetroPlan Orlando's core transportation plans the Orlando and Kissimmee Urbanized Areas shall will be updated on a regular basis on the organization's website ([www.metroplanorlando.org](http://www.metroplanorlando.org)) ~~and in various publications.~~

~~(h)(e)~~ From time to time, surveys may be conducted to obtain a sample of public opinions on the transportation related issues affecting Central Florida, and to help MetroPlan Orlando determine what goals and objectives to pursue in planning for the future development of the Central Florida's transportation system.

~~(i)(f)~~ ~~In accordance with the provisions of federal and state laws, public meetings that are part of the public participation plan will be conducted at convenient and accessible locations at convenient times. In addition,~~ MetroPlan Orlando will utilize visualization techniques to describe ~~the~~transportation plans and make public information available, when possible, in an electronically accessible format and in plain language.

~~(j)(g)~~ MetroPlan Orlando's procedures for complying with federal requirements associated with Title VI of the Civil Rights Act of 1964 are outlined in the organization's *Title VI Program: Nondiscrimination Plan and Limited English Proficiency Language Plan*. Additionally, more information on the Title VI Complaint Procedure is contained in Section XII of these operating procedures.

## IX. **PROCEDURES FOR AMENDING THE METROPOLITAN TRANSPORTATION PLAN (L RTP MTP) AND THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

(1) The process for amending the adopted Orlando and Kissimmee Urbanized Areas Metropolitan Transportation Plan (aka Long Range Transportation Plan) is established as follows:

(a) Amendments to the L RTP MTP may be requested for consideration by MetroPlan Orlando at any time. To the extent feasible, amendments shall coincide with the adoption of the Transportation Improvement Program (TIP) by the MetroPlan Orlando Board in July of each year. MetroPlan Orlando staff will

work with applicants who believe they are not able to comply with the amendment schedule.

(b) Amendments shall be requested in writing describing the purpose and need for the project~~and~~, as well as its location and consistency with local government comprehensive plans, and shall be addressed to the MetroPlan Orlando Executive Director or ~~Deputy Executive~~ Director of Transportation Planning.

(c) Projects subject to the amendment request and review process:

- Any transportation project which involves a major improvement and funded either entirely or in part by Federal or State funds that are proposed to be added to or deleted from the adopted Long RangeMetropolitan Transportation Plan shall be subject to the amendment request and review process.

- Any proposed transportation project that is of a new or prototype technology, and will impact the adopted Long RangeMetropolitan Transportation Plan, shall be subject to the amendment request and review process.

- Any non-Federal or non-State funded proposed regionally significant (23 CFR 450.104) transportation project (including privately-funded projects) shall be reported to MetroPlan Orlando for addition into the Long RangeMetropolitan Transportation Plan through the amendment request and review process.

(d) Who may submit an amendment request:

- Amendment requests may be initiated by a government agency such as the State, a city, county or a transportation authority.

- Amendment requests originating from the private sector shall be sponsored by one or more local governments where the project is to be located.

(e) Action upon submittal of an amendment request.

- (1) Within 30 days, MetroPlan Orlando staff shall screen the amendment request to determine if there is a major impact

upon the transportation system and if a detailed analysis of the project.

- (2) If the MetroPlan Orlando staff finds that the amendment request contains insufficient information upon which to rule, the staff shall identify and request in writing from the applicant, prior to the expiration of the 30 day examination period, the additional information needed.
- (3) If the MetroPlan Orlando staff finds that the amendment request contains sufficient information upon which to rule, the staff shall notify the applicant in writing that the amendment request has been accepted for review.
- (4) Projects that have a total construction cost of less than \$4 million are to be considered a minor transportation improvement and a detailed analysis will not be required.

(f) If required, the detailed analysis shall describe the project impacts to the Metropolitan Transportation Plan Goals and Objectives, as follows:

- Safety and public health.
- Traffic Reliability and performance.
- Access and Connectivity.
- Health and Environment.
- Investment and Economy.

~~(1) — Current year and future year consistent with current adopted Long Range Transportation Plan.~~

~~(2) — Average daily traffic (ADT) and peak hour.~~

~~(3) — Directional traffic load.~~

~~(4) — Level of Service and roadway capacity.~~

• ~~Environmental and social impacts.~~

~~(1) — Minimal, moderate, or major impact on air quality.~~



~~(2) — Minimal, moderate, or major impact on wetlands displaced.~~

~~(3) — Minimal, moderate, or major impact on homes and businesses displaced.~~

~~(4) — Minimal, moderate, or major impact on public facilities.~~

~~• — Compatibility with all applicable local comprehensive plans and programs.~~

~~(1) — Existing and future land use.~~

~~(2) — Capital Improvement Programs.~~

~~(3) — Traffic Circulation and Transit Elements; and,~~

~~(4) — Bicycle & Pedestrian Plans.~~

~~• — Compatibility with MetroPlan Orlando adopted Long Range Transportation Plan and East Central Florida Regional Planning Council (ECFRPC) Strategic Regional Policy Plan.~~

•(g) Financial impact.

(1) Project capital cost subdivided according to preliminary engineering and design, right-of-way acquisition, and construction.

~~(2) — Identification of the funding source, time period and impact on other projects.~~

~~(g) — Annual Operations and Maintenance costs.~~

~~(2) —~~

~~• — Contribution to implementation of multi-modal transportation system.~~

~~(1) — Potential for inclusion of future bus and rail transit facilities.~~

~~(2) — Proximity to existing or proposed transit routes, transit centers and/or multi-modal facilities, and major activity centers.~~

~~(3) — Inclusion of transit passenger amenities.~~

~~(4) — Inclusion of bicycle and pedestrian facilities based on the following criteria:~~

- ~~(1) — Safety and public health.~~
- ~~(2) — Expected facility usage.~~
- ~~(3) — Contribution to regional bicycle and pedestrian systems.~~
- ~~(4) — Linkage with other transportation modes.~~
- ~~(5) — Improvement to school access.~~
- ~~(6) — Inclusion in adopted Growth Management Plans.~~
- (3) Compatibility with Local Government Comprehensive Plans and Programs.

(h)(2) Process of Evaluation:

(a) The following checklist of evaluation criteria developed by MetroPlan Orlando will be utilized to evaluate each amendment request:

(1) Checklist

- (a) Has the applicant assumed various transportation projects which may be of benefit to its project to be funded and constructed in the immediate time period when there may be no commitments for doing so?
- (b) Has the applicant used an acceptable method for measuring impacts to air quality?
- (c) Will the applicant prepare a mitigation plan for environmental impacts?
- (d) Has the applicant identified not only the project costs, but also the sources of funding?
- (e) Has the applicant provided evidence of funding commitments, both from itself and other parties involved?
- (f) For roadway projects, has the applicant used officially adopted Levels of Service (LOS) tables from FDOT in preparing its report on traffic impacts?

(g) If it is a transit project, is it compatible with the LYNX Transit Development Plan?

(2) MPO Evaluation Criteria:

(a) Crash Rate

(b) Fatal and Serious Injury Crashes

(c) Number of Pedestrian and Bicycle Crashes

(d) Evacuation Route Designation

(e) Travel Time Reliability (emphasis on constrained corridors)

(f) Fiber Optic Presence

(g) Actively Monitor/Managed

(h) Relative Changes in Future Congested Speeds

(i) Transit System Headways

(j) Population: ½ Mile of Transit

(k) Jobs: ½ Mile of Transit

(l) Food and Healthcare Locations: ½ Mile of Corridor

(m) Culture and Recreational Locations: ½ Mile of Corridor

(n) Centrality Analysis Score (Critical Sidewalk Need)

(o) Bicycle Level of Traffic Stress

(p) Residential Density: ¼ Mile of Multimodal Facility

(q) Non-Residential Density: ¼ Mile of Multimodal Facility

(r) Public Health Indicator Rates (Healthy Mobility Tool)

(s) Intensity and Proximity: Environmental Justice Populations

(t) Relative Change: Vehicle Miles Traveled

(u) Percentage of Commercial Vehicle Traffic (% Truck)

(v) Statewide Truck Bottlenecks

(w) Intensity and Proximity: Freight Intensive Land Uses

(x) Relative Change: Vehicle Hours Traveled

(y) Cost Burdened Households: ¼ Mile of Corridor

(z) Percentage of Visitor Traffic

(aa) Cost of Congestion

• ~~(3)~~

~~(1) Have the categories of information stipulated below been provided in sufficient detail?~~

~~(1) Safety and public health.~~

~~(2) Traffic.~~

~~(3) Environmental and Social Impacts.~~

~~(4) Compatibility with Local Comprehensive Plans.~~

~~(5) Compatibility with ECFRPC Strategic Policy Plan and MetroPlan Orlando currently adopted Long Range Transportation Plan.~~

~~(6) Financial Impact.~~

~~(7) Contribution to implementation of multi-modal transportation system.~~

~~(2) Has an adequately sized impact area been identified which includes the major transportation facilities affected?~~

~~(3) Has the applicant used officially adopted Levels of Service tables (FDOT) in preparing its report on traffic impacts?~~

~~(4) Has the applicant assumed various transportation projects which may be of benefit to its project to be funded and constructed in the immediate time period when there may be no commitments for doing so?~~

~~(5) Has the applicant used an acceptable method for measuring impacts to air quality?~~

~~(6) Will the applicant prepare a mitigation plan for environmental impacts?~~

~~(7) Has the applicant identified not only the project costs, but also the sources of funding?~~

~~(8) — Has the applicant provided evidence of funding commitments, both from itself and other parties if involved?.~~

~~(9) — Does the project incorporate mobility improvements that address capacity or concurrency improvements?~~

~~(10) — If it is a transit project, is it compatible with the adopted Transit Development Plan or Regional Transit Systems Concept Plan?~~

~~(11) — Does the project add to the connectivity of the current transportation system, and/or enhance the movement toward a seamless transportation system?~~

(i) Who shall approve an amendment request:

- The Technical Advisory Committee shall review the requested amendment based upon a technical evaluation of its merit, including impacts to existing or proposed bicycle and pedestrian facilities, and shall make recommendations to MetroPlan Orlando.

(a)

- The Community Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.

(b)

- The Transportation Systems Management and Operations Committee shall review the requested amendments that impact technology, management and operations and shall make recommendations to MetroPlan Orlando.

(c)

- The Municipal Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.

(d)

- MetroPlan Orlando Board shall consider the recommendations of its subsidiary committees and shall exercise final approval or disapproval of the amendment request.

(e)

- The ~~applicant and the~~ MetroPlan Orlando staff will present the amendment request and the staff analysis findings to the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee and Municipal Advisory Committee. The applicant will be advised in writing by MetroPlan Orlando when the amendment request has been placed on the MetroPlan Orlando Board meeting agenda.

(f)

- The ~~applicant and~~ MetroPlan Orlando staff will also present the amendment request and the staff analysis findings to the MetroPlan Orlando Board, at least one month prior to the regularly scheduled meeting at which MetroPlan Orlando will take formal action on the amendment request. The applicant will be advised in writing by MetroPlan Orlando when the amendment request has been placed on the MetroPlan Orlando Board meeting agenda for final action.

(g)

- (h) Upon approval of the requested amendment, the MetroPlan Orlando staff will initiate appropriate network changes to the ~~Long Range~~Metropolitan Transportation Plan.

⊕ The process for amending the adopted Orlando and Kissimmee Urban Areas Transportation Improvement Program (TIP) is established as follows:

- When amendments may be requested:

(1)

- Amendments involving Federal and/or State funded projects may be accomplished at any time.

(2) \_\_\_\_\_

~~(k)~~ Projects funded locally are included in the TIP for information purposes and may be amended at any time by the local government or transportation agency.

(3) \_\_\_\_\_

~~(4)~~ Amendments requesting additions, deletions or rescheduling must be requested in writing and shall be addressed to the MetroPlan Orlando Executive Director or ~~Deputy Executive~~ Director of Transportation Planning.

(4) \_\_\_\_\_

• Project Requirements:

(5) \_\_\_\_\_

(a) If the amendment request involves a major improvement, it must also be included as part of MetroPlan Orlando's adopted ~~Long Range~~Metropolitan Transportation Plan Cost Feasible Plan and TMA funding policies, and an amendment to the ~~Long Range~~Metropolitan Transportation Plan must be requested in accordance with this rule e.

• ~~e.~~

• ~~If the amendment request involves a Transportation Systems Management and Operations (TSMO) improvement, it must have had a:~~

~~(1) Traffic Study completed, if it is a turning lane project, or~~

~~(2) Signal Warrant completed, if it is a signalization project.~~

• (b) Amendment requests must include the project's location, detailed description, purpose and need of the project, the reason for its addition, deletion or rescheduling, source of funds and its impact on other projects.

~~(m)~~ **Process for approval:**

- ~~(1)~~ Upon receipt of an amendment request, MetroPlan Orlando staff shall review and include the request on the agenda of the next regularly scheduled meeting of the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee and the MetroPlan Orlando Board if the amendment meets all project requirements.
- ~~(2)~~ The Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee shall review the requested amendment at their next regularly scheduled meeting and shall recommend approval or disapproval for each project amendment to MetroPlan Orlando.
- ~~(3)~~ Upon MetroPlan Orlando Board approval of requested amendments involving highway transportation projects, the MetroPlan Orlando staff will send copies of the MetroPlan Orlando action to FDOT for submittal to the Florida Department of Economic Opportunity (DEO) and the Federal Highway Administration (FHWA).
- ~~(4)~~ Upon MetroPlan Orlando Board approval of requested amendments involving transit projects, the MetroPlan Orlando staff will send copies of the MetroPlan Orlando action to FDOT for submittal to the Florida Department of Economic Opportunity and the Federal Transit Administration (FTA).
- ~~(5)~~ Upon approval, an updated copy of the TIP, with amendments, will be available on [www.metroplanorlando.org](http://www.metroplanorlando.org).

~~(n)~~~~(b)~~ **Process for Approval of Emergency Amendments**

In cases where an amendment must be approved prior to the next board meeting for the amended project to receive funding, the MetroPlan Orlando Board Chair ~~person~~ man is authorized to approve the amendment and sign



the corresponding resolution on behalf of the board without having to call an emergency meeting of the board or committees. The Chair~~person~~~~man~~'s approval of the amendment then must be ratified at the next regularly scheduled board meeting. To maintain the integrity of the public involvement process, whenever feasibly possible, the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee, Municipal Advisory Committee are asked to provide input prior to ratification by the board.

X. **MINORITY BUSINESS ENTERPRISE PROGRAM**

(1) Definitions and Purposes.

(a) Definitions. For the purpose of these procedures:

(1) "Small Business" means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification, and as further defined in Section 288.703, Florida Statutes.

(2) "Minority Business Enterprise" means any small business concern as defined in subsection (a) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51 percent owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an underrepresentation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons, and as further defined in Section 288.703, Florida Statutes.

(3) "Minority Person" means a lawful, permanent resident of Florida who is

- (a) African-American
- (b) Hispanic-American
- (c) Asian-American
- (d) Native-American
- (e) American woman

all as further defined in Section 288.703, Florida Statutes.

(4) For the purpose of these procedures the term “MBE” shall mean Minority Business Enterprises; the term “USDOT” shall mean the United States Department of Transportation; the term “FTA” shall mean the Federal Transit Administration; and the term “FHWA” shall mean the Federal Highway Administration.

(b) Purposes. It is the policy of MetroPlan Orlando that Minority Business Enterprises shall have the maximum opportunity to participate in all phases of its procurement activities and in contracting opportunities. MetroPlan Orlando will use its best efforts to ensure that disadvantaged business enterprises and women business enterprises are informed of current and future procurement activity through contacts with print and electronic media, including minority focused media, assistance agencies and through direct contact. MetroPlan Orlando will provide assistance, when requested to disadvantaged business enterprises and women business enterprises in providing instructions on the preparation of bid specifications, procurement policies, and general bid requirements. MetroPlan Orlando and its contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

(2) Affirmative Action Techniques to Assure MBE Participation.

(a) The MBE Program Liaison Officer will be responsible for carrying out the following affirmative action techniques developed to assure MBE participation in all MetroPlan Orlando procurement activities:

- (1) Solicitation arrangements, times for the presentation of bids, quantities and specifications and delivery schedules which shall be designed so as to facilitate MBE participation.

(2) Upon request, MBE firms may be referred for certification, financing or technical assistance to the appropriate agency.

(3) Information and communication programs on contracting opportunities and procedures will be carried out in a timely manner. Classified ads, in minority and majority focused media, will be used to keep minority owned and controlled businesses informed.

(b) When MetroPlan Orlando requires the regular purchase of goods and services, the MBE Program Liaison Officer will follow those bidding procedures listed in its Purchasing Policy defined in Resolution 05-01, or as subsequently amended.

(3) MBE Certification and Directory. MetroPlan Orlando will utilize MBE certifications and Directories (“Directories”) developed by local governments and agencies for aiding its MBE procurement participation. These Directories are generally arranged by service and vendor reference, and include a note as to whether or not the vendor is a certified MBE and by what authority the vendor is certified. It shall be MetroPlan Orlando’s policy to obtain certification from all MBE vendors to grant evaluation criteria credits. MBE bid applicants will be encouraged to apply for certification through the Unified Certification Program (UCP), managed by FDOT as formally approved by the USDOT March 25, 2004.

(4) Percentage Goals for the Dollar Value of Work to be Awarded to MBE When Federal Funds are not Used. MetroPlan Orlando has established an overall goal of twenty percent (20%) of the dollar value of work awarded for participation by minority business enterprises in contracting opportunities for goods and services that are bid in accordance with MetroPlan Orlando procurement policy. For contracting opportunities where evaluation criteria are established, MBE participation shall be a separate criterion and shall carry the weight of no more than 15 points out of 100. Points shall be awarded as follows:

MBE PARTICIPATION PERCENTAGE	EVALUATION POINTS EARNED
0 %	0
1% – 10%	5
11% – 19%	10

20% OR >	15
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(5) Identification of MBE by Competitors for Special Contracts.

~~(a)~~(b) MetroPlan Orlando will, in its solicitation of special contract bids, indicate separate goals for the use of firms owned and controlled by disadvantaged business enterprises and firms owned and controlled by women. All bidders will be required to submit a written assurance to make good faith efforts to meet the goals in their bids or proposals. The bid solicitation will also state that before a binding contract or agreement is signed with the apparent successful bidder, minority business participation information must be submitted to MetroPlan Orlando and that award of the contract is conditional upon satisfaction of MetroPlan Orlando's requirements. The apparent successful bidder shall provide the following information:

- (1) The names and addresses of minority owned firms that will participate in the contract.
  - (2) A description of the work each participant firm will perform.
  - (3) The dollar amount of participation by each named minority owned firm.
- (b) All proposed MBE subcontracts must be submitted to MetroPlan Orlando for approval. Upon approval, the successful contractor shall enter into each approved subcontract and shall neither terminate nor reduce the price to be paid under such contract without in each instance the prior consultation with and written approval of MetroPlan Orlando.
- (c) MetroPlan Orlando will encourage joint ventures and subcontracts involving minority owned and controlled firms by assisting the prime contractor in identification of interested minority owned and controlled firms and making available the Directories.
- (d) Pre-bid conferences for all special contracts will be held, if necessary, at a minimum of two weeks prior to bid opening dates, to discuss bid specifications of the project. The MBE Program Liaison Officer will

play an integral role in all pre-bid conferences by answering questions on MBE policy and offering individual assistance when necessary.

7. Award Selection Procedures.

(a) Contract Award- MBE Requirements

(1) MetroPlan Orlando's procurement procedure is to formally advertise bids for all expenditures exceeding \$25,000.00 and to award or let to the lowest and best responsive bidder.

(2) A responsive bidder is defined as a potential contractor who possesses potential ability to perform successfully under the terms and conditions of a proposed procurement. If it is determined that a responsive bidder or contractor firm has the lowest bid and the best bid, but has not met the MBE Program contract goals, the bidder or contractor firm may still be awarded the contract.

(b) To ensure that all obligations under contracts awarded to MBE firms are met, the contractor's MBE Program involvement efforts throughout the performance of the contract shall be reviewed. The contractor shall bring to MetroPlan Orlando's attention any situation in which regularly scheduled progress payments are not made to MBE subcontractors.

(c) Contractors must make good faith efforts to replace a defaulting MBE subcontractor with another MBE firm. Any such substitution must be approved by MetroPlan Orlando before such subcontractor is signed. The contractor must first provide MetroPlan Orlando with copies of the new or amended contract and MBE certification forms from the substitute MBE firm.

(d) There are no preconditions to subgrants or contracts pertaining to the use of MBE other than those previously stated in these Procedures.

Florida Department of Transportation Disadvantaged Business Enterprise Program Plan and the Florida Department of Transportation Methodology for Determining DBE Goal (49 CFR part 26.45) as adopted and amended from time to time is accepted as the umbrella under which MetroPlan Orlando will function in the award of any and all contracts incurring the expenditure of federal funds.



## XII. TITLE VI COMPLAINT PROCEDURE

MetroPlan Orlando welcomes public participation in the transportation planning process regardless of race, color, national origin, age, sex, religion, disability, or family status.

Any person who believes they or a specific class of people that he or she, or any specific class of persons, has been subjected to have experienced discrimination or ~~retaliation prohibited~~, as defined by the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, as amended, and related statutes, may file a verbal or written complaint with MetroPlan Orlando. The MetroPlan Orlando Title VI Discrimination Complaint Form is available in English and Spanish, online and by request. A copy of the form is also available in the Title VI Program: Nondiscrimination & Language Plan. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: 1) standard written notification transmitted to the Florida Department of Transportation (FDOT) District Five Title VI Coordinator and 2) documentation filed in the MetroPlan Orlando log of Title VI complaints.

If a complaint is received, All written complaints received by MetroPlan Orlando's (MPO's) Title VI Coordinator will follow these steps: shall be referred immediately to the FDOT's District 5 Title VI Coordinator for processing in accordance with approved State procedures.

- (1) Verbal and non-written complaints ~~received by MetroPlan Orlando shall be resolved~~ will initially be addressed informally by MetroPlan Orlando's Title VI ~~Coordinator~~ Specialist. -If the issue has not been satisfactorily resolved through this informal means, or if at any time the person(s) request(s) to file a formal written complaint, MetroPlan Orlando's Title VI ~~Coordinator~~ Specialist shall refer the Complainant to the FDOT's District 5 Title VI Coordinator for processing in accordance with approved ~~S~~ state procedures.

- (2) MetroPlan Orlando's Title VI CoordinatorSpecialist will advise ~~the~~ FDOT's District 5 Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included ~~in every notification to the FDOT's District 5 Title VI Coordinator~~:
- (a) Name, address, and phone number of the Complainant.
  - (b) Name(s) and address(es) of Respondent.
  - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (d) Date of alleged discriminatory act(s).
  - (e) Date of complaint received by the recipient.
  - (f) A statement of the complaint.
  - (g) Other agencies (state, local or Federal) where the complaint has been filed.
  - (h) An explanation of the actions the MPOrecipient has taken or proposed to resolve the allegation(s) raised in the complaint.
- (3) Within ten (10) calendar days, MetroPlan Orlando's Title VI CoordinatorSpecialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- (4) Within sixty (60) calendar days, MetroPlan Orlando's Title VI CoordinatorSpecialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPOExecutive Director.
- (5) Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Title VI Coordinator ~~Executive Director~~ will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EEO, if they are dissatisfied with the final decision rendered by the MPOMetroPlan Orlando. The MPO MetroPlan Orlando's Title VI CoordinatorSpecialist will also



provide the FDOT's District 5 Title VI Coordinator with a copy of this decision and summary of findings.

(6) ~~The MPO MetroPlan Orlando's~~ Title VI ~~Coordinator~~~~Specialist~~ will maintain a log of all verbal and non-written complaints received by the organization. The log will include the following information:

- (a) Name of Complainant.
- (b) Name of Respondent.
- (c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
- (d) Date verbal or non-written complaint was received by the ~~MPO~~~~recipient~~.
- (e) Date ~~the MPO~~~~recipient~~ notified the FDOT's District 5 Title VI Coordinator of the verbal or non-written complaint.
- (f) Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

~~An Executed copies of the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Civil Rights Assurance, Appendix A to Title VI Assurance, Assurance Concerning Nondiscrimination on the Basis of Handicap in Federally-Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance, and Intergovernmental Review Certification~~Title VI/Nondiscrimination Assurance, ~~all~~ dated ~~May~~~~February~~ 14~~3~~, 200~~7~~~~20~~ ~~are~~is attached to these Internal Operating Procedures as 'Attachment A'.

These Internal Operating Procedures were formerly Rules 35I-1.005, 35I-1.006, 35I-1.012, 35I-2.001, 35I-2.002, 35I-2.003, 35I-2.004, 35I-2.005, 35I-2.006, 35I-2.007, 35I-2.008, 35I-2.009, Florida Administrative Code and are hereby readopted as Internal Operating Procedures of MetroPlan Orlando

Approved by MetroPlan Orlando this ~~14th-18th~~ day of ~~September~~November, 20162020.

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Honorable ~~Scott Boyd~~Bob Dallari

Chairperson

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~~Lena Tolliver~~Cathy Goldfarb, Senior Board

Services

Coordinator and Recording Secretary

(Supercedes previous revisions -. 02/2004, 04/2005, 6/2007, 7/2012, 12/2015, 07/2016)

## **Attachment 'A' Assurances**



## **COMMUNITY ADVISORY COMMITTEE BYLAWS**

### ***Section 1. Authority, Creation***

In accordance with Federal and State law requiring that transportation planning must be comprehensive, cooperative and continuing in nature and provide for private citizen input, an advisory committee known as the "MetroPlan Orlando Community Advisory Committee (CAC)" is hereby created.

### ***Section 2. Definition***

For the purpose of these Bylaws, the term "the committee" shall mean the MetroPlan Orlando Community Advisory Committee.

For the purposes of these bylaws, the term "stakeholders" shall mean the residents, visitors, bicycle and pedestrian community, transportation system, transit users. This includes representation from user advocacy groups and those representing the underserved and disadvantaged (see section 4-A-2).

For the purposes of these bylaws, the term "multimodal" shall mean various transportation options such as bicycle, pedestrian, roadway, and transit (including buses and passenger rail).

### ***Section 3. Purpose***

The purpose of the committee shall be to involve the stakeholders of the Central Florida area in the transportation planning process by (1) assessing reaction to planning proposals (2) providing comment to MetroPlan Orlando with respect to the concerns of various segments of the population in regard to various transportation needs, as well as (3) recommend and advise on roadway, bicycle, pedestrian, freight, and transit issues.

It is the mission of the committee to:

- A. Advise MetroPlan Orlando on public opinion related to transportation issues from a diverse range of perspectives.
- B. Address stakeholder interests so that proper study and evaluation of transportation needs shall result in a safe, balanced and multimodal transportation system plan.
- C. Provide an effective, stakeholders' review of the preliminary findings and recommendations of MetroPlan Orlando's plans, studies and issues.
- D. Participate in the amendment process to the Metropolitan Transportation Plan by providing input.

- E. Assist in other missions/functions as deemed desirable by MetroPlan Orlando, including member appointments to ad hoc subcommittees that may be formed from time to time for the purpose of specifically addressing roadways, bicycle, pedestrian, and/or transit-related issues.
- F. Committee meetings shall be publicly noticed in accordance with guidelines in the organization's Public Involvement Plan. From time to time, committee meetings may be held at various locations throughout the region, and/or virtually to encourage wider public involvement.

#### ***Section 4. Membership, Appointments, Terms of Office, Conflicts, Vacancies, Removal from Office***

##### **A. Membership**

The committee of 31 voting members and 2 non-voting alternates shall consist of community representatives from Orange, Seminole, and Osceola counties. Members, whether voting or non-voting, shall not be elected officials. Fifteen (15) shall be geographic seats appointed at-large from the jurisdictions as indicated below, and eighteen (18) shall be appointed by the MetroPlan Orlando Board:

##### **1. Geographic Appointees**

Orange County	3 seats
Osceola County	3 seats
Seminole County	3 seats
Orange County municipalities	2 seats
Osceola County municipalities	2 seats
Seminole County municipalities	2 seats

Municipal appointments shall be from the two largest municipalities in each county as determined by the most recent University of Florida or U.S. Census population figures, whichever is most recent.

All geographic appointees shall reside in and be appointed by their respective county or municipality. In selecting new members for appointment, the appointing jurisdiction should consider the personal qualifications of the individuals as lay people in the community, outside the transportation industry, and should strive to include ethnic, social, and economic diversity. MetroPlan Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives. If a jurisdiction is not able to fill a committee vacancy within a reasonable time, MetroPlan Orlando may suggest candidates from applications it has received through its process for MetroPlan Orlando Board Appointees.

##### **2. MetroPlan Orlando Board Appointees**

Multimodal Advocates	10 seats
Underserved	3 seats
Transportation Disadvantaged	2 seats (disabled or elderly)
Business Community	1 seat

Non-Voting Alternates                      2 seats

MetroPlan Orlando Board appointees must apply for membership through a process established by MetroPlan Orlando, which includes an annual call for applicants to fill vacancies. Applications will be reviewed by a committee comprised of MetroPlan Orlando staff and 3-5 members representing the organization's funding partners.

### 3. Alternates

MetroPlan Orlando expects members to remain actively engaged in the committee, participating as fully as possible. It's recognized that circumstances may occasionally arise that keep a member from attending a meeting. These guidelines on the role of alternates are meant to provide flexibility for members while ensuring committee participation. Members can request that an alternate represent them at a maximum of two meetings during the year.

*Alternates for Geographic Appointees:* Alternate members may be appointed by the appointing local governments as necessary. These alternates will serve in the absence of the primary member and have the same right to vote and comment on agenda items. Designated alternates shall not be elected officials and must also be lay persons outside of the transportation industry. Each alternate designated by a county or municipality shall also reside within the geographic boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.

*Alternates for MetroPlan Orlando Appointees:* The two Non-Voting Alternates appointed by MetroPlan Orlando are expected to attend all meetings, sit at the table with voting members, and participate in discussions. Voting appointees who are unable to attend a meeting should notify MetroPlan Orlando staff and request a Non-Voting alternate to represent them and vote in their place. Staff will then reach out to the alternates and ensure that they can attend and vote in place of the member. The first voting appointees to notify staff will receive priority. Once all alternates have been engaged, all other appointees not at the meeting will receive absences.

### 4. Non-Voting Advisors

One representative from LYNX and one from the Florida Department of Transportation District Five shall serve as non-voting advisors.

## B. Appointments, Terms of Office, Conflicts of Interest

1. Representatives shall assume their responsibilities as of the next committee meeting after their appointment.
2. The term of office for a committee member in good standing will be for a period of four (4) years. At the discretion of the appointing authority, a member in good standing can be reappointed to a succeeding term(s).
3. Should a member resign or cease to be a member for any reason before the expiration of his/her term, a successor will be appointed by the designating authority.

4. All members (designated or alternate) shall avoid any professional conflict of interest. Any committee member who becomes aware of any type of conflict shall make it known to the staff liaison and either excuse himself/herself from the proceedings, or file a conflict of interest form into the record.
5. All members (designated or alternate) shall also work to avoid and/or be transparent about conflicts of interest that may arise out of civic or volunteer involvement. This could include involvement with another transportation entity or civic engagement activities where two or more CAC members' participation could potentially create a Sunshine Law violation. Any committee member who becomes aware of the potential for such a conflict shall make it known to the staff liaison and work with the liaison to mitigate or eliminate the conflict.

#### C. Membership Vacancies, Replacement Process

1. The committee should maintain its continuity by reporting the vacancies on the membership roster to the appointing authority as soon as possible after the vacancy occurs. The supporting MetroPlan Orlando staff person will maintain a continuing oral and written dialog with the appointing authority until the vacancy is filled.
2. Each nominee suggested for a vacant geographic position shall reside within the jurisdictional boundaries of that city or county so as to be familiar with the general citizenry's needs and desires of that city or county.
3. Problems arising out of filling vacancies will be resolved between the appointing authority and MetroPlan Orlando.
4. The Chairperson shall, in coordination with the supporting MetroPlan Orlando staff person, be responsible for the proper management of the committee.

#### D. Removal From Office

1. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.
2. Grounds for Removal
  - a. Removal for excessive absenteeism
    - i. Each member is expected to demonstrate interest in the committee's activities through the member's or a designated alternate's participation in the scheduled meetings.
    - ii. If a member has three (3) consecutive absences from the meetings, MetroPlan Orlando staff shall notify the appointing authority and said member in writing in an effort to ensure full participation in the committee. The member may discuss any extenuating circumstances with the committee liaison.
    - iii. Members who miss the majority of meetings within a calendar year will need to work with the committee liaison and MetroPlan Orlando Executive Director to develop a plan for improved attendance. If such a plan cannot be worked out, the committee member will be asked to resign and/or will be recommended for removal to the MetroPlan

Orlando Board or appointing authority. .

- b. Removal for cause
    - i. A member may be removed for cause for:
      - a) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which adversely affects, lowers, or destroys the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
      - b) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
      - c) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
      - d) Conviction of a felony.
    - ii. Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.
3. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

## **Section 5. Officers, Terms of Office**

- A. The last regular monthly meeting of the year shall be known as the Annual Meeting of the committee, and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Community Advisory Committee shall elect from its membership the following officers, with the following responsibilities:
  - 1. Chairperson
    - a. Preside at all Committee meetings.
    - b. Sign any documents authorized by the Committee.
    - c. Serve as ex-officio member of all subcommittees that may be formed for specific purpose and/or appoint another committee member to do so.
    - d. Form and appoint subcommittees and subcommittee chairpersons according to the needs of the committee.
    - e. Represent the committee on the MetroPlan Orlando Board and at community functions.
  - 2. Vice-Chairperson
    - a. Preside at all Committee meetings in the absence of the Chairperson.
    - b. Exercise all other duties and responsibilities of the Chairperson in his/her absence. These functions shall be performed not longer than the next annual election of the Chairperson.
- B. Each officer so elected shall serve for one (1) year or until said officer is re-elected or a successor is elected, except that the Chairperson's term of office shall be limited to two (2) consecutive one (1) year terms and said officer shall not be eligible again until three (3) additional years have elapsed, nor shall said officer be succeeded by an officer from the



same county or jurisdiction within.

- C. Newly elected officers shall be declared installed following their election, and shall assume the duties of the office at the first meeting of the new calendar year.
- D. Should the Chairperson resign from committee service, the Vice-Chairperson will assume the position of Chairperson. A new Vice-Chairperson may be elected at the next regularly scheduled meeting.
- E. The successors will fill the unexpired terms and be eligible for reelection to full terms as stated in Section 5, Paragraph B above.

## **Section 6. Rules of Procedure**

- A. The committee shall meet according to the approved annual schedule, and at such other times as the Chairperson or the Committee may determine necessary. A monthly meeting may be waived by the Chairperson but two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. Special meetings may be called by the Chairperson as necessary to deal with immediate issues.
- B. Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those members entitled to vote. (Committee vacant seats will not be counted as eligible votes until filled.) Any business transacted by the Committee must be approved by not less than a majority of votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof. The minutes of the Committee's proceedings and official actions shall be public record.
- C. Voting shall be by voice, but a member shall have an individual vote recorded in the minutes if said member so desires. A roll call vote shall be held upon request or as required. All questions or procedures shall be governed by the most current edition of "Robert's Rules of Order," unless superseded by law.
- D. Meeting agendas shall include two public comment periods, one at the beginning of the meeting for action items and again at the end of the meeting for general comments.

## **Section 7. General Policy**

- A. MetroPlan Orlando's board and committee structure consists of five (5) committees, including the Board;
  - 1. MetroPlan Orlando Board
  - 2. Community Advisory Committee
  - 3. Municipal Advisory Committee
  - 4. Technical Advisory Committee

## 5. Transportation Systems Management & Operations Committee

- B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

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

- C. All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multimodal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plans, goals and objectives.
- D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the Community Advisory Committee and such other committees as may be interested or affected.
- E. A recommendation may be noted as officially adopted by the committee and placed into effect immediately.

### ***Section 8. Procedures for Amending Adopted Studies, Plan, or Programs***

- A. The procedures for amending the Orlando Urban Area Metropolitan Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are established in the MetroPlan Orlando Board Rule 35I-1.009 which is incorporated by reference herein.
- B. The Community Advisory Committee shall review the proposed change and shall recommend approval or disapproval to the MetroPlan Orlando Board.
- C. The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.

### ***Section 9. Ad hoc Subcommittees or Task Force***

- A. Ad hoc subcommittees or task forces may be appointed by the Chairperson to address specific issues or investigate and report on specific subject areas of interest to the Community Advisory Committee.
- B. Each ad hoc subcommittee may appoint a chairperson who will report the subcommittee's findings to the Community Advisory Committee. In the absence of a chairperson, a temporary chairperson shall be appointed by the subcommittee in accordance with Robert's Rules of Order.
- C. Each meeting shall be recorded and if requested, highlights of a meeting shall be provided.

### ***Section 10. Bylaws Review and Amendment***

- A. A bylaws review subcommittee shall review these bylaws every five years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the CAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the members with proper notification of the meeting.
- B. These Bylaws may be altered, amended, or added to by vote of the committee provided that:
  - 1. Notice of the proposed changes shall contain a full statement of the proposed amendments.
  - 2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
  - 3. The proposed written changes shall be forwarded to all CAC members at least five (5) business days prior to the meeting at which a vote will be held.
  - 4. CAC members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  - 5. The CAC adopts the proposed amendment(s) by a majority vote of the members present at the CAC meeting.
- C. MetroPlan Orlando staff may also initiate a review and recommend changes to these bylaws that may result from a review of the organization's internal operating procedures, and/or in coordination of implementation of the strategic plan.

*Approved*



## **TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS COMMITTEE BYLAWS**

### ***Section 1. Authority, Creation***

In accordance with the 1962 Federal Aid Highway Act requiring that transportation planning be comprehensive, cooperative, and continuing in nature, a transportation systems management and operations committee known as the "Orlando Urbanized Area Transportation Systems Management and Operations Committee" is hereby created.

### ***Section 2. Definitions***

For the purpose of these Bylaws, the acronym "TSMO" shall mean the Orlando Urbanized Area Transportation Systems Management and Operations Committee.

For the purpose of these Bylaws, TSMO shall mean: an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

For the purpose these Bylaws, a TSMO program may include but not be limited to the following strategies: traffic signal retiming, transportation improvements, traffic incident management, traveler information, data management, and Intelligent Transportation Systems (ITS). Additionally, the following disciplines shall be included: traffic engineering, transportation planning, information technology, public safety, emergency management, fire and rescue and emergence of Automated, Connected, Electric and Shared Vehicles (ACES).

### ***Section 3. Purpose***

Transportation Systems Management and Operations specialists shall represent the various public governmental bodies, authorities, agencies, and safety-related organizations of the Orlando Urbanized Area and shall be involved in the process of integrating various strategies to optimize performance and safety of the region's surface transportation system by the establishment of a TSMO advisory committee. It shall be the function of the TSMO Committee to:

- A. Serve the MPO in an advisory capacity on TSMO matters relating to the update of the MPO's Congestion Management Process (CMP) of the MPO's Metropolitan Transportation Plan (MTP) and the coordination of TSMO with the regional ITS architecture.
- B. Be responsible for the review of all studies, reports, plans and/or programs germane to TSMO and to recommend action pertinent to the subject documents to MetroPlan Orlando.
- C. Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by TSMO studies and project applications.
- D. Advise staff in the development of an Annual Congestion Management System Report as called for in the Congestion Management Process (CMP) Element of the MPO's long range plan, and subsequently revise the CMP Element as needed to ensure that it functions efficiently and effectively.
- E. Annually review and revise the TSMO Prioritized Project List. This list will be the source of candidate projects to be implemented with the MPO's Congestion Management System (CMS) Box funds for the region and each County; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level. In addition, the list can be a resource for local governments looking for traffic operations improvements to be implemented by developers as part of a Development Order.
- F. Develop and recommend a list of traffic operations and TSMO project priorities to be implemented with CMS Box funds and/or MetroPlan Orlando's share of District Five Allocated STP and State funds. Projects may include improvements including, but not limited to, studies, plans, installing or synchronizing traffic control devices, safety and/or evacuation efficiency improvements, adding or extending turn lanes at intersections, TSMO deployments, system maintenance projects, operations, Road Side Units (RSUs) such as sensors and projects that shift automobile congestion to other modes and change or reduce single occupant vehicle trip demand.
- G. When appropriate, review state Project Development and Environmental (PD&E) studies and design plans to ensure that adequate provisions for ITS, traffic operations and flow are included in the planning and design of new and reconstructed highways, and consistent with any specific committee recommendations that may have come out of the TSMO prioritized project list and consistent with the list of recommended TSMO projects. MetroPlan Orlando staff or any committee member may bring design plans to the committee for review at the discretion of the committee.
- H. Participate in updates to the regional ITS architecture; and coordinate with the MPO's other advisory committees.

**Section 4.     *Membership, Appointments, Term of Office, Vacancies, Removal from Office***

**A.     Membership**

The intent of the membership composition of the TSMO Committee is to represent planning and engineering expertise from Federal, State, regional or local agencies.

1. The following jurisdictions are eligible to appoint voting members as indicated. Appointees should have an interest or active involvement in TSMO related activities:

- (a) Orange County (2)
- (b) Osceola County (2)
- (c) Seminole County (2)
- (d) City of Orlando (2)
- (e) City of Belle Isle (1)
- (f) City of Kissimmee (1)
- (g) City of Sanford (1)
- (h) City of Altamonte Springs (1)
- (i) City of Apopka (1)
- (j) City of Casselberry (1)
- (k) City of Lake Mary (1)
- (l) City of Longwood (1)
- (m) City of Maitland (1)
- (n) City of Ocoee (1)
- (o) City of Oviedo (1)
- (p) City of St. Cloud (1)
- (q) City of Winter Garden (1)
- (r) City of Winter Park (1)
- (s) City of Winter Springs (1)

2. Municipalities whose population is less than 5,000 may each appoint one (1) non-voting member. These municipalities would include:

- (a) Town of Eatonville
- (b) City of Edgewood
- (c) Town of Oakland
- (d) Town of Windermere

3. The following transportation agencies/authorities are also eligible for voting representation. Each agency may appoint one (1) voting representative:

- (a) Central Florida Regional Transportation Authority/LYNX
- (b) Central Florida Expressway Authority
- (c) Reedy Creek Improvement District
- (d) Greater Orlando Aviation Authority
- (e) Kissimmee Gateway Airport

- (f) Orlando Sanford Airport
- (g) MetroPlan Orlando appointee, such as a community advocate that is not serving on a MetroPlan Orlando Advisory Committee.

4. In addition, representatives from the following shall serve as non-voting advisors or members:

- a. Florida Department of Transportation, District Five, non-voting advisor
- b. Florida's Turnpike Enterprise, non-voting advisor
- c. University of Central Florida, non-voting member
- d. Orange County Community Traffic Safety Team (Chair or designee), non-voting member
- e. Seminole County Community Traffic Safety Team (Chair or designee), non-voting member
- f. Osceola County Community Traffic Safety Team (Chair or designee), non-voting member

B. Appointments

- 1. Each eligible jurisdiction and agency shall appoint voting members and one designated alternate from each of the membership agencies listed in Section 4 A for which it is eligible. Voting members and their designated alternates must be employees of the jurisdiction or agency represented. These appointments shall be made in writing by the County Commission Chair/Mayor, City Mayor, County Administrator, City Administrator or Manager, or the Executive Director of other agencies. The failure of an agency to appoint a primary representative will result in that agency losing its voting authority on the TSMO Committee until such time as the vacancy is filled.
- 2. The appointed representatives, both primary and alternates, shall be selected from the agency membership listing under Section 4 A.
- 3. In the absence of the primary member, the alternate member shall have the same privileges as the primary member and may serve on a subcommittee or task force.

C. Term of Office

The term of office for a TSMO Committee member shall be for an indefinite period, or until reappointment, or until the appointment of a successor. Separation from employment of the jurisdiction or agency represented constitutes the end of an appointment. The MetroPlan Orlando appointee may serve four (4) years or until reappointed or until the appointment of a successor.

D. Vacancies and Membership Revisions

Any vacancies in membership shall be filled in the same manner as the initial appointment.

E. Removal from Office

1. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.

2. Grounds for Removal

a. Removal for excessive absenteeism

- i. Each member is expected to demonstrate interest in the committee's activities through the member's or a designated alternate's participation in the scheduled meetings.
- ii. If a member has three (3) consecutive absences from the meetings or has missed a majority of meetings during the year, the supporting MetroPlan Orlando staff person shall notify the appointing authority and said member in writing in an effort to ensure full participation in the committee.
- iii. Staff may recommend removal of members with excessive absences to the MetroPlan Orlando Board and appointing authority.

b. Removal for cause:

i. A member may be removed for cause for:

- a) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which has a tendency to adversely affect, lower, or destroy the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
- b) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
- c) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
- d) Conviction of a felony.



ii. Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.

3. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

#### ***Section 5. Officers, Term of Office***

- A. The November/December meeting shall be known as the Annual Meeting of the TSMO Committee and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The TSMO Committee shall elect from its membership the following officers:
1. Chairperson
  2. Vice-Chairperson
- B. Each officer shall be from a different jurisdiction or agency.
- C. Each elected officer shall serve for one (1) year or until that officer is re-elected or until a successor is elected. The newly elected officers shall be declared installed following their election and shall assume the duties of office at the first meeting of the new calendar year.
- D. Neither the position of Chairperson or Vice-Chairperson shall be given individual votes. In order for either the Chairperson or vice-Chairperson to cast a vote, they must do so as a representative of an agency listed in Section 4 A.
- E. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson. Should both Chairperson and Vice-Chairperson be absent, the TSMO Committee shall elect a temporary Chairperson to chair the meeting.
- F. The Chairperson shall represent the TSMO as a non-voting advisor on the MetroPlan Orlando Board. In the absence of the Chairperson, the Vice-Chairperson is the designated alternate.

#### ***Section 6. Rules of Procedure***

- A. An annual meeting schedule will be adopted in November/December for the following year. The Chairperson of the Committee may waive a monthly meeting, however two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. When necessary, the Chairperson may call special meetings to deal with immediate issues.
- B. TSMO Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those appointed members entitled to vote, and any business transacted by the TSMO Committee must be approved by not less than a majority of the votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof.
- C. Minutes shall be kept of the TSMO Committee's proceedings and official actions, which shall be public record.
- D. Voting shall be by voice, but a member shall have his or her vote recorded in the minutes if he or she so desires. A roll call vote shall be held upon request and whenever an opposing vote is recorded. All other questions or procedures shall be guided by Robert's Rules of Order, Revised.
- E. Meeting agendas shall include two Public Comment periods, one at the beginning of the meeting for action items and again at the conclusion of the scheduled business items which shall be for discussion purposes only. Public requests for TSMO Committee action or recommendation shall be placed on the agenda as a scheduled business item.

***Section 7. General Policies***

- A. MetroPlan Orlando Board and Committee structure consists of five (5) committees, including the Board;
  - 1. MetroPlan Orlando Board
  - 2. Community Advisory Committee
  - 3. Municipal Advisory Committee
  - 4. Technical Advisory Committee
  - 5. Transportation Systems Management & Operations Committee
- B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

“MetroPlan Orlando’s mission is to provide leadership in transportation planning by engaging the public and fostering effective partnerships.”

- C. All Committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to areawide needs and properly related to areawide comprehensive plans, goals and objectives.
- D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the TSMO Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the TSMO Committee and placed into effect upon signature by the TSMO Committee Chairperson without waiting for the minutes of the previous meeting to be officially approved at the next TSMO Committee meeting.
- E. Reports, studies, plans, programs or databases that have been approved or endorsed by the MPO are, by definition, public records and shall be available to the public for inspection and copying upon request. This may be limited however by the custodian of the records, to that time necessary to review the records and excise the information which is deemed to be exempt from the Public Records Act, as stipulated by Florida Law. A reasonable fee may be charged for copying costs.
- F. Reports, studies, plans, programs or databases that are working papers or draft documents and have therefore not been approved by the MetroPlan Orlando Board shall also be releasable upon request as public records. The receiver of the information however shall be cautioned that it has not been formally approved and is therefore subject to change and may only be used at their own risk.
- G. The release of databases shall be reported to the TSMO Committee at their next scheduled meeting.
- H. Databases, computer software or other information that has been access-limited through contractual agreement shall be protected from disclosure, as authorized by Florida Statutes.

**Section 8.     *Procedures for Amending Adopted Studies, Plan, or Programs***

- A.     The procedures for amending the Orlando Urban Area Metropolitan Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are established in the MetroPlan Orlando Board Rule 35I-1.009 which is incorporated by reference herein.
- B.     The TSMO Committee shall review the proposed change based on a TSMO evaluation of its merit and shall recommend approval or disapproval to the MetroPlan Orlando Board.
- C.     The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.

**Section 9.     *Ad hoc Subcommittees or Task Force***

- A.     An ad hoc subcommittee or task force may be appointed by the Chairperson to address specific issues or investigate and report on specific subject areas of interest to the TSMO Committee.
- D.     Designation of representatives to each of the ad subcommittee or task force shall be made by TSMO Committee members representing that jurisdiction or agency. In the case of multiple TSMO Committee members, the designation of representatives shall be made by caucus of the members. To be a designated representative, it is not necessary to be a TSMO Committee member.
- E.     Each ad hoc subcommittee or task force may appoint a Chairperson who will report the subcommittee's findings to the TSMO Committee. In the absence of a Chairperson, a temporary Chairperson shall be appointed in accordance with Robert's Rules of Order.
- F.     Each meeting shall be recorded. Minutes of a meeting shall be provided upon request. A written record of actions taken shall be provided to any member or the public upon request.

**Section 10. *Bylaws Review and Amendment***

- A.     A bylaws review subcommittee shall review these bylaws at least every other year on odd numbered years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the TSMO by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the TSMO members with the proper notification of the meeting.

- B. These Bylaws may be altered, amended, or added to by vote of the TSMO Committee provided that:
1. Notice of the proposed changes shall normally contain a full statement of the proposed amendments.
  2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
  3. The proposed written changes shall be forwarded to all TSMO Committee members at least five (5) business days prior to the meeting at which a vote will be held.
  4. TSMO Committee members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  5. The TSMO Committee adopts the proposed amendment(s) by a majority vote of the members present at the TSMO Committee meeting.
- C. MetroPlan Orlando staff may also initiate a review and recommendation of changes to these bylaws that may result from a review of the organization's internal operating procedures, and/or in coordination of implementation of the strategic plan.

Approved



## **TECHNICAL ADVISORY COMMITTEE BYLAWS**

### ***Section 1. Authority, Creation***

In accordance with the 1962 Federal Aid Highway Act requiring that transportation planning be comprehensive, cooperative, and continuing in nature, a transportation technical committee known as the "MetroPlan Orlando Technical Advisory Committee" is hereby created.

### ***Section 2. Definitions***

For the purpose of these Bylaws, the term "Technical Committee" or use of the acronym "TAC" shall mean the MetroPlan Orlando Technical Advisory Committee.

### ***Section 3. Purpose***

The purpose shall be to develop, coordinate and/or review transportation studies, plans, and programs to provide a balanced, multimodal transportation system. The committee shall also provide comments and recommendations based on the technical sufficiency, accuracy, and completeness of said studies, plans, and programs. It shall be the function of the Technical Committee to:

- A. Be responsible for the review of all transportation studies, reports, plans and/or programs and recommending action pertinent to the subject documents to MetroPlan Orlando.
- B. Develop priority recommendations to the MetroPlan Orlando Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- C. Be responsible for assisting MetroPlan Orlando with coordinating public information concerning the studies.
- D. Serve as an advisory committee for the completion of all required transportation studies, plans development, and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.
- E. Serve as an advisory committee to any and all duly constituted area-wide transportation authorities and/or boards, as well as area-wide planning boards or councils for physical

development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

- F. Annually review and revise the MetroPlan Orlando Prioritized Project List. This list will be the source of candidate highway, Transportation System Management and Operations (TSMO), bicycle and pedestrian and transit projects, and other categories of projects as necessary, to be implemented for the region and each county; for projects meeting state and federal eligibility, and any new funds identified at the local, state or federal level.
- G. Assist in other functions as deemed desirable by the MetroPlan Orlando Board.

***Section 4. Membership, Appointments, Term of Office, Vacancies, Removal from Office***

**A. Membership**

Planning, engineering, and/or management specialists shall represent the various public governmental bodies, authorities, and agencies of Central Florida and shall be involved in the transportation planning process by the establishment of a technical advisory committee.

- 1. The intent of the membership composition of the Technical Committee is to represent planning and engineering expertise from federal, state, regional or local agencies. Municipalities within Orange, Seminole and Osceola Counties are eligible for representation. Voting representation for each jurisdiction will be determined by population, according to the latest census and/or the University of Florida population estimates. The MetroPlan Orlando Board may authorize additional voting representatives to the Technical Committee, upon written petition through the Technical Committee.
- 2. The allocation of voting representation of the Technical Committee shall be based on the following criteria:
  - (a) Local jurisdictions with a population of 100,000 or more shall be allocated three (3) votes each.
  - (b) Local jurisdictions with a population between 50,000 and 99,999 shall be allocated two (2) votes each.
  - (c) Local jurisdictions with a population between 5,000 and 49,999 shall be allocated one (1) vote each.
  - (d) Local jurisdictions with population less than 5,000 shall be allocated one (1) non-voting seat each.
  - (e) Local transportation agencies/authorities and school districts shall be allocated one (1) vote each.

3. The voting representation is three (3) voting representatives from each of the following:
  - (a) Orange County
  - (b) Osceola County
  - (c) Seminole County
  - (d) City of Orlando
4. The voting representation is two (2) voting representatives from each of the following:
  - (a) City of Kissimmee
  - (b) City of Sanford
5. The voting representation is one (1) voting representative from each of the following:
  - (a) City of Altamonte Springs
  - (b) City of Apopka
  - (c) City of Belle Isle
  - (d) City of Casselberry
  - (e) City of Lake Mary
  - (f) City of Longwood
  - (g) City of Maitland
  - (h) City of Ocoee
  - (i) City of Oviedo
  - (j) City of St. Cloud
  - (k) City of Winter Garden
  - (l) City of Winter Park
  - (m) City of Winter Springs
6. The non-voting representation is one (1) from each of the following:
  - (a) Town of Eatonville
  - (b) City of Edgewood
  - (c) Town of Oakland
  - (d) Town of Windermere
7. The voting representation is one (1) voting representative from each of the following transportation agencies/authorities and school districts:
  - (a) Central Florida Regional Transportation Authority/LYNX
  - (b) East Central Florida Regional Planning Council
  - (c) Greater Orlando Aviation Authority
  - (d) Kissimmee Gateway Airport
  - (e) Central Florida Expressway Authority
  - (f) Reedy Creek Improvement District
  - (g) Sanford Airport Authority
  - (h) Seminole County Public School District
  - (i) Orange County Public School District
  - (j) Osceola County Public School District



8. Upon written petition to the Technical Advisory Committee, additional non-voting advisory members may be appointed to the Technical Committee with the recommendation of the Technical Committee and the approval of the MetroPlan Orlando Board.
9. In addition, there shall be non-voting advisors from each of the following agencies: the Florida Department of Transportation District V and the Florida's Turnpike Enterprise.

B. Appointments

1. Each represented agency shall appoint one primary and one designated alternate voting member from each of the membership agencies listed in Section 4 A for which it is eligible. These appointments shall be made in writing by the County Commission Chair/Mayor, City Mayor, County Administrator, City Administrator, City Manager, School Superintendent and the Executive Director of other members' agencies. The failure of an agency to appoint a primary representative will result in that agency losing its voting authority on the Technical Committee.
2. The appointed representatives, both primary and alternates, shall be selected from the agency membership listing under Section 4 A.
3. In the absence of the primary member, the alternate member shall have the same privileges as the primary member and may serve on a subcommittee.

C. Term of Office

The term of office for a Technical Committee member shall be for an indefinite period, or until reappointment, or until the appointment of a successor. Separation from employment of the jurisdiction or agency represented constitutes the end of an appointment.

D. Vacancies and Membership Revisions

Any vacancies in membership shall be filled in the same manner as the initial appointment. The Technical Committee membership may be revised if justified by the most recent University of Florida or U.S. Census population figures.

E. Removal from Office

1. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.
2. Grounds for Removal
  - a. Removal for excessive absenteeism

- i. Each member is expected to demonstrate interest in the committee's activities through the member's or a designated alternate's participation in the scheduled meetings.
  - ii. If a member has three (3) consecutive absences from the meetings or has missed a majority of meetings during the year, the supporting MetroPlan Orlando staff person shall notify the appointing authority and said member in writing in an effort to ensure full participation in the committee.
  - iii. Staff may recommend removal of members with excessive absences to the MetroPlan Orlando Board and appointing authority.
- b. Removal for cause:
  - i. A member may be removed for cause for:
    - a) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which would adversely affect, lower, or destroy the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
    - b) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
    - c) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
    - d) Conviction of a felony.
  - ii. Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.
- 3. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

***Section 5. Officers, Term of Office***

- A. The November/December meeting shall be known as the Annual Meeting of the Technical Committee and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Technical Committee shall elect from its membership the following officers:
  - 1. Chairperson

## 2. Vice-Chairperson

- B. Each officer shall be from a different jurisdiction/agency.
- C. Each elected officer shall serve for one (1) year or until that officer is re-elected or until that officer's successor is elected. The newly elected officers shall be declared installed following their election and shall assume the duties of office at the first meeting of the new calendar year.
- D. Neither the position of Chairperson or Vice-Chairperson shall be given individual votes. In order to cast a vote, they must do so as a representative of an agency listed in Section 4 A.
- E. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson. Should both officers be absent, the Technical Committee shall elect a temporary chairperson to chair the meeting.
- F. The Chairperson shall represent the Technical Committee as a non-voting advisor on the MetroPlan Orlando Board. In the absence of the Chairperson, the Vice-Chairperson is the designated alternate.

## ***Section 6. Rules of Procedure***

- A. An annual meeting schedule will be adopted in November/December for the following year. The Chairperson of the Committee may waive a monthly meeting, however two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. When necessary, the Chairperson may call special meetings to deal with immediate issues.
- B. Technical Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of the majority of those appointed members entitled to vote, and any business transacted by the Technical Committee must be approved by not less than a majority of the votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof.
- C. Minutes shall be kept of the Technical Committee's proceedings and official actions, which shall be of public record.
- D. Voting shall be by voice, but a member shall have his or her vote recorded in the minutes if he or she so desires. A roll call vote shall be held upon request. All other questions or procedures shall be guided by Robert's Rules of Order, Revised.
- E. Meeting agendas shall include two public comment periods, one at the beginning of the meeting for action items and again at the end of the meeting for general comments. Public

requests for Technical Committee action or recommendation shall be placed on the agenda as a scheduled business item.

***Section 7. General Policies***

- A. MetroPlan Orlando's Board and Committee structure consists of five (5) committees, including the Board;
  - 1. MetroPlan Orlando Board
  - 2. Community Advisory Committee
  - 3. Municipal Advisory Committee
  - 4. Technical Advisory Committee
  - 5. Transportation Systems Management & Operations Committee
- B. All Committees and studies shall follow the intent and further the Mission Statement adopted by the MetroPlan Orlando Board, which is as follows:

To provide leadership in transportation planning by engaging the public and fostering effective partnerships.
- C. All Committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area-wide needs and properly related to area-wide comprehensive plans, goals and objectives.
- D. Reports, studies, plans, programs and databases shall be approved or endorsed by the MetroPlan Orlando Board after review and recommendation by the Technical Committee and such other committees as may be interested or affected. A recommendation may be noted as officially adopted by the Technical Committee and placed into effect upon signature by the Technical Committee Chairman without waiting for the minutes of the previous meeting to be officially approved at the next Technical Committee meeting.
- E. Reports, studies, plans, programs or databases that have been approved or endorsed by the MPO are, by definition, public records and shall be available to the public for inspection and copying upon request. This may be limited however by the custodian of the records, to that time necessary to review the records and excise the information which is deemed to be exempt from the Public Records Act, as stipulated by Florida Law. A reasonable fee may be charged for copying costs.
- F. Reports, studies, plans, programs or databases that are working papers or draft documents and have therefore not been approved by the MetroPlan Orlando Board shall

also be releasable upon request as public records. The receiver of the information however shall be cautioned that it has not been formally approved and is therefore subject to change and may only be used at their own risk.

- G. The release of databases shall be reported to the Technical Committee at their next scheduled meeting.
- H. Databases, computer software or other information that has been access-limited through contractual agreement shall be protected from disclosure, as authorized by Florida Statutes.

***Section 8. Procedures for Amending Adopted Studies, Plans, or Programs***

- A. The procedures for amending the Orlando Urban Area Metropolitan Transportation Plan, the Transportation Improvement Program, and the Urban Boundary are established in the MetroPlan Orlando Board Rule 35I-1.009 which is incorporated by reference herein.
- B. The Technical Committee shall review the proposed change based on a technical evaluation of its merit and shall recommend approval or disapproval to the MetroPlan Orlando Board.
- C. The MetroPlan Orlando Board shall have final approval or disapproval disposition action of the requested change or changes.

***Section 9. Ad hoc Subcommittees or Task Force***

- A. Ad hoc subcommittees or task forces may be appointed by the Chairman to address specific issues or investigate and report on specific subject areas of interest to the Technical Committee.
- B. Designation of representatives to each of the subcommittees shall be made by Technical Committee members representing that jurisdiction or agency. In the case of multiple Technical Committee members, the designation of subcommittee representatives shall be made by caucus of the members. To be a designated subcommittee representative, it is not necessary to be a Technical Committee member.
- C. Each ad hoc subcommittee may appoint a chairman who will report the subcommittee's findings to the Technical Committee. In the absence of a chairman, a temporary chairman shall be appointed by the subcommittee in accordance with Robert's Rules of Order.
- D. Subcommittees or Task Forces may include, but not be limited to:
  - 1. Metropolitan Transportation Plan (MTP) Subcommittee
  - 2. Project Prioritization Subcommittee
  - 3. Nominating and Bylaws Review Subcommittee

4. Air Quality
5. Freight and Goods Movement

E. Each meeting shall be recorded and if requested, minutes of a meeting shall be provided.

***Section 10. Bylaws Review and Amendment***

- A. A bylaws review subcommittee shall review these bylaws at least every other year on odd numbered years or as may be deemed necessary. These bylaws can be amended at any regular meeting of the Technical Committee by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the Technical Committee members with the proper notification of the meeting.
- B. These Bylaws may be altered, amended, or added to by vote of the Technical Committee provided that:
  1. Notice of the proposed changes shall normally contain a full statement of the proposed amendments.
  2. The proposed amendment(s) is/are placed on the agenda for the next scheduled meeting following such presentation.
  3. The proposed written changes shall be forwarded to all Technical Committee members at least five (5) business days prior to the meeting at which a vote will be held.
  4. Technical Committee members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
  5. The Technical Committee adopts the proposed amendment(s) by a majority vote of the members present at the Technical Committee meeting.
- C. MetroPlan Orlando staff may also initiate a review and recommendation of changes to these bylaws that may result from a review of the organization's internal operating procedures, and/or in coordination of implementation of the strategic plan.

Approved



## **BYLAWS**

### **Municipal Advisory Committee**

#### **Introduction**

Within the MetroPlan Orlando area, there are 22 cities and towns. The legislation that created MetroPlan Orlando apportions Board membership among the various jurisdictions within the Orlando Urbanized Area on the basis of an equitable population ratio and geographic factors. This criterion ensures that municipalities with significant populations are represented in the transportation planning process for Central Florida. Smaller municipalities rely on County Commissioners, some participation on MetroPlan Orlando's advisory committees and MetroPlan Orlando staff to represent their interests in matters that come before the MetroPlan Orlando Board.

The Municipal Advisory Committee (MAC) was established to strengthen ties with the region's cities and towns that do not have direct representation on the MetroPlan Orlando Board. The Committee consists of the Mayors or appointees of the municipalities that are not directly represented on the MetroPlan Orlando Board. The MAC ensures their views are considered in the decision-making process, generate broad-based support and raise awareness among elected officials of the functions of MetroPlan Orlando. A 2014 legislative action increased the MPO governing board maximum voting membership from 19 to 25 members, and authorized general purpose local governments serving on an MPO to include one member who represents a group of general purpose local governments through an entity created by an MPO for that purpose. This change, and approval by the MetroPlan Orlando Board, authorized one voting seat for the MAC. The elected Chairperson of the MAC shall serve as a voting member on the MetroPlan Orlando Board representing the collective interests of the MAC members.

The following municipalities are not directly represented on the MetroPlan Orlando Board and are therefore eligible for representation on the MAC:

Orange County		Osceola County	Seminole County
Bay Lake*	Oakland	St. Cloud	Casselberry
Belle Isle	Ocoee		Lake Mary
Eatonville	Windermere		Longwood
Edgewood	Winter Garden		Oviedo
Lake Buena Vista*	Winter Park		Winter Springs
Maitland			

*\* Declined participation as of last update to these bylaws.*

Pursuant to MetroPlan Orlando's Internal Operating Procedures, the MAC was created as an amendment to the Purpose, Functions and Procedures.

## Committee Procedures

The committee described above functions by standard operating procedures to assist them in their work. These procedures are listed as follows:

1. The committee generally meets once a month with minutes of each meeting being recorded. A monthly meeting may be canceled by the Chairperson, however two consecutive meetings may not be cancelled and business to have been conducted at the cancelled meeting shall be considered at the next successive monthly meeting.
2. All committee meetings are open to the public, but only committee members may vote or make motions.
3. A quorum will be deemed constituted by one-third of the participating municipalities being represented at meetings.
4. Votes taken at committee meetings require a majority of those members present for passage.
5. Should a quorum not be present, business requiring action of the Committee will be tabled until the next meeting where a quorum is present. Other items such as presentations and items presented for information only may be presented without a quorum.



6. The committee maintains a broad perspective in addressing all modes of transportation in the various plans and programs in order to develop a balanced multi-modal transportation system plan that meets the needs of the area and is properly related to the goals and objectives of local comprehensive plans.
7. All reports, studies, plans and programs must be adopted by the MetroPlan Orlando Board before they are considered official transportation documents for the Orlando Urbanized Area.

### ***Section 1. Authority, Creation***

In accordance with Federal and State laws requiring that transportation planning be comprehensive, cooperative, and continuing in nature, an advisory committee known as the "MetroPlan Orlando Municipal Advisory Committee or MAC" is hereby created.

### ***Section 2. Definition***

For the purpose of these Bylaws, the term "the Committee" shall mean the MetroPlan Orlando Municipal Advisory Committee.

### ***Section 3. Purpose***

The municipalities of the area shall be involved in the transportation planning process by establishment of the Municipal Advisory Committee. The purpose of the Committee is to assess reaction to planning proposals and to provide comment to MetroPlan Orlando with respect to transportation concerns of the various municipalities not directly participating on the MetroPlan Orlando Board.

It shall be the function of the Committee to:

- A. Advise the MetroPlan Orlando Board as to the opinion of municipalities in formulating goals and objectives for shaping the urban environment.
- B. Conduct public information programs through open public meetings.

- C. Provide an effective review of the preliminary findings and recommendations of all transportation studies, reports, plans and/or programs and making recommendations to the MetroPlan Orlando Board.
- D. Participate in the development and review of the Orlando Urban Area Metropolitan Transportation Plan.
- E. Assist in other functions as deemed desirable by the MetroPlan Orlando Board.

#### ***Section 4. Membership, Appointments, Terms of Office, Vacancies***

##### **A. Committee Membership**

1. Membership of the Committee shall be comprised of representatives from municipalities not participating directly on the MetroPlan Orlando Board.
2. All members shall be the Mayor or municipality's appointee. Every effort should be made for the Mayor or a member of the City Commission or Council to represent the membership on the Committee. However, where this is not feasible, a senior staff may be designated to serve. In addition, Mayors should consider the personal qualifications of the individuals relative to transportation. In all cases, an official correspondence should communicate the Mayor's desire to serve or appoint a designee. An alternate may also be designated to serve in the absence of the Mayor or designee.
3. Each year, in December, municipalities will be asked to reaffirm their intent to continue participating as a member of the Municipal Advisory Committee in writing. Those wishing to opt in or opt out may do so without penalty. Subsequently, an annual funding agreement, effective July 1, 20XX-June 30, 20XX must be executed to reaffirm or separate. A representative of the Florida Department of Transportation, Central Florida Regional Transportation Authority (Lynx), and the Florida Turnpike Enterprise may also serve as non-voting advisors to the Committee.
4. Committee meetings shall be properly noticed in accordance with applicable Florida Government in the Sunshine laws. At the discretion of the Chairperson of the Committee,

committee meetings may be held at various locations throughout the region and/or virtually to encourage public involvement.

**B. Appointments, Terms of Office**

1. Members shall assume the responsibilities of their appointment as of the next Committee meeting.
2. The term of office for a Committee member in good standing will be for a period of four (4) years or until election, or the appointment of a successor.

**C. Vacancies in Membership**

It is anticipated that membership on the Committee may change due to elections, resignation, and personal time demands upon representatives. The Committee should maintain its continuing nature, however, by endeavoring to fill vacancies within two (2) meetings after a vacancy occurs.

***Section 5. Officers, Terms of Office, Removal from Office***

- A. After the initial establishment of the Municipal Advisory Committee, the regular June monthly meeting shall be known as the Annual Meeting of the Committee, and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The Municipal Advisory Committee shall elect from its membership the following officers (each of which must be an elected official):
1. Chairperson
  2. Vice-Chairperson
- B. Each member so elected shall serve a two (2) year term. An officer, or slate of officers, may be re-elected to serve an additional term, or until a successor is elected. Following which, said member(s) shall not be eligible again until two (2) consecutive years have elapsed.

- C. The Chairperson shall preside at all meetings of the Municipal Advisory Committee and perform all duties as may be prescribed by the Municipal Advisory Committee.
- D. The Chairperson shall represent the Municipal Advisory Committee as a voting member on the MetroPlan Orlando Board. The Chairperson's vote should reflect the position taken by the Committee on action items coming before the MetroPlan Orlando Board.
- E. The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his or her absence and shall serve as the alternate to the Chairperson on the MetroPlan Orlando Board with all voting rights and privileges when serving in the absence of the Chairperson. Should both Chairperson and Vice-Chairperson be absent, the Immediate-past Chairperson shall assume the duties and responsibilities and may be asked to attend MetroPlan Orlando Board meetings in the absence of the Chairperson and Vice-Chairperson.
- F. A representative may attend a meeting in the absence of an officer, however that representative shall not perform the duties of the officer such as preside over a meeting.
- G. An officer who is absent from three (3) consecutive meetings in a calendar year may be subject to removal from office. Additionally, an officer who appoints a representative to attend in his or her absence for three (3) consecutive meetings in a calendar year may be asked to appoint a designated member consistent with Section 4.A.2.
- H. Every other year, in the month of May, the Chairperson shall appoint a Nominating Committee whose responsibility is to recommend a slate of officers for election at the June meeting. Nominations may also be accepted from the floor.
- I. Newly elected officers shall be declared installed following their election, and shall assume the duties of office at the first regularly scheduled meeting following the election.

### ***Section 6. Removal for Cause***

- A. Members serve in an advisory capacity, as volunteers, without compensation, and at the pleasure of the MetroPlan Orlando Board and the applicable appointing authority.
- B. Grounds for Removal

1. Removal for cause:

a) A member may be removed for cause for:

- (1) Any conduct by a member, which in the opinion of MetroPlan Orlando, is inappropriate or unsuitable and which would adversely affect, lower, or destroy the respect or confidence of MetroPlan Orlando in the ability of the member to perform his or her duties as a member of the committee, or conduct which brings disrepute or discredit to the committee or to MetroPlan Orlando;
- (2) Violation of any provision of an applicable statute, county, or city code of ethics governing the conduct of officials;
- (3) Malfeasance, misfeasance, neglect of duty, or inability to perform his or her official duties; or
- (4) Conviction of a felony.

b) Staff may recommend the removal of a member for cause to the MetroPlan Orlando Board and applicable appointing authority.

C. Procedure for Removal. Removal of a member may be effected by majority vote of the MetroPlan Orlando Board.

***Section 7. Rules of Procedure***

- A. An annual meeting schedule will be adopted in November/December for the following year. The Chairperson of the Committee may waive a monthly meeting, however two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting. When necessary, the Chairperson may call special meetings to deal with immediate issues.
- B. Committee members or their appointees must be present to cast a vote. Actions taken by the Committee will require a majority of the votes of those members who are present. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof. The minutes of the Committee's proceedings and official actions shall be public record.
- C. Voting shall be by voice, but a member may have an individual vote recorded in the minutes if said member so desires. A roll call vote shall be held upon request. The most current edition of "Robert's Rules of Order" shall govern all questions or procedures unless superseded by law.

### ***Section 8. General Policy***

- A. The Committee shall maintain a broad perspective covering the range of all modes of transportation and associated facilities (including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit) in all recommended planning work programs, so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area-wide needs and properly related to area-wide comprehensive plan goals and objectives.

### ***Section 9. Subcommittees***

- A. Ad hoc subcommittees or Task Forces may be designated, as needed, to investigate and report on specific subject areas of interest to the Committee.

### ***Section 10. Bylaws Review and Amendment***

- A. A subcommittee shall review these Bylaws at least every other year on odd numbered years or as may be deemed necessary. These Bylaws can be amended at any regular meeting of the MAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the MAC members with the proper notification of the meeting.
- B. MetroPlan Orlando staff may also initiate a review and recommendation of changes to these bylaws that may result from a review of the organization's internal operating procedures, and/or in coordination of implementation of the strategic plan.

Approved:

**TAB 2**





## **Board Action Fact Sheet**

**Meeting Date:** November 18, 2020

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

**Roll Call Vote:** Yes

**Action Requested:** FDOT requests approval of an amendment to the FY 2020/21 - 2024/25 Transportation Improvement Program.

**Reason:** Two existing projects in the TIP are having funds replaced and three new projects are being added.

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

- Replaces \$650,000 in DDR funds for the design of the resurfacing of SR 436 from Northlake Blvd./Cranes Roost Blvd. to Boston Avenue in FY 2020/21 with local funds from the City of Altamonte Springs; and increases the DIH funds for design from \$10,000 to \$25,782 in FY 2020/21.
- Replaces \$72,000 in SU funds for the design of the Longwood South Pedestrian Corridor project in FY 2021/22 with local funds from the City of Longwood. The SU funds will be put back into the Bicycle & Pedestrian Contingency Box for the MetroPlan Orlando region.
- Adds \$84,149 in RHP funds in FY 2020/21 for construction of a railroad crossing safety project on W. Wewahootee Road in Orange County.
- Adds \$199,600 in RHP funds in FY 2020/21 for construction of a railroad crossing safety project on the OUC rail line at Wetherbee Road south of Palmbay Drive in Orange County.
- Adds \$206,083 in RHP funds in FY 2020/21 for construction of a railroad crossing safety project on the OUC rail line at Wetherbee Road north of Jetstream Drive in Orange County.

**MetroPlan Budget Impact:** None

**Local Funding Impact:** None

**Committee Action:**

TSMO:	Recommended approval on October 23, 2020
TAC:	Recommended approval on October 23, 2020
CAC:	Recommended approval on October 28, 2020
MAC:	To be taken up on November 5, 2020

**Staff Recommendation:** Recommends approval

**Supporting Information:** These documents are provided at Tab 2:

FDOT letter dated October 7, 2020

Proposed Board Resolution No. 20-16





## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

719 S. Woodland Boulevard  
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.  
SECRETARY

October 7, 2020

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

Dear Mr. Huttman:

**Subject: REQUEST FOR TRANSPORTATION IMPROVEMENT PROGRAM CHANGES**

The Florida Department of Transportation (FDOT) requests the following changes to be made to MetroPlan Orlando Metropolitan Planning Organization's Adopted Fiscal Years 2020/2021 – 2024/2025 Transportation Improvement Program (TIP) in coordination with the corresponding changes to the Department's Adopted Work Program. Please make sure that you put the amendment date on your cover page of the amended TIP and the page of the TIP that the project is listed on.

**SEMINOLE COUNTY**

**FM#441140-1 SR 436 From Northlake Blvd/Cranes Roost Blvd to Boston Ave**

**Current TIP Status:**

Project is currently in the TIP for Fiscal Years 2020/2021 – 2024/2025. TIP limits are SR 436 from Wymore Rd. to Boston Ave.

**Current TIP:**

Phase	Original Funding Type	Original Amount	Fiscal Year
Preliminary Engineering	DDR (State funds)	\$650,000	2021
Preliminary Engineering	DIH (State funds)	\$10,000	2021
	<b>TOTAL</b>	<b>\$660,000</b>	

**Proposed Amendment:**

Phase	Original Funding Type	Amended Amount	Fiscal Year
Preliminary Engineering	DDR (State)	\$0	2021
Preliminary Engineering	DIH (State funds)	\$25,782	2021
	<b>TOTAL</b>	<b>\$25,782</b>	

**Difference:** DDR (State) funds (\$650,000) in Fiscal Year 2020/2021 have been removed. DIH (In house) charges have increased.

**Explanation:** The City of Altamonte Springs has elected to design the project (with LF funds) and the DDR funds are no longer needed for Fiscal Year 2020/2021. The project limits in the TIP and the STIP do not match.

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**FM#444681-1****Longwood South Pedestrian from W of SR 434 to N of Ronald Reagan CR427.****Current TIP Status:**

Project is currently in TIP for Fiscal Years 2020/2021 – 2024/2025. TIP limits are Longwood South Pedestrian Corridor on Milwee St. & Warren Ave.

**Current TIP:**

Phase	Original Funding Type	Original Amount	Fiscal Year
Preliminary Engineering	SU (Federal)	\$72,000	2022
	<b>TOTAL</b>	<b>\$72,000</b>	

**Proposed Amendment:**

Phase	Original Funding Type	Amended Amount	Fiscal Year
Preliminary Engineering	SU (Federal)	\$0	2022
	<b>TOTAL</b>	<b>\$0</b>	

**Difference:** SU (Federal) funds in Fiscal Year 2021/2022 has been removed. The project limits in the TIP and the STIP do not match.

**Explanation:** The City of Longwood has decided not to pursue Federal funding for the design of the above project.

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**ORANGE COUNTY****FM# 447778-1****W WEWAHOOTEE RD @ RR CROSSING #643834G****Current TIP Status:**

Project is not currently in the TIP for Fiscal Years 2020/2021 – 2024/2025.

**Proposed Amendment:**

Phase	Original Funding Type	Amended Amount	Fiscal Year
Railroad and Utilities	RHP	\$84,149	2021
	<b>TOTAL</b>	<b>\$84,149</b>	

**Difference:** New Railroad Safety project with RHP funds added.

**Explanation:** New Railroad Safety project with added funds need to be reflected in TIP for Fiscal Years 2020/2021 – 2024/2025.

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**FM# 447783-1****E WETHERBEE RD @ RR CROSSING #621601Y****Current TIP Status:**

Project is not currently in TIP for Fiscal Years 2020/2021 – 2024/2025.

**Proposed Amendment:**

Phase	Original Funding Type	Amended Amount	Fiscal Year
Railroad and Utilities	RHP	\$199,600	2021
	<b>TOTAL</b>	<b>\$199,600</b>	

**Difference:** New Railroad Safety project with RHP funds added.

**Explanation:** New Railroad Safety project with added funds need to be reflected in TIP for Fiscal Years 2020/2021 – 2024/2025.

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**FM# 447785-1                      WETHERBEE RD @ RR CROSSING #621602F**

**Current TIP Status:**

Project is not currently in the TIP for Fiscal Years 2020/2021 – 2024/2025.

**Proposed Amendment:**

Phase	Original Funding Type	Amended Amount	Fiscal Year
Railroad and Utilities	RHP	\$206,083	2021
	<b>TOTAL</b>	<b>\$206,083</b>	

**Difference:** New Railroad Safety project with RHP funds added.

**Explanation:** New Railroad Safety project with added funds need to be reflected in TIP for Fiscal Years 2020/2021 – 2024/2025.

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Sincerely,

DocuSigned by:  
  
2DC39093FAEA48F...

Vickie Wyche, MPO Liaison  
District Five

cc:      Kellie Smith, Planning Manager, FDOT  
         Anna Taylor, Government Liaison Administrator, FDOT  
         Jo Santiago, Transit Liaison

**Resolution No. 20-16****Subject:****Amendment to the FY 2020/21 - 2024/25  
Transportation Improvement Program**

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

**WHEREAS**, the Florida Department of Transportation (FDOT) is requesting to amend the FY 2020/21 - 2024/25 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

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

***Orange County***

- FM #4477781 – Rail Crossing Safety Project on W. Wewahootee Road in Orange County - Funding consists of \$84,149 in RHP funds for construction in FY 2020/21;
- FM #4477831 – Rail Crossing Safety Project on Wetherbee Road south of Palmbay Drive in Orange County - Funding consists of \$199,600 in RHP funds for construction in FY 2020/21;
- FM #4477851 – Rail Crossing Safety Project on Wetherbee Road north of Jetstream Drive in Orange County - Funding consists of \$206,083 in RHP funds for construction in FY 2020/21;

***Seminole County***

- FM #4411401 – SR 436 from Northlake Blvd./Cranes Roost Blvd. to Boston Avenue – Resurfacing – Replaces \$650,000 in DDR funds for design in FY 2020/21 with local funds from the City of Altamonte Springs and increases the DIH funds for design in FY 2020/21 from \$10,000 to \$25,782;
- FM #4446811 – Longwood South Pedestrian Corridor from west of SR 434 to north of Ronald Reagan Blvd. – Replaces \$72,000 in SU funds for design in FY 2021/22 with local funds from the City of Longwood; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that the Florida Department of Transportation's amendments to the FY 2020/21 - 2024/25 Transportation Improvement Program be approved as requested.

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 18<sup>th</sup> day of November, 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.

---

Honorable Bob Dallari, Chairman

Attest:

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Cathy Goldfarb, Sr. Board Services Coordinator  
and Recording Secretary

**TAB 3**





metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

November 18, 2020

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

From: Gary Huttman, Executive Director

Subject: Executive Director's Report

- I participated in a discussion with FDOT regarding Mobility Week Plans
- I participated in a discussion with FDOT, FHWA & 6 TMA MPOs re: Project Programming issues
- I continued to participate in the NARC sponsored Major Metros conference calls
- I participated with a select group of Executive Directors from across the U.S in a conversation series on race relations on September 15, September 30 and October 9
- I attended the MetroPlan Orlando MTP Working Group Session on September 16
- I attended the MPOAC Staff Directors meeting in Orlando on September 16
- I attended the FDOT I-4 BTU Public Hearing on September 16
- I attended the Floridians for Better Transportation meeting in Orlando on September 17
- I participated with FDOT in a Prioritized Project List & Project Programming meeting on September 18
- I met with Mayor Alvarez on September 22
- I attended a NARC Race Relations Event on September 22
- I attended an AMPO General Membership Meeting on September 23
- I attended an International Drive Transit Study Meeting on September 23
- I had a virtual meeting with Natalie Martinez from Congresswoman Murphy's Office on September 24
- I met with FDOT on the Phase II Truck Parking Study on September 25
- I participated in the FDOT/MPO Partnering meeting on September 29
- I attended a NARC Race Relations Event on September 30
- I attended the FDOT Webinar on the Policy Element of the 2045 FTP
- I attended the AMPO Meet the Board Members webinar
- I met with the FDOT District 5 Secretary on October 13
- I attended the Seminole Chamber's Mayor's Update on October 15
- I participated as a panelist on the virtual Blind American's Equality Day Event October 15
- I attended the Hoagland Boulevard Opening on October 20
- I participated as a panelist on the INVEST Orlando launch on October 22

- I attended the Florida Simulation Summit on October 28
- I attended the CFCRC Meeting on October 29
- I attended the MPOAC Staff Directors Meeting on October 29
- I attended the MPOAC Governing Board Meeting on October 29
- I met with the FDOT District 5 Director of Transportation Development on October 30
- I attended the Lockheed Martin Space & Air Show at the Sanford Airport on October 31
- Staff covered (in my place) the Wekiva River Commission Meeting on November 13
- Staff covered (in my place) the grand opening event of the Starkey Gap Bicycle Trail

### Continuing Resolution Passed

- Congress and the White House have until midnight on September 30 to pass legislation into law that would keep the federal government open. The House passed a continuing resolution (CR) last week and the Senate is expected to pass it by Wednesday with some procedural votes on Tuesday. The CR includes a one-year extension of the FAST Act at 2020 funding levels. The bill passed in the House by a vote of 359-97. Presuming it is passed by the Senate, the President is expected to sign the bill into law.

### FDOT

I met with the FDOT District Leadership on October 13 and again on October 29.

We know from Secretary Perdue that coordination with the MPOs and local governments is important to him. Recently he stated that the District received their funding allocations for the new work program on October 26. They have done that. We learned that D5 will experience about a \$100 M deficit FY 21-25 with \$80 M of that in the current year. The department reached out and set two meetings with us since then. The first was on Tuesday, November 3 when we learned that D5 will experience about a \$100 M deficit in FY 21-25 with \$80 M of that in the current year. We met with them again on November 10. I want to thank Secretary Perdue for his commitment to coordinating with us and the value he places on that.

### MPOAC Institute

- The MPOAC and CUTR are looking at the 2021 MPOAC Institute options.
- Due to the uncertainty of COVID throughout the fall and winter months they do not want to commit to the usual event
- They are currently working on what is to become a live virtual curriculum
- They are working on the logistics of that now
- I may have more to say about that at the December and certainly the February meetings
- They have also developed an on line version of the institute with slightly less material presented but that they feel is a valuable alternative
- It consists of 5 videos on an hour plus in length—totals about 6 hours
- It will include the opportunity to register for virtual Q/A sessions
- Attendees would have access to content for 6 months
- I will keep the board informed as more information becomes available.
- If you've already attended but want a refresher, that's fine. We budget for up to three board members to attend.





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 October 18, 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:	1,020	\$27,937,262.78
FUND TYPE	Construction	TIME BEGAN:	1/8/2017	ELAPSED:	958	\$25,570,620.61
		WORK BEGAN:	1/8/2017	% ORIGINAL:	125.23%	92.14%
		EST. COMPLETION:	Early 2021	% TO DATE:	93.92%	91.53%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR	John Bailey	C: 407-466-4387		<a href="mailto:john.bailey@kisingercampo.com">john.bailey@kisingercampo.com</a>		
FDOT PROJECT MANAGER	Carlton Daley	O: 321-319-8129 C: 407-832-1694		<a href="mailto:carlton.daley@dot.state.fl.us">carlton.daley@dot.state.fl.us</a>		
CONTRACTOR'S PROJECT MANAGER:	Jomo K. Forbes	O: 407-889-9844 C: 407-496-4274		<a href="mailto:JomoF@southlandconstruction.com">JomoF@southlandconstruction.com</a>		
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:	1,410	\$80,162,159.92
FUND TYPE	Construction	TIME BEGAN:	10/14/2016	ELAPSED:	1,383	\$78,150,352.02
		WORK BEGAN:	10/14/2016	% ORIGINAL:	131.71%	103.07%
		EST. COMPLETION:	Late 2020	% TO DATE:	98.09%	97.49%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR	Robert Murphy	O: 407-875-8900 C: 813-918-6390		<a href="mailto:rpmurphy@transystems.com">rpmurphy@transystems.com</a>		
FDOT PROJECT MANAGER	Trevor Williams	O: 321-319-8138 C: 407-625-4360		<a href="mailto:trevor.williams@dot.state.fl.us">trevor.williams@dot.state.fl.us</a>		
CONTRACTOR'S PROJECT MANAGER:	Neil Parekh	O: 407-737-6741 C: 305-753-8621		<a href="mailto:nparekh@princecontracting.com">nparekh@princecontracting.com</a>		
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:	625	\$7,530,254.00
FUND TYPE	Construction	TIME BEGAN:	2/6/2019	ELAPSED:	575	\$6,763,172.97
		WORK BEGAN:	2/6/2019	% ORIGINAL:	119.79%	94.77%
		EST. COMPLETION:	Early 2021	% TO DATE:	92.00%	89.81%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR	Peter Crespi	O: 407-278-2723 C: 407-325-9728		<a href="mailto:peter.crespi@dot.state.fl.us">peter.crespi@dot.state.fl.us</a>		
CONTRACTOR'S PROJECT MANAGER:	David Jewett	O: 386-322-4500 C: 386-281-9042		<a href="mailto:david.jewett@mascicgc.com">david.jewett@mascicgc.com</a>		

## Project Status Report as of October 18, 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
FED. AID #:	D517084B	NTP:	7/16/2019	CURRENT:	713
FUND TYPE	Construction	TIME BEGAN:	8/15/2019	ELAPSED:	432
		WORK BEGAN:	8/15/2019	% ORIGINAL:	66.46%
		EST. COMPLETION:	Spring 2021	% TO DATE:	60.59%
CONTACT			PHONE	EMAIL	
PROJECT ADMINISTRATOR		Dan Barbato	C: 561-719-9885	<a href="mailto:dbarbato@consoreng.com">dbarbato@consoreng.com</a>	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360	<a href="mailto:trevor.williams@dot.state.fl.us">trevor.williams@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Joe Raucci	O. 407-889-9844 C. 321-230-2551	<a href="mailto:jraucci@scifi.com">jraucci@scifi.com</a>	

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:	299	\$9,146,375.06
FUND TYPE	Construction	TIME BEGAN:	2/27/2020	ELAPSED:	234	\$7,908,414.26
		WORK BEGAN:	2/27/2020	% ORIGINAL:	83.87%	86.47%
		EST. COMPLETION:	Late 2020	% TO DATE:	78.26%	86.47%
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 beacons, or PHBs.						
				TIME	COST	
CONTRACTOR:	PowerCore, Inc.	LET DATE:	3/27/2019	ORIGINAL:	140	\$782,050.00
FED. AID #:	D518038B	NTP:	5/28/2019	CURRENT:	172	\$788,307.01
FUND TYPE	Construction	TIME BEGAN:	9/25/2019	ELAPSED:	337	\$669,394.86
		WORK BEGAN:	9/30/2019	% ORIGINAL:	240.71%	85.59%
		EST. COMPLETION:	Fall 2020	% TO DATE:	195.93%	84.92%
FINAL ACCEPTED 9/30/2020						
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		<a href="mailto:ryan.flipse@dot.state.fl.us">ryan.flipse@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Bill Ross	C: 217-766-1278		<a href="mailto:brross@powercore.us">brross@powercore.us</a>	

FINAL ACCEPTED 9/30/2020



Outside Consultant

In-House Construction

Maintenance

## Project Status Report as of October 18, 2020

ORANGE							
SR 15 (Conway Rd) and SR 552 (Curry Ford Rd)							
FIN #	439133-1-52-01						
CONTRACT #	E50A0						
Construction							
PROJECT DESCRIPTION: Reconstructing the existing traffic signals at the intersection of Conway Road (State Road (S.R.) 15) and Curry Ford Road (S.R. 552).							
					TIME	COST	
CONTRACTOR:	Traffic Engineering and Management, LLC		LET DATE:	2/04/2020	ORIGINAL:	140	\$1,190,354.00
FED. AID #:			NTP:	4/09/2020	CURRENT:	146	\$1,190,354.00
FUND TYPE	Construction		TIME BEGAN:	8/7/2020	ELAPSED:	73	\$197,350.96
			WORK BEGAN:	8/7/2020	% ORIGINAL:	52.14%	16.58%
			EST. COMPLETION:	Late 2020	% TO DATE:	50.00%	16.58%
CONTACT				PHONE		EMAIL	
PROJECT ADMINISTRATOR			Carlton Daley	O: 321-319-8129 C: 407-832-1694		<a href="mailto:carlton.daley@dot.state.fl.us">carlton.daley@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:			Dave Elliot	C: 407-448-1706		<a href="mailto:delliott@controlspecialists.com">delliott@controlspecialists.com</a>	

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:	1,057	\$23,672,889.01
FUND TYPE	Construction	TIME BEGAN:	2/5/2019	ELAPSED:	594	\$10,231,498.75
		WORK BEGAN:	2/5/2019	% ORIGINAL:	59.40%	43.60%
		EST. COMPLETION:	Spring 2022	% TO DATE:	56.20%	43.22%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		George Sawaya	C: 407-509-6396		<a href="mailto:georgesawaya@hillintl.com">georgesawaya@hillintl.com</a>	
FDOT PROJECT MANAGER		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		<a href="mailto:Ryan.Flipse@dot.state.fl.us">Ryan.Flipse@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		George Jaoude	C: 321-230-2559		<a href="mailto:GeorgeJ@southlandconstruction.com">GeorgeJ@southlandconstruction.com</a>	

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:	232	\$7,148,284.49
FUND TYPE	Construction	TIME BEGAN:	5/7/2020	ELAPSED:	164	\$3,730,012.92
		WORK BEGAN:	5/7/2020	% ORIGINAL:	91.11%	52.18%
		EST. COMPLETION:	Late 2020	% TO DATE:	70.69%	52.18%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Terry Phillips	C: 386-785-7647		<a href="mailto:TPhillips@aeengineeringinc.com">TPhillips@aeengineeringinc.com</a>	
FDOT PROJECT MANAGER		Trevor Williams	O: 321-319-8138 C: 407-625-4360		<a href="mailto:trevor.williams@dot.state.fl.us">trevor.williams@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Logan Miller	C: 407-494-7009		<a href="mailto:logan.miller@preferredmaterials.com">logan.miller@preferredmaterials.com</a>	



Outside Consultant

In-House Construction

Maintenance

## Project Status Report as of October 18, 2020

OSCEOLA						
Osceola County Pedestrian Lighting Bundle A						
FIN #	439885-1-52-01					
CONTRACT #	T5645					
Construction						
PROJECT DESCRIPTION: Installing Light Emitting Diode (LED) fixtures at signalized intersections along U.S. 192, Main Street (U.S. 17-92), and Vine Street (U.S. 192).						
					TIME	COST
CONTRACTOR:	PowerCore, Inc.	LET DATE:	4/24/2020	ORIGINAL:	210	\$920,856.41
FED. AID #:	D518042B	NTP:	6/24/2020	CURRENT:	232	\$890,520.68
FUND TYPE	Construction	TIME BEGAN:	8/24/2020	ELAPSED:	82	\$478,608.22
		WORK BEGAN:	8/24/2020	% ORIGINAL:	39.05%	51.97%
		EST. COMPLETION:	Early 2021	% TO DATE:	35.34%	53.74%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Ryan Flipse	O: 321-319-8134 C: 407-625-0342		<a href="mailto:ryan.flipse@dot.state.fl.us">ryan.flipse@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		August Schroeder	C: 443-301-7257		<a href="mailto:aschroeder@powercore.us">aschroeder@powercore.us</a>	

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:	1,532	\$55,764,877.54
FUND TYPE	Construction	TIME BEGAN:	5/31/2016	ELAPSED:	1,567	\$52,196,425.86
		WORK BEGAN:	5/31/2016	% ORIGINAL:	158.28%	97.88%
		EST. COMPLETION:	Early 2021	% TO DATE:	102.28%	93.60%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Chris Davis	O: 321-972-8616 C: 407-466-4151		<a href="mailto:cdavis@metriceng.com">cdavis@metriceng.com</a>	
FDOT PROJECT MANAGER		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		<a href="mailto:jeff.oakes@dot.state.fl.us">jeff.oakes@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Lauren Cowan	C: 954-594-0396		<a href="mailto:lcowan@bergeroninc.com">lcowan@bergeroninc.com</a>	

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:	1,603	\$238,056,404.18
FUND TYPE	Design Build	TIME BEGAN:	10/18/2017	ELAPSED:	1,210	\$198,120,193.98
		WORK BEGAN:	10/18/2017	% ORIGINAL:	95.28%	84.47%
		EST. COMPLETION:	Late Fall 2021	% TO DATE:	75.48%	83.22%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		Arnaldo Larrazabal	C: 786-205-2699		<a href="mailto:arnaldo.larrazabal@rsandh.com">arnaldo.larrazabal@rsandh.com</a>	
FDOT PROJECT MANAGER:		Rick Vallier	O: 386-943-5283 C: 386-846-4149		<a href="mailto:rick.vallier@dot.state.fl.us">rick.vallier@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Jeremy Andrews	C: 904-509-0868		<a href="mailto:jandrews@superiorfla.com">jandrews@superiorfla.com</a>	



Outside Consultant  
In-House Construction  
Maintenance

## Project Status Report as of October 18, 2020

LAKE AND SEMINOLE COUNTIES						
SR 429/46 from Wekiva Park Road to Orange Boulevard (Wekiva Parkway Section 7A)						
FIN #	240200-2					
CONTRACT #	T5626					
Design Build						
PROJECT DESCRIPTION: This project includes 3.53 miles of limited access toll road largely along the existing State Road 46 corridor from a half mile east of Wekiva Park Road to Orange Boulevard. The project also includes design of a non-tolled road for local travel.						
					TIME	COST
CONTRACTOR:	Liberty Mutual Insurance	LET DATE:	12/06/2017	ORIGINAL:	1,454	\$108,299,973.17
FED. AID #:	3141042P	NTP:	3/02/2017	CURRENT:	1,593	\$108,496,429.47
FUND TYPE	Design Build	TIME BEGAN:	4/2/2018	ELAPSED:	897	\$74,865,797.39
		WORK BEGAN:	4/2/2018	% ORIGINAL:	61.69%	69.13%
		EST. COMPLETION:	Fall 2022	% TO DATE:	56.31%	69.00%
CONTACT			PHONE		EMAIL	
CEI PROJECT ADMINISTRATOR		David Bowden	O: 386-333-9537 C: 407-873-1905		<a href="mailto:dbowden@go-IEI.com">dbowden@go-IEI.com</a>	
FDOT PROJECT MANAGER:		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		<a href="mailto:jeff.oakes@dot.state.fl.us">jeff.oakes@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Allan Fadullon	C: 954-594-5848		<a href="mailto:afadullon@semaconstruction.com">afadullon@semaconstruction.com</a>	

SEMINOLE COUNTY						
SR 429/46 from Orange Boulevard to Rinehart Road (Wekiva Parkway Section 8)						
FIN #	240200-4					
CONTRACT #	E5Z18					
Design Build						
PROJECT DESCRIPTION: Construct 2.63 miles of limited access toll road from Orange Boulevard to east of Rinehart Road. The project will include the new Wekiva Parkway interchange at I-4 that will connect with State Road 417.						
					TIME	COST
CONTRACTOR:	Lane Construction Corporation	LET DATE:	8/22/2018	ORIGINAL:	1,400	\$253,332,000.00
FED. AID #:	D517015B	NTP:	10/26/2018	CURRENT:	1,633	\$254,931,702.26
FUND TYPE	Design Build	TIME BEGAN:	10/26/2018	ELAPSED:	724	\$309,192,896.23
		WORK BEGAN:	10/26/2018	% ORIGINAL:	51.71%	122.05%
		EST. COMPLETION:	Spring 2023	% TO DATE:	44.34%	121.28%
CONTACT			PHONE		EMAIL	
CEI SENIOR PROJECT ENGINEER		Bill Wages	O: 407-644-1898 C: 407-948-8281		<a href="mailto:bwages@metriceng.com">bwages@metriceng.com</a>	
FDOT PROJECT MANAGER:		Kevin Hayden	O: 386-943-5284		<a href="mailto:kevin.hayden@dot.state.fl.us">kevin.hayden@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Kurt Matthiasmeier	C: 407-908-3229		<a href="mailto:kwmathiasmeier@laneconstruct.com">kwmathiasmeier@laneconstruct.com</a>	

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)						
					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:	554	\$9,972,132.34
FUND TYPE	Construction	TIME BEGAN:	9/4/2019	ELAPSED:	411	\$8,914,391.34
		WORK BEGAN:	9/4/2019	% ORIGINAL:	82.20%	89.39%
		EST. COMPLETION:	Spring 2021	% TO DATE:	74.19%	89.39%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Jeff Oakes	O: 407-482-7835 C: 407-832-1354		<a href="mailto:jeff.oakes@dot.state.fl.us">jeff.oakes@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Brian Silva	407-509-2209		<a href="mailto:bsilva@chinchorelectric.com">bsilva@chinchorelectric.com</a>	



Outside Consultant

In-House Construction

Maintenance

## Project Status Report as of October 18, 2020

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 improvements, the roadway will be widened to add an additional eastbound left turn lane at the intersection S.R. 436 and Ronald Reagan Boulevard (County Road 427). The FDOT will also reconstruct sidewalks, improve drainage and perform traffic signal work along S.R. 436 from Boston Avenue to Anchor Road.						
					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:	391	\$4,976,836.09
FUND TYPE	Construction	TIME BEGAN:	5/4/2020	ELAPSED:	158	\$1,887,540.95
		WORK BEGAN:	5/4/2020	% ORIGINAL:	42.93%	37.93%
		EST. COMPLETION:	Summer 2021	% TO DATE:	40.41%	37.93%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Kim Navarro	O: 407-278-2729		<a href="mailto:kim.navarro@dot.state.fl.us">kim.navarro@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		David Jewett	386-322-4500, 386-281-9042		<a href="mailto:david.jewett@mascicg.com">david.jewett@mascicg.com</a>	

SEMINOLE						
Countywide ATMS-DMS Phase 1 Seminole County						
FIN #	441211-1-52-01					
CONTRACT #	E5Z94					
Design Build						
PROJECT DESCRIPTION: This project will involve the removal of 20 existing arterial dynamic message signs (ADMS), including existing sign structures and foundations, and installation of new ADMS with supporting sign structures and foundations. Work will also include the addition of 12 closed-circuit television (CCTV) cameras at various intersections in Seminole County.						
					TIME	COST
CONTRACTOR:	Traffic Management Solutions, Inc.	LET DATE:	3/15/2019	ORIGINAL:	430	\$4,278,000.00
FED. AID #:	N/A	NTP:	5/23/2019	CURRENT:	456	\$4,278,000.00
FUND TYPE	Construction	TIME BEGAN:	5/23/2019	ELAPSED:	281	\$2,665,344.00
		WORK BEGAN:	5/23/2019	% ORIGINAL:	65.35%	62.30%
		EST. COMPLETION:	Fall 2021	% TO DATE:	61.62%	62.30%
CONTACT			PHONE		EMAIL	
PROJECT ADMINISTRATOR		Kim Navarro	O: 407-278-2729		<a href="mailto:kim.navarro@dot.state.fl.us">kim.navarro@dot.state.fl.us</a>	
CONTRACTOR'S PROJECT MANAGER:		Chris Sandroni	C: 386-562-6116		<a href="mailto:chriss@trafficmgmtsolutions.com">chriss@trafficmgmtsolutions.com</a>	



Outside Consultant

In-House Construction

Maintenance

October 29, 2020

Mr. Jamie Christian  
Division Administrator  
Federal Highway Administration  
Florida Division  
3500 Financial Plaza, Suite 400  
Tallahassee, FL 32312

Dear Mr. Christian:

Title 23, Chapter 1, Subchapter E, Part 450.334 of the Code of Federal Regulations requires MPOs to annually publish a list of transportation projects for which federal funds were obligated during the preceding federal fiscal year.

In order to meet this requirement, MetroPlan Orlando has prepared a document that contains the transportation projects in Orange, Osceola and Seminole Counties that received federal funds during FY 2019/20. This document can be found on the MetroPlan Orlando web site at the following link:

<https://metroplanorlando.org/wp-content/uploads/Fed.-Funds-1920.pdf>

The link to this document will also be provided to the members of MetroPlan Orlando's Board and advisory committees. This letter is submitted for your information.

Very truly yours,

Gary Huttman  
Executive Director

cc: Ms. Karen Brunelle, FHWA Florida Division

October 29, 2020

Ms. Yvette Taylor  
Regional Administrator, Region 4  
Federal Transit Administration  
Atlanta Federal Center  
230 Peachtree Street NW, Suite 800  
Atlanta, GA 30303

Dear Ms. Taylor:

Title 23, Chapter 1, Subchapter E, Part 450.334 of the Code of Federal Regulations requires MPOs to annually publish a list of transportation projects for which federal funds were obligated during the preceding federal fiscal year.

In order to meet this requirement, MetroPlan Orlando has prepared a document that contains the transportation projects in Orange, Osceola and Seminole Counties that received federal funds during FY 2019/20. This document can be found on the MetroPlan Orlando web site at the following link:

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Very truly yours,

Gary Huttman  
Executive Director



October 29, 2020

Mr. Bart Vernace, Manager  
Federal Aviation Administration  
Orlando Airport District Office  
8427 South Park Circle, Suite 524  
Orlando, FL 32819

Dear Mr. Vernace:

Title 23, Chapter 1, Subchapter E, Part 450.334 of the Code of Federal Regulations requires MPOs to annually publish a list of transportation projects for which federal funds were obligated during the preceding federal fiscal year.

In order to meet this requirement, MetroPlan Orlando has prepared a document that contains the transportation projects in Orange, Osceola and Seminole Counties that received federal funds during FY 2019/20. This document can be found on the MetroPlan Orlando web site at the following link:

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Very truly yours,

Gary Huttman  
Executive Director



**U.S. Department  
of Transportation**

Office of the Secretary  
of Transportation

Under Secretary for Policy

1200 New Jersey Avenue, SE  
Washington, DC 20590

August 16, 2020

Mr. Gary Huttman, AICP  
Executive Director  
Metropolitan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, FL 32801

RECEIVED  
AUG 31 2020  
METROPLAN ORLANDO

Dear Mr. Huttman:

Thank you for your letter supporting funding for the SR 426/CR419 Phase III Widening Project under the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program funded by the Further Consolidated Appropriations Act, 2020.

The BUILD Transportation Grants program (formerly known as TIGER) has awarded more than \$8 billion to support road, rail, transit, port, and multimodal projects. The competitive, discretionary program helps the Department support critical infrastructure investment to projects with a significant local or regional impact.

The U.S. Department of Transportation issued the Fiscal Year 2020 Notice of Funding Opportunity on February 18, 2020, that highlights project selection criteria and application requirements. The deadline for submitting final applications was 8:00 pm EDT on May 18, 2020. All properly submitted applications will receive full and careful consideration.

Your knowledge of the transportation needs in your area is valuable and your interest in the BUILD program is appreciated.

Sincerely,

Finch Fulton  
Deputy Assistant Secretary



**U.S. Department  
of Transportation**

Office of the Secretary  
of Transportation

Under Secretary for Policy

1200 New Jersey Avenue, SE  
Washington, DC 20590

August 24, 2020

Mr. Gary Huttman, AICP  
Executive Director  
Metropolitan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, FL 32801

Dear Mr. Huttman:

Thank you for your letter supporting funding for the Neptune Road Widening and Improvement Project under the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program funded by the Further Consolidated Appropriations Act, 2020.

The BUILD Transportation Grants program (formerly known as TIGER) has awarded more than \$8 billion to support road, rail, transit, port, and multimodal projects. The competitive, discretionary program helps the Department support critical infrastructure investment to projects with a significant local or regional impact.

The U.S. Department of Transportation issued the Fiscal Year 2020 Notice of Funding Opportunity on February 18, 2020, that highlights project selection criteria and application requirements. The deadline for submitting final applications was 8:00 pm EDT on May 18, 2020. All properly submitted applications will receive full and careful consideration.

Your knowledge of the transportation needs in your area is valuable and your interest in the BUILD program is appreciated.

Sincerely,

A handwritten signature in blue ink, reading "Finch Fulton".

Finch Fulton  
Deputy Assistant Secretary



September 1, 2020

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

RE: Letter of Support for Proposed SR 528 Land Bridge

Dear Mr. Huttman:

On behalf of the Florida Chapter of The Nature Conservancy, I am writing to express our support for including the proposed Florida National Scenic Trail "land bridge" over SR 528 in east Orange County, Florida, in MetroPlan's "Five Year Update" to the Comprehensive Transportation Plan.

Over the last several years, The Nature Conservancy has followed the major re-alignments and the efforts to "close the gaps" of the Florida National Scenic Trail (FNST) including the road walk along Deer Park Road to the current route west of Deseret Ranch. This route links state and county parks and preserves and establishes a "greenway opportunity" for both people and wildlife in a rapidly growing area of Orange County.

The Nature Conservancy is focused on ensuring Florida's continued development and growth is done responsibly, existing wildlife corridors remain viable including that transportation projects do not impact landscape connectedness. We also recognize the importance of connecting people to nature including the opportunities for eco-tourism this corridor can provide. The bridge proposed over the Beach Line Expressway by the Florida Greenways & Trails Foundation as a way to provide access to Hal Scott Regional Park and Preserve would not only greatly enhance the national trail experience in this area but allow wildlife safe passage. For the first time in over 50 years, terrestrial animals would have a direct connection to Hal Scott Regional Park and Preserve from existing conservation and agricultural lands to the south.

We are happy to lend our support for a land bridge for wildlife and walkers and believe it would have a significant positive impact on wildlife migration and further strengthen the Econlockhatchee River basin as a major greenway corridor in east central Florida.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Knecht".

Greg Knecht, Deputy Executive Director  
The Nature Conservancy, Florida

CC: Eric Sutton – Executive Director, FWC  
Laura Kelly – Executive Director, CFX  
Shawn Thomas – Natural Resource Program Manager, USFS