

MetroPlan Orlando Board

DATE & TIME:

Wednesday, September 10, 2025
9:00 a.m.

LOCATION:

MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801

[CLICK HERE TO JOIN VIRTUALLY](#)

MEMBERS OF THE PUBLIC ARE WELCOME!

Participate at the location above or online from your computer, smartphone or tablet. Zoom meeting ID and dial-in info available here on [web calendar](#).

I.	CALL TO ORDER 9 a.m.	Chairman Dallari
II.	CHAIR'S ANNOUNCEMENTS 9 a.m.	Chairman Dallari
III.	EXECUTIVE DIRECTOR'S ANNOUNCEMENTS/AGENDA REVIEW 9:10 a.m.	Mr. Gary Huttman
IV.	AGENCY REPORT: 9:15 a.m. • FDOT	Secretary John Tyler
V.	ROLL CALL & CONFIRMATION OF QUORUM 9:25 a.m.	Ms. Lisa Smith
VI.	COMMITTEE REPORTS: 9:25 a.m. • Municipal Advisory Committee • Community Advisory Committee • Technical Advisory Committee • Transportation System Management & Operations Advisory Committee	Commissioner Jordan Smith Ms. Nilisa Council Mr. Lenny Barden Ms. Lee Pulham

VII. PUBLIC COMMENTS ON ACTION ITEMS 9:35 a.m.

Comments on *Action Items* can be made in two ways:

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

How to comment:

1. Complete an electronic speaker card at MetroPlanOrlando.gov/SpeakerCard. Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.
2. Each speaker has two minutes to address the board and should state his/her name and address for the record.
3. If your comment does not pertain to action items on the agenda, you may comment at the general public comment period at the end of the meeting.

VIII.	CONSENT AGENDA 9:35 a.m.	Section 1 Page 5	
A.	Minutes of the July 9, 2025 Board Meeting – page #6		
B.	Approval of Financial Report for June (unaudited) & July 2025 – page #12		
C.	Approval of the Travel Report for June & July 2025 – page #16		
D.	Approval of the FY 2026 Budget Amendment #2 – page #18		
E.	Approval of the Finance Committee Recommendation to extend the Office Lease at 250 S. Orange Avenue, Suite 200 through July 31, 2037 – page #34		
F.	Approval of the Personnel Committee Recommendation for the Executive Director’s Annual Review – page #38		
G.	Approval of the Personnel Committee Recommended changes to the MetroPlan Orlando Employee Handbook & Travel Policy – page #42		
H.	Approval of update to the Title VI & Limited English Proficiency Report – page #130		
I.	Approval to renew the University of Florida contract for continued development and maintenance of the MetroPlan Orlando Crash Data Base – page #131		
J.	Approval of Board Resolution 25-08 in support of the I-4 St. Johns River Bridge– page #134		
K.	Approval of Board Resolution 25-09 in support of “Put the Brakes on Fatalities Day”- page #136		
L.	Approval of Board Resolution 25-10 in support of “Blind Americans Equality Day and White Cane Awareness Day” – page #138		
M.	Approval of Sole Source Contract with Citian for CRASH Software as a Service – page #140		
IX.	OTHER ACTION ITEMS 9:35 a.m.	Section 2 Page 143	
A.	Approval of the Roll Forward Amendments to the FY 2025-26 – FY 2029-30 Transportation Improvement Program (TIP) (Roll Call vote) – page # 144	Mr. Jason Sartorio MetroPlan Orlando	
X.	INFORMATION ITEMS FOR ACKNOWLEDGEMENT (ACTION ITEM)	Section 3 Page 148	
A.	Executive Directors Report – page #149		
B.	FDOT Monthly Construction Status Report- July and August 2025 – page #151		
C.	Bicycle & Pedestrian Report– page #193		

D.	Air Quality Report – page #194
E.	Letter of Support - LYNX Submission to the Federal Transit Administration (FTA) FY 2025 Low or No Emission Grant Program (FTA-2025-008-TPM-LWNO) and the Grants for Buses and Bus Facilities Competitive Program (FTA-2025-007-TPM-BUS)– page #197
F.	Letter of Support – City of Altamonte Springs submission to the Federal Transit Administration (FTA) FY 2025 Low or No Emission Grant Program (FTA-2025-008-TPM-LWNO) and the Grants for Buses and Bus Facilities Competitive Program (FTA-2025-007-TPM-BUS) – page #198
G.	Response to Docket No. DOT-OST-2025-0468. Request for Information – Advancing a Surface Transportation Proposal that Focuses on America’s Most Fundamental Infrastructure Needs – page #199
H.	AMPO July 2025 Newsletter – page #203
I.	Public Hearing Notice – Southport Connector Expressway PD&E – page #216
J.	U.S. 192 Improvements from Main Street to Aeronautical Drive Open House Notice – page #220
K.	Quarter 2 PD&E Tracking Report – page #221

XI.	OTHER BUSINESS & PRESENTATIONS 9:40 a.m.	Section 4 Page 223
A.	9:40 a.m. – 15 minutes Status Update on the 2050 MTP - page #224	Ms. Taylor Laurent MetroPlan Orlando
B.	9:55 a.m. – 15 minutes Update on Vision Zero Central Florida – page # 240	Ms. Lara Bouck MetroPlan Orlando

XII. PUBLIC COMMENTS (GENERAL) 10:10 a.m.

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

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

How to comment:

1. Complete an electronic speaker card at MetroPlanOrlando.gov/SpeakerCard. Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.

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

XIII. BOARD MEMBER COMMENTS 10:10 a.m.

XIV. NEXT MEETING: November 12, 2025

Chairman Dallari

XV. ADJOURNMENT 10:15 a.m.

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

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

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

Section 1



MetroPlan Orlando Board

MEETING MINUTES

DATE: Wednesday, July 9, 2025
TIME: 9:00 a.m.
LOCATION: MetroPlan Orlando
Park Building
250 S. Orange Ave, Suite 200
Orlando, FL 32801

Commissioner Bob Dallari, Chair, Presided

Members in attendance were:

Hon. Brandon Arrington, Central Florida Expressway Authority
Hon. Lee Constantine, Seminole County
Hon. Maribel Gomez Cordero, Orange County
Hon. Bob Dallari, Seminole County
Hon. Mayor Jerry Demings, Orange County
Hon. Ken Gilbert, City of St. Cloud
Hon. Cheryl Grieb, Osceola County
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission
Hon. Christine Moore, Orange County
Hon. Bryan Nelson, City of Apopka
Hon. Kelly Semrad, Orange County
Hon. Michael Sott, Orange County
Hon. Jordan Smith, Municipal Advisory Committee
Hon. Mayra Uribe, Orange County
Hon. Nicole Wilson, Orange County
Mr. Carson Good for Tim Weisheyer, GOAA

MetroPlan Orlando
Board Minutes July 9, 2025
Page 1

Members/Advisors attending the meeting via the Zoom Platform:

Hon. Mayor Buddy Dyer, City of Orlando

Advisors in Attendance

Mr. Shaun Germolus, Kissimmee Gateway Airport
Mr. Lenny Barden, Technical Advisory Committee
Ms Nilisa Council, Community Advisory Committee
Secretary John Tyler, FDOT District 5

Members/Advisors not in Attendance:

Hon. Pat Bates, City of Altamonte Springs
Honorable Jackie Espinosa, City of Kissimmee
Hon. Tony Ortiz, City of Orlando
Ms. Lee Pulham Transportation Systems Management & Operations Committee
Mr. Stephen Smith, Sanford Airport Authority
Mayor Art Woodruff, City of Sanford

Others in Attendance:

Mr. Jim Stroz, FDOT District 5
Mr. Jonathan Scarfe, FDOT District 5
Mr. Bob O'Malley, Orlando Economic Partnership

Staff in Attendance:

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

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board Chair Bob Dallari called the meeting to order at 9:00 a.m. and welcomed everyone. Commissioner Viviana Janer, Osceola County, led the Pledge of Allegiance.

II. CHAIR'S ANNOUNCEMENTS

Chair Dallari welcomed new MAC Chair Commissioner Jordan Smith, City of Lake Mary, and congratulated Commissioner Lee Constantine on receiving the Lifetime Achievement Award from the Florida Association of Counties. Chair Dallari thanked Orange and Osceola counties for their adoption of resolutions supporting the Lake-to-Lake Regional Trail. MetroPlan Orlando staff member Adriana Rodriguez provided the Safety Moment highlighting teen driver safety and the Florida Sheriff's Association Teen Driver Challenge.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS & AGENDA REVIEW

Mr. Huttman acknowledged Mr. Carson Good representing GOAA in place of Mr. Tim Weisheyer. He provided updates on AMPO and NARC initiatives that impact MPOs and local governments. He announced that funds, totaling \$2.1 million, will be released soon for the second Safe Streets grant. Mr. Huttman highlighted the recognition of the MetroPlan Orlando Vision Zero Central Florida initiative by the Florida Planning Association for excellence in best practices. Mr. Huttman called attention to delays in finalizing the TIP due to budget impacts and emphasized the need for amendments later in the year. Mr. Huttman provided information concerning a requested peer exchange with the Hillsborough, Pinellas and Pasco MPOs on October 27th or 28th. Mr. Huttman called attention to items included in the supplemental folders and noted there were no additional changes to the agenda.

IV. AGENCY REPORTS

GOAA Orlando Executive Airport: Mr. Carson Good and Ms. Judith Ann Jarrette, CEO, Orlando Executive Airport, gave an overview of the airport's history by highlighting its role in relieving congestion at Orlando International Airport. Ms. Jarrette provided detailed statistics on the economic impact of airport operations, the types of aircraft based at the Airport, community engagement efforts, and capital improvement projects.

FDOT: Secretary John Tyler congratulated Commissioner Lee Constantine on his Lifetime Achievement Award and thanked him for his partnership with FDOT. Secretary Tyler reported on the 2025 legislative session which concluded with the budget approved and signed and includes the approval of \$15.1 billion for FDOT and \$13.7 billion dedicated to the work program. Secretary Tyler announced that Governor DeSantis signed Senate Bill 1662, the FDOT Priority Policy Bill, which establishes the Florida Transportation Research Institute and the Florida Transportation Academy. Secretary Tyler announced the execution of the USDOT's INFRA grant for Central Florida truck parking totaling \$180 million, and that "Operation Southern Slowdown" begins on July 14th.

V. ROLL CALL AND CONFIRMATION OF QUORUM

Ms. Lisa Smith called the roll and confirmed that a quorum was physically present.

VI. COMMITTEE REPORTS

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

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. CONSENT AGENDA

- A. Minutes of the June 11, 2025 Board Meeting
- B. Approval of Financial Report for May 2025
- C. Approval of the Travel Report for May 2025
- D. Approval of the Selection Committee Recommendation for the Signal Retiming Contracts
- E. Approval of Resolution 25-06 Support of the Lake-to-Lake Regional Trail Concept

MOTION: Commissioner Viviana Janer moved to approve Consent Agenda Items A through E. Commissioner Christine Moore seconded the motion. Motion carried unanimously.

IX. OTHER ACTION ITEMS

- A. Approval of the FY 2025-26 – FY 2030-31 Transportation Improvement Program (TIP) (**Roll Call vote**)

Mr. Jason Sartorio, MetroPlan Orlando, requested approval of the FY 2025/26-FY 2030/31 TIP, He noted that the TIP was previewed at the June Board meeting. Mr. Sartorio gave an overview of minor changes in the draft TIP versus the Final TIP. He provided details of public engagement efforts. Link to Draft FY 2025/26 – 2029/30 TIP: <https://metroplanorlando.gov/wp-content/uploads/Draft-Final-FY26-FY30-Transportation-Improvement-Program.pdf>

MOTION: Commissioner Viviana Janer moved approval of the FY2025/26-FY 2030/31 Transportation Improvement Program (TIP). Commissioner Michael Scott seconded the motion. A roll call vote was conducted, and the motion carried unanimously.

- B. Approval of the FY 2031-2041 Prioritized Project List (PPL)

Mr. Slade Downs, MetroPlan Orlando, requested that the MAC make a recommendation to the Board to adopt the Draft PPL for FY 2031-2041. Mr. Downs noted that a preview of the PPL was presented at the June 5th MAC Meeting. Mr. Downs provided background on the PPL, and reviewed updates/feedback received. Due to the size of the document, a link was provided to view the Draft PPL online: <https://metroplanorlando.gov/wp-content/uploads/DRAFT-FINAL-MetroPlan-Orlando-2025.pdf>

MOTION: Commisioner Viviana Janer moved approval of the FY 2031/2041 Prioritized Project List (PPL). Commissioner Gomez Cordero seconded the motion. Motion carried unanimously.

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT

- A. Executive Directors Report
- B. FDOT Monthly Construction Status Report- April 2025
- C. FDOT Safety Summit Newsletter 2025
- D. Air Quality Report
- E. Letter of Support – Seminole County Safe Streets for All Implementation Grant
- F. Letter of Support – Orange County Safe Streets for All Implementation Grant
- G. Letter of Support – City of Orlando’s “Safe Speeds Lab” Safe Streets for All 2025 Grant Application
- H. Letter of Support – City of Apopka Safe Streets for All Implementation Grant
- I. Letter of Support – Osceola County Safe Streets for All Implementation Grant
- J. Public Hearing Announcement – S.R. 417 Sanford Airport Connector
- K. Memo from Mr. Huttman to Secretary Tyler re: TIP Modification

MOTION: Commissioner Viviana Janer moved approval of the Information Items for Acknowledgement: Items A through K. Commissioner Christine Moore seconded the motion. Motion carried unanimously.

XI. OTHER BUSINESS/PRESENTATIONS.

- A. 2050 MTP Update –

Ms. Taylor Laurent, MetroPlan Orlando, briefed the Board members on the continuing development of the 2050 Metropolitan Transportation Plan (MTP), including engagement with the advisory committees and the development of a cost-feasible plan. Ms. Laurent discussed four funding scenarios for the MTP, focusing on safety, technology and project restrictions. She highlighted Committee discussions and provided feedback on the scenarios, with a preference for the safety set-aside scenario. The board discusses the recommended funding policy, which includes setting aside funds for safety countermeasure projects on high injury networks and broadening the definition of school mobility programs.

- B. Report on OEP Washington Fly-In and the Sunshine Corridor

Mr. Bob O’Malley, Orlando Economic Partnership, reported on the recent trip to Washington, DC, and the efforts to support the Sunshine Corridor, highlighting the positive feedback from congressional representatives and the FTA. He discussed previous public/private partnership engagement efforts and noted the importance of continuing those efforts for the success of the Sunshine Corridor. Mr. O’Malley noted that the first meeting of the business stakeholder group will be held in August at OEP, with strong private sector support from various companies and major employers.

XII. PUBLIC COMMENTS (GENERAL)

Ms. Jasmine Hoegh, Crow Street, Orlando, asked whether the expansion of Brightline will include a higher speed option.

XIII. BOARD MEMBER COMMENTS

None.

XIV. NEXT MEETING: Wednesday, September 10, 2025, 9:00 a.m.

XV. ADJOURN BOARD MEETING

There being no further business. The meeting was adjourned at 11:30 a.m. The meeting was transcribed by Ms. Lisa Smith.

Approved this 10th day of September 2025.

Commissioner Bob Dallari, Chair

Ms. Lisa Smith,
Board Services Coordinator/Recording Secretary

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

MetroPlan Orlando
Agencywide
Balance Sheet
For Period Ending 06/30/2025

ASSETS

Operating Cash in Bank	\$	832,021.29
Petty Cash	\$	125.00
SBA Investment Account	\$	1,780,106.68
FL CLASS Investment Account	\$	1,685,296.50
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	294,374.58
Accounts Receivable - Grants	\$	1,426,419.86
Capital Assets - Net	\$	500,126.21

TOTAL ASSETS:	\$	6,538,470.12
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LIABILITIES

Accrued Salaries and Benefits	\$	99,427.35
Accounts Payable	\$	789,890.23
Accrued Personal Leave	\$	501,439.78
Leases Payable	\$	414,087.00

TOTAL LIABILITIES:	\$	1,804,844.36
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	294,374.58
Deposits	\$	20,000.00

Unassigned:	\$	4,419,251.18
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TOTAL EQUITY:	\$	4,733,625.76
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TOTAL LIABILITIES & EQUITY:	\$	6,538,470.12
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Net difference to be reconciled:	\$	-
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MetroPlan Orlando
Agencywide Revenues & Expenditures
For Period Ending 06/30/2025

Revenues	Budget	Current	YTD	Variance Un/(Ovr)	% of Budget
Federal Revenue	\$ 8,793,887.00	\$ 1,375,411.97	\$ 6,531,479.90	\$ 2,262,407.10	74.27%
State Revenue	\$ 116,281.00	\$ 51,007.89	\$ 118,623.00	\$ (2,342.00)	102.01%
Local Revenue	\$ 1,334,509.00	\$ -	\$ 1,334,509.00	\$ -	100.00%
Interest Income	\$ 125,000.00	\$ 13,354.69	\$ 165,859.53	\$ (40,859.53)	132.69%
Contributions	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	100.00%
Cash Carryforward	\$ 380,655.00	\$ -	\$ -	\$ 380,655.00	0.00%
Other	\$ 13,250.00	\$ -	\$ 20,800.20	\$ (7,550.20)	156.98%
Local Funds Transfer	\$ 208,517.00	\$ 55,867.32	\$ 189,519.05	\$ 18,997.95	90.89%
Total Revenues	\$ 10,997,099.00	\$ 1,495,641.87	\$ 8,385,790.68	\$ 2,611,308.32	76.25%
Expenditures					
Audit Fees	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	100.00%
Books, publications, subscriptions & memberships	\$ 26,191.00	\$ 497.00	\$ 15,117.31	\$ 11,073.69	57.72%
Community relations & advertising	\$ 141,750.00	\$ 1,566.22	\$ 123,692.93	\$ 18,057.07	87.26%
Computer Software	\$ 2,500.00	\$ -	\$ 950.00	\$ 1,550.00	38.00%
Consultants	\$ 5,770,723.00	\$ 843,368.61	\$ 3,871,993.28	\$ 1,898,729.72	67.10%
Contingency	\$ 55,000.00	\$ -	\$ -	\$ 55,000.00	0.00%
Contractual/Temporary Services	\$ 5,920.00	\$ 811.00	\$ 5,078.40	\$ 841.60	85.78%
Depreciation/Amortization	\$ -	\$ 268,777.79	\$ 342,935.63	\$ (342,935.63)	0.00%
Equipment & Furniture	\$ 70,000.00	\$ 12,161.01	\$ 56,872.28	\$ 13,127.72	81.25%
Indirect Costs	\$ 551,353.00	\$ 18,418.79	\$ 539,940.15	\$ 11,412.85	97.93%
Legal Fees	\$ 30,000.00	\$ 2,700.00	\$ 19,407.50	\$ 10,592.50	64.69%
Office Supplies	\$ 10,985.00	\$ 661.03	\$ 8,109.32	\$ 2,875.68	73.82%
Operating Supplies	\$ 45,948.00	\$ 1,607.29	\$ 20,419.53	\$ 25,528.47	44.44%
Operating Transfers Out	\$ 208,517.00	\$ 55,867.32	\$ 189,519.05	\$ 18,997.95	90.89%
Other Misc. Expense	\$ 3,700.00	\$ -	\$ 3,136.68	\$ 563.32	84.78%
Pass-Through Expenses	\$ 533,250.00	\$ 284,776.04	\$ 528,939.30	\$ 4,310.70	99.19%
Postage and Freight	\$ 3,700.00	\$ 68.76	\$ 1,190.93	\$ 2,509.07	32.19%
Printing and Binding	\$ 14,850.00	\$ 225.98	\$ 1,715.89	\$ 13,134.11	11.55%
Repair and Maintenance	\$ 7,500.00	\$ -	\$ 5,556.39	\$ 1,943.61	74.09%
Salaries and benefits	\$ 3,395,114.00	\$ 335,694.89	\$ 2,778,780.61	\$ 616,333.39	81.85%
Training	\$ 39,345.00	\$ 1,116.66	\$ 12,574.20	\$ 26,770.80	31.96%
Travel and Per Diem	\$ 55,753.00	\$ 8,425.48	\$ 37,016.35	\$ 18,736.65	66.39%
Total Expenditures	\$ 10,997,099.00	\$ 1,836,743.87	\$ 8,587,945.73	\$ 2,409,153.27	78.09%
Agency Balance	\$ -	\$ (341,102.00)	\$ (202,155.05)		

Unaudited

MetroPlan Orlando
Agencywide
Balance Sheet
For Period Ending 07/31/2025

ASSETS

Operating Cash in Bank	\$	191,128.07
Petty Cash	\$	125.00
SBA Investment Account	\$	1,536,574.19
FL CLASS Investment Account	\$	1,441,322.62
Rent Deposit	\$	20,000.00
Prepaid Expenses	\$	791.71
Accounts Receivable - Grants	\$	1,883,806.20
Capital Assets - Net	\$	493,278.47

TOTAL ASSETS:	\$	5,567,026.26
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LIABILITIES

Accounts Payable	\$	65,089.17
Accrued Personal Leave	\$	501,439.78
Leases Payable	\$	414,087.00

TOTAL LIABILITIES:	\$	980,615.95
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EQUITY

FUND BALANCE:

Nonspendable:

Prepaid Items	\$	791.71
Deposits	\$	20,000.00

Unassigned:	\$	4,565,618.60
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TOTAL EQUITY:	\$	4,586,410.31
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TOTAL LIABILITIES & EQUITY:	\$	5,567,026.26
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Net difference to be reconciled:	\$	-
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MetroPlan Orlando
Agencywide Revenues & Expenditures
For Period Ending 07/31/2025

Revenues	Budget	Current	YTD	Variance Un/(Ovr)	% of Budget
Federal Revenue	\$ 7,052,800.00	\$ 508,394.23	\$ 508,394.23	\$ 6,544,405.77	7.21%
State Revenue	\$ 122,150.00	\$ -	\$ -	\$ 122,150.00	0.00%
Local Revenue	\$ 1,353,042.00	\$ -	\$ -	\$ 1,353,042.00	0.00%
Interest Income	\$ 156,000.00	\$ 12,493.63	\$ 12,493.63	\$ 143,506.37	8.01%
Contributions	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0.00%
Cash Carryforward	\$ 259,358.00	\$ -	\$ -	\$ 259,358.00	0.00%
Other	\$ 13,250.00	\$ -	\$ -	\$ 13,250.00	0.00%
Local Funds Transfer	\$ 20,000.00	\$ 13,307.03	\$ 13,307.03	\$ 6,692.97	66.54%
Total Revenues	\$ 9,001,600.00	\$ 534,194.89	\$ 534,194.89	\$ 8,467,405.11	5.93%
Expenditures					
Audit Fees	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	0.00%
Books, publications, subscriptions & memberships	\$ 24,991.00	\$ 9,152.83	\$ 9,152.83	\$ 15,838.17	36.62%
Community relations & advertising	\$ 142,600.00	\$ 246.00	\$ 246.00	\$ 142,354.00	0.17%
Computer Software	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00%
Consultants	\$ 4,198,497.00	\$ 319,661.99	\$ 319,661.99	\$ 3,878,835.01	7.61%
Contingency	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.00%
Contractual/Temporary Services	\$ 6,410.00	\$ 541.00	\$ 541.00	\$ 5,869.00	8.44%
Depreciation/Amortization	\$ -	\$ 6,847.74	\$ 6,847.74	\$ (6,847.74)	0.00%
Equipment & Furniture	\$ 51,500.00	\$ 1,313.40	\$ 1,313.40	\$ 50,186.60	2.55%
Indirect Costs	\$ 618,103.00	\$ 92,698.59	\$ 92,698.59	\$ 525,404.41	15.00%
Legal Fees	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.00%
Office Supplies	\$ 11,000.00	\$ 105.51	\$ 105.51	\$ 10,894.49	0.96%
Operating Supplies	\$ 48,156.00	\$ 684.42	\$ 684.42	\$ 47,471.58	1.42%
Operating Transfers Out	\$ 20,000.00	\$ 13,307.03	\$ 13,307.03	\$ 6,692.97	66.54%
Other Misc. Expense	\$ 3,750.00	\$ 170.00	\$ 170.00	\$ 3,580.00	4.53%
Pass-Through Expenses	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	0.00%
Postage and Freight	\$ 3,700.00	\$ 58.59	\$ 58.59	\$ 3,641.41	1.58%
Printing and Binding	\$ 15,200.00	\$ -	\$ -	\$ 15,200.00	0.00%
Repair and Maintenance	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
Salaries and benefits	\$ 3,557,239.00	\$ 222,914.14	\$ 222,914.14	\$ 3,334,324.86	6.27%
Training	\$ 39,509.00	\$ 9,560.05	\$ 9,560.05	\$ 29,948.95	24.20%
Travel and Per Diem	\$ 64,945.00	\$ 4,149.05	\$ 4,149.05	\$ 60,795.95	6.39%
Total Expenditures	\$ 9,001,600.00	\$ 681,410.34	\$ 681,410.34	\$ 8,320,189.66	7.57%
Agency Balance	\$ -	\$ (147,215.45)	\$ (147,215.45)		

Travel Summary - June 2025

Traveler: Larsen, Sarah

Dates: May 6-9, 2025

Destination: Toronto, Canada

Purpose of Trip: Annual WTS Conference

Cost: \$ 2,988.24

Paid By: MetroPlan Orlando Funds

Traveler: Constantine, Lee

Dates: June 8-12, 2025

Destination: Seattle, Washington

Purpose of Trip: NARC Conference

Cost: \$ 2,803.09

Paid By: MetroPlan Orlando Funds

Traveler: Loschiavo, Jason

Dates: June 14-18, 2025

Destination: Hollywood, FL

Purpose of Trip: Annual FGFOA Conference

Cost: \$ 2,089.38

Paid By: MetroPlan Orlando Funds

Travel Summary - July 2025

Traveler: Hill, Eric

Dates: July 12-16, 2025

Destination: New York City, NY

Purpose of Trip: COMTO 54th Annual Meeting

Cost: \$3,014.86

Paid By: MetroPlan Orlando Funds



Board Action Fact Sheet

Meeting Date: September 10, 2025
Agenda Item: VIII.D. (Section 1)
Roll Call Vote: No

Action Requested: Approval of the FY'26 Budget Amendment #2

Reason: This budget amendment will roll forward PL (\$181,096), SU (\$1,357,704), and SS4A (\$72,251) grants from FY'25 to FY'26; add additional PL (CPG) from FTA 5305(d) allocations (\$159,183) add new SS4A grant revenue and expenditures (\$2,650,000); add new PPPP grant revenue and expenditures (\$2,000,000) adjust TD by \$1; and add local fund revenue and expenditures for SS4A and PPPP grants and includes SS4A local matches and reimbursement from local partners. The writeup for Task 150 and appendix H – Consultant Scope of Services have also been updated.

Summary/Key Information: Prior year grants could not be accurately budgeted until Fiscal Year 2025 ended. This amendment rolls forward prior year budgets. We also received additional PL, SS4A, and PPPP grant funds that need to be added to the budget. The full budget for SS4A and PPPP have been added in this fiscal year but it is anticipated that both projects will continue into Fiscal Year 2027.

MetroPlan Budget Impact: Increase of FY'26 revenue and expenditures of \$6,709,959.

Local Funding Impact: Increase of local revenues and expenditures of \$289,726.

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

Staff Recommendation: Recommends approval

Supporting Information: The budget amendment document, comparison agencywide budget, Task 150 writeup, and Appendix H writeup are available under section 1.

FINANCE USE ONLY:

Approved Bd Mtg: 9/10/2025
 Agenda Item #: VIII.D.

Entered:

B E No. : 2
 FY 2026
 FDOT No. : A4

REQUEST FOR UPWP BUDGET AMENDMENT

DATE: 8/25/2025

(WHOLE DOLLARS ONLY)
 AMOUNT

GrantName	TaskName	UPWPTask	AclarianCode	AclarianAccount	REVENUES	EXPENDITURES
FY 2025 & 2026 PL Funds (CPG)	PL Revenue	000	331490	Federal Grant Revenue	\$159,183	
FY 2025 & 2026 PL Funds (CPG)	PL Revenue	000	331490	Federal Grant Revenue	\$181,096	
FY 2025 & 2026 PL Funds (CPG)	120-Transportation Improvement Program	120	531000	Consultants		\$20,125
FY 2025 & 2026 PL Funds (CPG)	130-Metropolitan Transportation Plan	130	531000	Consultants		\$50,199
FY 2025 & 2026 PL Funds (CPG)	130-Metropolitan Transportation Plan	130	531000	Consultants		(\$2,589)
FY 2025 & 2026 PL Funds (CPG)	140-Regional Activities	140	531000	Consultants		\$60,731
FY 2025 & 2026 PL Funds (CPG)	160-Data Development & Management	160	531000	Consultants		\$102,829
FY 2025 & 2026 PL Funds (CPG)	200-LYNX Planning Activities	200	531000	Consultants		\$108,984
FY 2025 & 2026 SU Funds	SU Revenue	000	331490	Federal Grant Revenue	\$1,357,704	
FY 2025 & 2026 SU Funds	130-Metropolitan Transportation Plan	130	531000	Consultants		\$164,674
FY 2025 & 2026 SU Funds	150-Transportation Systems Management	150	531000	Consultants		\$251,488
FY 2025 & 2026 SU Funds	160-Data Development & Management	160	531000	Consultants		\$211,137
FY 2025 & 2026 SU Funds	160-Data Development & Management	160	531000	Consultants		(\$25,000)
FY 2025 & 2026 SU Funds	170-Special Studies	170	531000	Consultants		\$229,394
FY 2025 & 2026 SU Funds	180-Multimodal Systems Planning	180	531000	Consultants		\$501,011
FY 2025 & 2026 SU Funds	180-Multimodal Sys Planning	180	531000	Consultants		(\$25,000)
FY 2025 & 2026 SU Funds	200-LYNX Planning Activities	200	531000	Consultants		\$50,000
FY'26 Local Funds	Local Revenue	000	284001	Cash Carryforward	\$59,726	
FY'26 Local Funds	Local Revenue	000	369902	Reimbursement Of Claims &	\$230,000	
FY'26 Local Funds	100-Administration & Management	100	591000	Operating Transfers Out		\$544,450
FY'26 Local Funds	110-Public Outreach	110	531000	Consultants		(\$100,000)
FY'26 Local Funds	170-Special Studies	170	531000	Consultants		(\$154,724)
Prioritization Process Pilot Program (PPPP)	PPPP Revenue	000	331490	Federal Grant Revenue	\$2,000,000	
Prioritization Process Pilot Program (PPPP)	150-TSMO	150	531000	Consultants		\$2,000,000
SS4A (Safe Streets for All)	SS4A Revenue (Federal)	000	334490	State Grant Revenue - TD F	\$57,801	
SS4A (Safe Streets for All)	SS4A Revenue (Local)	000	381000	Inter-Fund Group Transfers	\$14,450	
SS4A (Safe Streets for All)	170-Special Studies	170	531000	Consultants		\$72,251
SS4A (Safe Streets for All) (2)	SS4A2 Revenue (Federal)	000	334490	State Grant Revenue - TD F	\$2,120,000	
SS4A (Safe Streets for All) (2)	SS4A2 Revenue (Local)	000	381000	Inter-Fund Group Transfers	\$530,000	
SS4A (Safe Streets for All) (2)	170-Special Studies	170	531000	Consultants		\$2,650,000
TD - Transportation Disadvantaged	TD Revenue	000	334490	State Grant Revenue - TD F	(\$1)	
TD - Transportation Disadvantaged	100-Administration & Management	100	544001	Rentals And Leases - Offsite Meetings		(\$1)
Total				0	\$6,709,959	\$6,709,959

REASON(S):

To rollforward PL (\$181,096), SU (\$1,357,704), and SS4A (\$72,251) grants from FY'25 to FY'26; to add additional PL (CPG) from FTA 5305(d) allocations (\$159,183); to add new SS4A grant revenue and expenditures (\$2,650,000); to add new PPPP grant revenue and expenditures (\$2,000,000); to adjust TD by \$1; and to add local fund revenue and expenditures for SS4A and PPPP grants local matches and reimbursement from local partners

Note: Highlighted amounts are carry forward amounts from FY'25. They are included for budget purposes but excluded from UPWP presentation

Finance Director's Signature:

Jason S. Loschiavo

Date:

Executive Director's Signature:

Gary D. Huttman

Date:

REMARKS:

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2026

REVENUES

Account Name	BE1	BE2	Change
FY 2025 & 2026 PL Funds (CPG)	\$ 3,875,095	\$ 4,215,374	\$ 340,279
FY 2025 & 2026 SU Funds	\$ 3,072,136	\$ 4,429,840	\$ 1,357,704
Prioritization Process Pilot Program (PPPP)	\$ -	\$ 2,000,000	\$ 2,000,000
VECTOR FY'21	\$ 25,569	\$ 25,569	\$ -
SS4A (Safe Streets for All)	\$ 80,000	\$ 137,801	\$ 57,801
SS4A (Safe Streets for All) (2)	\$ -	\$ 2,120,000	\$ 2,120,000
TD - Transportation Disadvantaged	\$ 122,150	\$ 122,149	\$ (1)
Orange County Assessment	\$ 557,341	\$ 557,341	\$ -
Osceola County Assessment	\$ 150,058	\$ 150,058	\$ -
Seminole County Assessment	\$ 189,036	\$ 189,036	\$ -
Altamonte Springs Assessment	\$ 23,657	\$ 23,657	\$ -
Kissimmee Assessment	\$ 42,571	\$ 42,571	\$ -
Orlando Assessment	\$ 167,533	\$ 167,533	\$ -
Sanford Assessment	\$ 33,949	\$ 33,949	\$ -
Apopka Assessment Assessment	\$ 30,910	\$ 30,910	\$ -
Central Florida Expy Auth. Assessment	\$ 25,000	\$ 25,000	\$ -
Sanford Airport Auth. Assessment	\$ 25,000	\$ 25,000	\$ -
Greater Orl Aviation Auth Assessment	\$ 25,000	\$ 25,000	\$ -
LYNX (CFRTA) Assessment	\$ 25,000	\$ 25,000	\$ -
Belle Isle Assessment	\$ 571	\$ 571	\$ -
Eatonville Assessment	\$ 193	\$ 193	\$ -
Edgewood Assessment	\$ 200	\$ 200	\$ -
Maitland Assessment	\$ 1,569	\$ 1,569	\$ -
Oakland Assessment	\$ 423	\$ 423	\$ -
Ocoee Assessment	\$ 4,008	\$ 4,008	\$ -
Windermere Assessment	\$ 238	\$ 238	\$ -
Winter Garden Assessment	\$ 4,032	\$ 4,032	\$ -
Winter Park Assessment	\$ 2,394	\$ 2,394	\$ -
St. Cloud Assessment	\$ 32,987	\$ 32,987	\$ -
Casselberry Assessment	\$ 2,359	\$ 2,359	\$ -
Lake Mary Assessment	\$ 1,364	\$ 1,364	\$ -
Longwood Assessment	\$ 1,301	\$ 1,301	\$ -
Oviedo Assessment	\$ 3,284	\$ 3,284	\$ -
Winter Springs Assessment	\$ 3,064	\$ 3,064	\$ -
Interest Income	\$ 156,000	\$ 156,000	\$ -
Reimbursement Of Claims & Expenses	\$ 13,250	\$ 243,250	\$ 230,000
CFMPOA Assessments	\$ 25,000	\$ 25,000	\$ -
Cash Carryforward	\$ 259,358	\$ 319,084	\$ 59,726
Inter-Fund Group Transfers In (SS4A)	\$ 20,000	\$ 564,450	\$ 544,450
	\$ 9,001,600	\$ 15,711,559	\$ 6,709,959

METROPLAN ORLANDO
AGENCYWIDE REVENUE AND EXPENDITURE LINE ITEM BUDGET
FY 2026

Expenditures

Account Name	BE1	BE2	Change
Executive Salary	309,605	309,605	0
Salaries	1,991,393	1,991,393	0
Fringe FICA - Employer	178,110	178,110	0
Fringe Pension - 401A - Employer	232,822	232,822	0
Fringe 457 Executive Director - Employer	31,500	31,500	0
Fringe Health Insurance - Employer	426,340	426,340	0
Fringe HSA/FSA Annual Contribution Employer	18,950	18,950	0
Fringe Dental - Employer	7,911	7,911	0
Fringe Vision Insurance - Employer	1,216	1,216	0
Fringe Life Insurance - Employer	1,765	1,765	0
Fringe Long-Term Disability - Employer	3,167	3,167	0
Fringe Workers' Compensation	5,200	5,200	0
Fringe Unemployment Compensation	10,000	10,000	0
Fringe Leave Costs	338,240	338,240	0
Consultants	4,198,497	10,364,007	6,165,510
Legal Fees	30,000	30,000	0
Contractual/Temporary Services	6,410	6,410	0
Audit Fees	26,000	26,000	0
Other Misc. Expense	3,750	3,750	0
Travel and Per Diem	64,945	64,945	0
Computer Operations - Indirect	148,908	148,908	0
Small Tools/Equipment	4,000	4,000	0
Telephone - Indirect	12,620	12,620	0
Postage And Freight	3,700	3,700	0
Rentals and Leases - Parking Validations	16,000	16,000	0
Rentals and Leases - Offsite Meetings	14,782	14,781	(1)
Rentals and Leases - Equipment Rentals - Indirect	950	950	0
Rentals and Leases - Building Operating Expenses - Indire	42,000	42,000	0
Rentals and Leases - Staff Parking - Indirect	36,480	36,480	0
Insurance - Indirect	43,650	43,650	0
Insurance - Direct (TD Grant)	0	0	0
Repair & Maintenance	7,500	7,500	0
Equipment Maintenance - Indirect	15,000	15,000	0
Printing And Binding	15,200	15,200	0
Promotional Activities	10,000	10,000	0
Contingency	50,000	50,000	0
Advertising/Public Notice	21,550	21,550	0
Educational Reimbursement	1,020	1,020	0
Community Relations Sponsorships	10,500	10,500	0
Office Supplies	11,000	11,000	0
Computer Software	2,500	2,500	0
Office Meeting/Marketing Expenses	13,374	13,374	0
Dues & Memberships	19,397	19,397	0
Books, Publications, And Subscriptions	5,594	5,594	0
Training	39,509	39,509	0
Equipment & Furniture	51,500	51,500	0
Principal - Leased Assets - Indirect	307,478	307,478	0
Interest - Leased Assets - Indirect	11,017	11,017	0
Pass-Through Expenses	80,000	80,000	0
Contributions	100,550	100,550	0
Operating Transfers Out	20,000	564,450	544,450
	\$ 9,001,600	\$ 15,711,559	\$ 6,709,959

Task 150 – 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

Work Item	Activity 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 national, state and local activities, including: ITS America, Institute of Transportation Engineers (ITE) and National Operations Coalition of Excellence (NOCOE), AMPO Connected/Automated Vehicle and Emerging Technologies Working Group, Intelligent Transportation Society of Florida, monthly meetings of the Community Traffic Safety Teams (CTST), quarterly meetings of the TSMO Consortium, Traffic Incident Management (TIM) Team, Central Florida CAV Partnership. Information on emerging TSMO developments has been presented to Committees and the Board when appropriate.	Ongoing
Staff manages and coordinates traffic signal retiming program, including consultant services to conduct traffic signal retiming and travel time delay (Before and After) studies.	Ongoing
Project management of the Region-wide Crash Database.	Ongoing
TSMO Master Plan: Staff is managing consultant services to complete a TSMO Master Plan. The Plan will evaluate the current systems and programs in the planning area, determine future needs, formulate an implementation strategy for future deployment and maintenance, and identify a set of TSMO projects to be included in the 2050 Metropolitan Transportation Plan (MTP).	Ongoing (June 2024)
Regional TSMO Strategic Plan: Staff is managing consultant services to complete a Regional TSMO Strategic Plan. The goals of the Strategic Plan are to: coordinate and support multi-jurisdictional collaboration, planning and research to facilitate the integration of regional TSMO strategies into MPO/TPO practices and procedures; work with the other M/TPOs in Central Florida to enhance the role of TSMO in meeting mobility demands and safety concerns; provide assistance as needed to cultivate a culture at the M/TPOs in Central Florida to enable a methodology for supporting TSMO projects; and showcase the benefits of exercising TSMO in a Mega-Region. It will include recommendations for organizational structure, how progress towards RTSMOP Goals and Objectives can be accomplished, and appropriate initiatives and actions.	Ongoing (June 2024)

Work Item	Activity Date / Status
STIC - 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 coordinated a multi-jurisdictional program to advance planning for Transportation System Management and Operations (TSMO) in Central Florida. The objective of the program was to work with the other MPOs/TPOs and FDOT Districts One, Five and Seven Florida, Turnpike Enterprise (FTE), Central Florida Expressway (CFX), and Tampa-Hillsborough Expressway (THEA) to enhance the role of TSMO in meeting mobility demands and safety concerns; assist as needed to cultivate a culture at the MPOs to support funding opportunities and programming of TSMO projects; and showcase the benefits of exercising TSMO in a Mega-Region.	Complete

Required Activities and Products

Activities and Products	Milestone / Target Date
Advance recommendations from Connected-Automated Vehicle Study (2021). TSMO strategies to support CAV will be developed under the TSMO MP, including opportunities for grant applications with local partners to demonstrate or pilot emerging technologies.	Ongoing
Advance recommendations from TSMO Master Plan and Regional TSMO Strategic Plan.	Ongoing
Monitor and advance recommendations and projects from ITS Master Plan. Recommendations and projects to be included in the 2050 MTP and subsequent TIPs.	Ongoing
Evaluate Traffic Signal Timing and report on before/after benefits	June 2025 June 2026
Implementation of the Congestion Management Process	Ongoing
Manage Regional TSMO Program	Ongoing
TSMO Workforce Development	Ongoing
MetroPlan has convened a Workforce Development Task Force made up of volunteers from staff and our advisory committees to try and address TSMO workforce needs in the region. Initial focus was on resurrecting the signal technician training program developed several years ago, including a partnership with Orange Technical College (Mid-Florida Campus) for a two-year signal technician certification. Renewed emphasis will be placed on coordination with regional partners to support internships and trying to access students at the high school level and considering the feasibility of developing a dual enrollment program.	Ongoing
Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation.	Ongoing

Activities and Products	Milestone / Target Date
Visual-Enhanced Cooperative Traffic Operations (VECTOR) System – As a sub-recipient of the Center for Urban Transportation Research (CUTR) for the use of Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy (EERE) Vehicle Technologies Office, Fiscal Year 2021 Research Funding opportunity MetroPlan Orlando will coordinate with seven MPOs in the Central Florida Mega Region to provide support on evaluation of and feedback on the proposed technologies; facilitate use of planning models in the region to evaluate the benefits, impacts and potential applications of these technologies beyond the research. The research team will also bridge the proposed technologies with previous Cooperative Driving Automation (CDA) program and expand this to all stakeholders.	Ongoing (December 2025)
EV Charging Readiness Study: Staff is managing consultant services to complete an EV Charging Readiness Study. It provides a regional approach for supporting current and future EV drivers traveling within the MetroPlan Orlando planning area. This Study identifies gaps where public infrastructure is not currently available in the region to support EV drivers and recommends charging station installations in key locations (i.e., venues) to establish a comprehensive charging network. In addition to more charging stations, this Study also outlines critical implementation barriers for charging station installations or EV adoption and recommends strategies (i.e., codes, ordinances, regulations) for addressing them.	Complete (March 2025)
Transportation Demand Management (TDM) Plan - Staff will manage consultant services to complete a TDM Plan. The principles and strategies of TDM encourage people to use sustainable modes of transportation through education and incentives, thereby reducing the number of vehicles on the roadway. This TDM Plan will outline the region's commute mode share, set goals for sustainable transportation, and identify TDM strategies and amenities to identify projects and/or opportunities to collaborate with local and agency partners to reduce congestion and advance sustainable transportation goals.	May 2026
<u>Metroplan Orlando Digital Twin – Staff received a grant award from FHWA to conduct a prioritization process pilot program. Staff will manage consultant services to build on and increase the effectiveness of our transportation project prioritization process and how we prioritize and measure tactical TSM&O projects and strategies that are currently challenging to evaluate with traditional methodologies. By adopting a data-driven, transparent, and inclusive approach, we aim to align with the PPPP's objectives, enhancing transportation investments' efficiency and public accountability in the MetroPlan Orlando area.</u>	<u>December 2025 to December 2027</u>
See Appendix H for Consultant Scope of Services and Schedule for support activities identified in this task.	

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Responsible MPO Staff

- Director of Transportation Systems Management & Operations
- Senior Transportation Engineer
- Director of Transportation Planning
- Transportation Planner

Task 150 (TSM&O) Budget Tables

Estimated Budget Detail for FY 2025

Budget Category / Description	PPPP	FHWA (PL)	SU Funds	VECTOR	Total
Personnel (salary and benefits)	-	\$ 215,521	-	\$ 28,918	\$ 244,439
Consultant Services	-	-	\$ 1,630,216	-	\$ 1,630,216
Pass Through	-	-	-	-	-
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	\$ 35,449	-	\$ 5,204	\$ 40,653
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	-	\$ 250,970	\$ 1,630,216	\$ 34,122	\$ 1,915,308

Estimated Budget Detail for FY 2026

Budget Category / Description	PPPP	FHWA (PL)	SU Funds	VECTOR	Total
Personnel (salary and benefits)	-	\$ 148,860	-	\$ 21,669	\$ 170,529
Consultant Services	\$ 2,000,000	-	\$ 1,490,000	-	\$ 3,490,000
Pass Through	-	-	-	-	-
Travel Expenses	-	-	-	-	-
Indirect Expenses	-	\$ 26,203	-	\$ 3,900	\$ 30,103
Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Other Direct Expenses	-	-	-	-	-
Total:	\$ 2,000,000	\$ 175,063	\$ 1,490,000	\$ 25,569	\$ 3,690,632

FY 2024/25 and FY 2025/26 | Consultant Scope of Services

Task	Consultant Service	Description
100	Legislative Services	<p>Purpose: Monitor and educate on legislative activities impacting metropolitan planning organizations and issues affecting transportation.</p> <p>Key Tasks: Coordination and outreach with elected and appointed officials; Monitoring and reporting on legislative session activities.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$120,000 (FY24/25: \$60,000 + FY 25/26: \$60,000)</p> <p>Fund Source: Local</p>
110	Public Participation Plan Implementation Support	<p>Purpose: Implementation and monitoring support for organizational Public Participation Plan (PPP); ensuring all federal and state requirements are addressed using meaningful best practices.</p> <p>Key Tasks: Staffing support for community outreach and speaker series events; preparation of communication materials (infographics, videos, flyers, social media posts, etc.); survey research; establishing relationships with community groups; outreach documentation/reporting.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$145,000 (FY24/25: \$10,000 + FY 25/26: \$135,000)</p> <p>Fund Source: Local + SU</p>
110	Graphic Design Support	<p>Purpose: Graphic design of visually appealing printed and digital communication materials to provide visualization of complex transportation planning concepts.</p> <p>Key Tasks: Concept development; art direction; creation of illustrations; photography; layout; design; print management.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$25,000 (FY24/25: \$15,000 + FY 25/26: \$10,000)</p> <p>Fund Source: Local</p>
110	Videographer Support	<p>Purpose: Video production to convey transportation planning concepts to the public in plain language, appealing visualization.</p> <p>Key Tasks: Storyboarding; script writing; concept development; video production; post-production/editing; animation.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$30,000 (FY24/25: \$15,000 + FY 25/26: \$15,000)</p> <p>Fund Source: Local</p>
110	Public Opinion Survey (2026)	<p>Purpose: Survey research to understand the transportation needs of those who travel in our three-county region, and to track shifts in public opinion trends on key issues over time.</p> <p>Key Tasks: Survey design and programming; Data collection; Data analysis and reporting; Present key findings and recommendations.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$105,000 (FY 25/26: \$105,000)</p> <p>Fund Source: Local</p>

Appendix H – Consultant Scope of Services

Task	Consultant Service	Description
120	Online Transportation Improvement Program (TIP) Support	<p>Purpose: Improve public access and visualization of TIP.</p> <p>Key Tasks: Maintenance and development of an online TIP visualization utilizing built-in database and mapping capabilities; Monthly coordination with MPO staff; TIP data processing and updates to online database and spatial features.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$965,000 (FY24/25: \$520,000 + FY25/26: \$45,000)</p> <p>Fund Source: PL</p>
130	2050 MTP – Public Participation, Multimodal Project Identification, Prioritization, and Investment Policy <i>*Continuation of project/study initiated in FY 23/24 UPWP.</i>	<p>Purpose: Develop a 2050 MTP/LRTP consistent with federal/state requirements in collaboration with local and regional agency partners.</p> <p>Key Tasks: Engage with the public, local governments, transportation partners, and other interested parties; Analyze and report on key metrics for systems performance; Update the Congestion Management Process; Evaluate future financial resources for federal, state, and local agency funding forecasts; Formulate community and environmental strategies for future growth; Identify regional and local transit-supportive policies and implementation strategies; Prepare inventory of multimodal transportation system assets, conditions, and performance to identify multimodal needs, projects, and improvement strategies; Develop prioritization policy to evaluate the identified multimodal projects and strategies; Refine infrastructure investment policies and compare alternatives; Agency coordination in preparation of socioeconomic (TAZ) data, existing and committed network, etc. to support the update of the Central Florida Regional Planning Model in cooperation with FDOT.</p> <p>Schedule: July 2024 through June 2025</p> <p>Est. Cost: \$1,098,861 <u>202,000</u> (FY24/25)</p> <p>Fund Source: SU + PL</p>
130	2050 MTP – Public Participation, Scenario Planning, Investment Element and Cost Feasible Plan Development	<p>Purpose: Develop a 2050 MTP/LRTP consistent with federal/state requirements in collaboration with local and regional agency partners.</p> <p>Key Tasks: Engage with the public, local governments, transportation partners, and other interested parties; Agency coordination in preparation of the Central Florida Regional Planning Model in cooperation with FDOT; Analyze and report on key metrics for system performance; Evaluate future financial resources for federal, state, and local agency funding forecasts; Complete inventory of multimodal transportation system assets, conditions, and performance to identify multimodal needs, projects, and strategies. Develop prioritization policy to evaluate the identified multimodal projects and strategies; Document infrastructure investment policies and compare alternative investment scenarios; Establish a cost feasible plan based upon the preferred infrastructure investment alternative; Adoption of the 2050 MTP; Preparation of final documentation and other technical resources.</p> <p>Schedule: July 2025 to June 2026</p> <p>Est. Cost: \$385,435 <u>0,000</u> (FY25/26)</p> <p>Fund Source: SU + <u>PL</u></p>

Task	Consultant Service	Description
140	Regional Transportation Systems Management and Operations (RTSMO) Organizational Strategic Plan <i>*Continuation of project/study initiated in FY 23/24 UPWP.</i> <u>(Project Complete)</u>	Purpose: To provide a RTSMO Organizational Strategic Plan for the Central Florida region. TSMO is a performance driven approach for solving traffic related problems and minimizing congestion through the utilization of Intelligent Transportation Systems (ITS), signal system control, and other management and operational strategies to locate and correct the causes of congestion. to be taken. Key Tasks: Develop RTSMO Program Vision and Refine Goals and Objectives; Assessment of Regional Strengths and Opportunities; Suggest a Strategic Framework and Regional Initiatives; Provide an Organizational Structure; and Recommend a Strategic Plan. Schedule: July 2024 to December 2024 Est. Cost: \$47,000 (FY24/25) Fund Source: PL
140	CFMPOA LRTP Summary and Regional Indicators Report Technical Support	Purpose: To develop a CFMPOA-wide LRTP considering the adopted cost feasible 2050 Plans from each partnering MPO/TPO. Key Tasks: MPO/TPO coordination; Inventory and visualization of key regional transportation indicators, issues, needs and projects; and Prepare reports, presentations, and web-based maps to display findings. Schedule: January 2026 to June 2026 Est. Cost: \$6029,000 (FY24/25: \$20,500 + FY25/26: \$8,500)(FY25/26) Fund Source: PL
150	Electric Vehicle (EV) Charging Readiness Study <i>*Continuation of project/study initiated in FY 23/24 UPWP.</i> <u>(Project Complete)</u>	Purpose: Provide a regional approach for supporting current and future EV drivers traveling within the MPO planning area. Four key objectives: Provide background information on EV technologies, Assess EV supply equipment, Gap analysis of projected EV supply equipment needs, and Make recommendation on policies and regulations for partner jurisdictions to consider in implementing EV charger sites. Key Tasks: Agency and public participation including topic specific workshops; Assess Electric vehicle supply equipment using a mix of field reconnaissance, survey, or other means of data collection; Analysis and identification of potential of charging infrastructure; Develop implementation and monitoring plan. Schedule: July 2024 through March 2025 Est. Cost: \$37,832 (FY24/25) Fund Source: SU
150	Annual Traffic Signal Retiming	Purpose: Improve corridor/intersection reliability and safety. Key Tasks: Review and document the type, age, condition, capability of the equipment, and existing timing plan at each intersection within the arterial, existing phasing, number of lanes and lane assignments, and the coordinating medium on an agency of FDOT inspection form. Determine the optimum system timing pattern(s) for the optimum cycle length during different times of the day/week. An 8-Hour Turning Movement Count (TMC) shall be taken for those hours encompassing the morning, midday peak and afternoon traffic periods and/or peak periods during which warranting volumes exist in an off-peak period. Collect traffic count data on each approach to the intersection for a minimum period of 24 hours during typical weekday traffic conditions. Schedule: July 2024 through June 2026 Est. Cost: \$2,400,000 (FY24/25: \$1,200,000 + FY25/26: \$1,200,000) Fund Source: SU

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Task	Consultant Service	Description
150	Annual Before/After Study for Signal Retiming (2023) <i>*Continuation of project/study initiated in FY 23/24 UPWP.</i> (Project Complete)	Purpose: Assess return on investment for traffic signal retiming program. Key Tasks: Initial setup and scheduling will include coordination of data collection procedures and scheduling of data collection at the specified roadway locations with close coordination between the consultant, MetroPlan Orlando, local agency, Orange, Osceola, and Seminole Counties. Establish the performance measures to be used to evaluate the effectiveness of signal retiming on each corridor. Performance measures may include intersection delay, corridor travel time, or other metrics. The data collection will be unique to each performance measure. Data analysis will be conducted for each corridor according to the selected performance measure. Travel time data will be reduced to the proper format for use in traffic operations and Level of Service (LOS) analysis. The output will summarize data for each corridor which shall include distance traveled, time duration, average speed, roadway class, speed limit of roadway segment and LOS. Schedule: July 2024 through December 2024 Est. Cost: \$11,000 (FY24/25) Fund Source: SU
150	Annual Before/After Study for Signal Retiming (2024 and 2025)	Purpose: Assess return on investment for traffic signal retiming program. Key Tasks: Initial setup and scheduling will include coordination of data collection procedures and scheduling of data collection at the specified roadway locations with close coordination between the consultant, MetroPlan Orlando, local agency, Orange, Osceola, and Seminole Counties. Establish the performance measures to be used to evaluate the effectiveness of signal retiming on each corridor. Performance measures may include intersection delay, corridor travel time, or other metrics. The data collection will be unique to each performance measure. Data analysis will be conducted for each corridor according to the selected performance measure. Travel time data will be reduced to the proper format for use in traffic operations and Level of Service (LOS) analysis. The output will summarize data for each corridor which shall include distance traveled, time duration, average speed, roadway class, speed limit of roadway segment and LOS. Schedule: July 2024 through June 2026 Est. Cost: \$400,000 \$269,000 (FY24/25: \$200,000 \$215,000 + FY25/26: \$200,000 \$54,000) Fund Source: SU
150	Transportation Demand Management (TDM) Plan	Purpose: Encourage use of sustainable modes of transportation through education and incentives. Key Tasks: Agency and public participation; Literature review to identify menu of TDM strategies and best practices; Document existing conditions and programs in the region + cost feasible projects that will support sustainable transportation options; Goal/Objective setting; Identify applicable strategies, funding sources and partners; Identify next steps, performance measures and process for evaluating progress. Schedule: December 2024 through May 2026 Est. Cost: \$796,000 \$0 (FY24/25: \$636,000 \$0 + FY25/26: \$260,000 \$0) Fund Source: SU

Task	Consultant Service	Description
150	MetroPlan Orlando Digital Twin (Federal Prioritization Process Pilot Program Grant, awarded in 2024)	<p>Purpose: Provide a method and process to measure and prioritize TSM&O projects and strategies that are currently challenging to evaluate with traditional approaches.</p> <p>Key Tasks: Evaluate existing TSMO prioritization process; Develop alternative model, “MetroPlan Orlando Twin” that incorporates performance metrics and real-time data for transportation planning; Leverage stakeholder engagement and allow community access to project selection criteria and prioritization, and benefits; Assess TSMO projects and ensure proportionate distribution of transportation benefits; Simulate and analyze the ability for TSMO projects to enhance connectivity between transportation modes and with regional networks; and Use MetroPlan Orlando Digital Twin to simulate and analyze TSMO projects use in response to various disaster scenarios and emergency management plans.</p> <p>Schedule: December 2025 to December 2027</p> <p>Est. Cost: \$2,000,000 (FY25/26 + FY26/27)</p> <p>Fund Source: Federal PPPP Grant (no local match requirement)</p>
160	Annual Commercial Travel Data Acquisition	<p>Purpose: Provide travel time reliability data for CMP reporting and to support partner agency travel data needs for local and regional analyses.</p> <p>Key Tasks: Cellular and location-based service data acquired under license agreement using online portal. Data supports: Origin-destination analyses; Network and segment-level performance evaluations; Estimation of bicycle and vehicle traffic counts.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$968,000 (FY24/25: \$468,000 + FY25/26: \$500,000)</p> <p>Fund Source: PL + SU</p>
160	MioVision Counts (Bike/Pedestrian video count/analysis)	<p>Purpose: Using specialized video cameras at temporary locations to count pedestrians and bicyclists along streets and paths. Counts are used to assess effectiveness of projects for mode shift and safety.</p> <p>Key Tasks: Processing, analyzing, and reporting pedestrian and bicyclist counts based on video feed uploaded to online portal.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$80,000 (FY24/25: \$40,000 + FY25/26: \$40,000)</p> <p>Fund Source: SU</p>
160	Annual Congestion Management Reporting with Online Data Visualization Dashboards	<p>Purpose: Enhance public access and visualization of transportation monitoring data while supporting partner agencies through improved data sharing and analytics.</p> <p>Key Tasks: Collection, assembly, and analysis of various data sources; CMP Monitoring and Ongoing Reporting; Updates to Online Data Viewer; Updates to Vision Zero Hub/Dashboards; Updates to Tracking the Trends Story Maps; Maintenance of existing and preparation of new online maps/dashboards.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$7980,000 (FY24/25: \$40,000 + FY25/26: \$3940,000)</p> <p>Fund Source: PL + SU</p>

Task	Consultant Service	Description
160	Signal4 Crash Database Subscription	<p>Purpose: Analyze crash data to perform safety studies and to support partner agency data needs for local and regional analyses.</p> <p>Key Tasks: Crash data and reports under license agreement. Data supports regional studies and network/segment level corridor studies.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$72,000 (FY24/25: \$36,000 + FY25/26: \$36,000)</p> <p>Fund Source: <u>PL</u> + SU</p>
170	<p>Vision Zero Action Planning</p> <p>(Federal SS4A Grant, <u>awarded in 2022</u>)</p> <p><i>*Continuation of project/study initiated in FY 23/24 UPWP.</i></p>	<p>Purpose: Develop Vision Zero Safety Action Plans, compliant with Safe Streets and Roads for All (SS4A) requirements, to improve safety throughout the transportation system for all participating jurisdictions.</p> <p>Key Tasks: Convene Vision Zero Task Force/Steering Committees; Perform public outreach, engagement, and education activities; Develop Regional and Localized Vision Zero Safety Action Plans; Identify and conduct Demonstration Projects.</p> <p>Schedule: July 2024 through August 2025</p> <p>Est. Cost: \$950,000 (<u>FY24/25 + FY25/26 + FY26/27</u>)</p> <p>Fund Source: <u>SS4A</u>-Federal <u>SS4A</u> Grant (including required local match)</p>
170	Miscellaneous Planning / On Demand Support	<p>Purpose: Provide MetroPlan Orlando and partner agency support with miscellaneous on-demand technical planning support as needed.</p> <p>Key Tasks: Data collection and analytics; Travel demand model support; Geographic information system (GIS) mapping and analysis; Stakeholder coordination and meeting/event support; Technical support to other transportation agencies; Discretionary Grant application preparation; Review and analysis of planning studies; Developing innovative solutions to address existing and future mobility issues.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$584,496,474,000 (FY24/25: \$344,381,750,000 + FY25/26: \$269,724,115,000)</p> <p>Fund Source: SU + Local</p>
170	<p><u>Safety Supplemental Planning: Increasing Momentum Toward Vision Zero in Central Florida</u></p> <p>(Federal SS4A Grant, <u>awarded in 2024</u>)</p>	<p>Purpose: <u>Initiate implementation of near-term activities identified in the regional and local agency partner Safety Action Plans.</u></p> <p>Key Tasks: <u>Supplemental planning activities include updates to the regional safety action plan, continued safety-focused public outreach, updates to crash database with enhanced data analytics and visualization; and conducting road safety audits/planning studies on identified high injury networks in the region.</u></p> <p>Schedule: <u>December 2025 through December 2027</u></p> <p>Est. Cost: <u>\$2,650,000 (FY25/26 + FY26/27)</u></p> <p>Fund Source: <u>Federal SS4A Grant (including required local match)</u></p>
180	<p>Feasibility Analysis and Concept Planning for Critical Sidewalk Bundles</p> <p>(<u>Project Complete</u>)</p>	<p>Purpose: Develop sidewalk bundle concepts and evaluate feasibility in preparation for design phase requirements.</p> <p>Key Tasks: Agency coordination; Document existing conditions; Define design criteria; Develop sidewalk concept plans; Prepare engineer's opinion of probable cost; Document process and findings.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$22,000 (FY24/25)</p> <p>Fund Source: SU</p>

Commented [AT1]: Grant: \$2,120,000
Match: \$530,000 (MPO+Seminole+Casselberry)
Total: \$2,650,000

Match Notes:
MPO = \$300,000
Seminole = \$200,000
Casselberry = \$30,000

Appendix H – Consultant Scope of Services

Task	Consultant Service	Description
180	Corridor and Areawide Concept Planning / Safety Studies	<p>Purpose: Develop planning/safety concepts for priority projects and evaluate feasibility in preparation for design phase requirements.</p> <p>Key Tasks: Agency and Public Participation; Data Collection; Needs Assessment; Field Reviews; Alternatives Assessment; Prepared Typical Section/Intersection Alternatives; Planning Level Opinion of Probable Costs; Concept Development and Implementation Plan; Evaluate alternatives' cultural and environmental impacts; Prepare environmental document(s) consistent with design intake requirements.</p> <p>Schedule: July 2024 through June 2026</p> <p>Est. Cost: \$600,000 (FY22/23: \$300,000 + FY23/24: \$300,000)</p> <p>Fund Source: SU</p>
180	Regional Safety Action Plan – Supplemental Planning Implementation Efforts	<p>Purpose: Initiate implementation of key actions and strategies identified in MetroPlan Orlando's regional Vision Zero Safety Action Plan.</p> <p>Key Tasks: Stakeholder and Public Engagement; Prepare Educational Materials; Convene Regional Vision Zero Task Force; Explore Grant and Funding Opportunities; Data Analysis and Visualization; Monitoring and Reporting; Review Policies and Propose Revisions; Conduct Before-After Studies; Conduct Roadway Safety Audits; Formalize target speed setting process; Evaluate education and enforcement efforts; Updates to Regional Vision Zero Safety Action Plan.</p> <p>Schedule: September 2024 through June 2026</p> <p>Est. Cost: \$325,646,000 (FY24/25: \$115,186,000 + FY25/26: \$115,460,000)</p> <p>Fund Source: SU</p>
200	LYNX Orange County Transit Plan Update	<p>Purpose: LYNX seeks to update and refine existing transit plans developed for Orange County to support County transportation initiatives, to reflect the changes in the mobility needs, service prioritization, LYNX Board and County Commission priorities, and update cost estimates based on latest available data.</p> <p>Key Tasks: Presentation and Meeting Support; Refinement of Orange County Transit Plan (from 2024); Update the phasing of transit projects and services from the plan; Update the implementation plan for the transit projects and services; Identify cross-county service impacts to Transit Plan to support the subsequent updates to county plans.</p> <p>Schedule: July 2025 – June 2026</p> <p>Est. Cost: \$200,208,000-000 (FY25/26)</p> <p>Fund Source: PL</p>
200	LYNX Customer Satisfaction Survey	<p>Purpose: LYNX seeks to conduct a customer satisfaction survey of its passengers. The last survey was completed in 2016/2017. Information collected from this survey will help inform future operating and capital planning for the agency by incorporating the feedback into county transit plans, Transit Development Plans (TDP) and sharing with the local jurisdictions that LYNX serves.</p> <p>Key Tasks: Design and test customer satisfaction survey; administer the survey to LYNX customers; analyze the survey responses and develop a report on the findings.</p> <p>Schedule: July 2025 - June 2026</p> <p>Est. Cost: \$130,280,000-000 (FY25/26)</p>

Appendix H – Consultant Scope of Services

Task	Consultant Service	Description
		Fund Source: PL <u>+ SU</u>



Board Action Fact Sheet

Meeting Date: September 10, 2025

Agenda Item: VIII.E. (Section 1)

Roll Call Vote: No

Action Requested:	Approval of the Finance Committee Recommendation to extend the Office Lease at 250 S. Orange Avenue, Suite 200 through July 31, 2037.
Reason:	The current office lease is set to expire on October 31, 2026.
Summary/Key Information:	Staff, with the assistance of a professional leasing company previously approved by the MetroPlan Orlando Board, surveyed the local central business district market for suitable space and engaged the current landlord to negotiate an extension of the current lease. The Finance committee met twice to review the process and approve a recommendation to the MetroPlan Orlando Board to extend the office lease at the current location through July 31, 2037. Base rates per square foot are \$32.40 to \$42.51 from 2026 through 2031, a 2.75% escalator with \$350,000 of tenant improvement allowance. Base rates are comparable with other spaces in the central business district.
MetroPlan Budget Impact:	N/A
Local Funding Impact:	None
Committee Action:	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
Staff Recommendation:	Recommends approval
Supporting Information:	A summary of the lease proposal and cash flow is available under section 1.

Lease Proposal Summary

PROVISIONS:	THE EXCHANGE – PARK BUILDING FIRST OFFER – 2/21/2025:	THE EXCHANGE – PARK BUILDING SECOND OFFER – 3/31/2025:	THE EXCHANGE – PARK BUILDING THIRD OFFER – 4/23/2025:	THE EXCHANGE – PARK BUILDING FINAL OFFER – 6/17/2025:
<p>PREPARED FOR:</p>  <p>AUGUST 1, 2025</p>				
BUILDING NAME & ADDRESS:	The Exchange on Orange 250 S. Orange Ave., Orlando, FL 32801	The Exchange on Orange 250 S. Orange Ave., Orlando, FL 32801	The Exchange on Orange 250 S. Orange Ave., Orlando, FL 32801	The Exchange on Orange 250 S. Orange Ave., Orlando, FL 32801
LANDLORD/OWNERSHIP:	Piedmont 200 & 250 South Orange Avenue, LLC Subsidiary of Piedmont Office Realty Trust, Inc. (NYSE: PDM)	Piedmont 200 & 250 South Orange Avenue, LLC Subsidiary of Piedmont Office Realty Trust, Inc. (NYSE: PDM)	Piedmont 200 & 250 South Orange Avenue, LLC Subsidiary of Piedmont Office Realty Trust, Inc. (NYSE: PDM)	Piedmont 200 & 250 South Orange Avenue, LLC Subsidiary of Piedmont Office Realty Trust, Inc. (NYSE: PDM)
USE:	Per the existing lease agreement	Per the existing lease agreement	Per the existing lease agreement	Per the existing lease agreement
PREMISES:	Entire 2 nd Floor (Suite 200) – 13,100 rentable s.f. Tenant shall only be charged on 10,000 s.f.	Entire 2 nd Floor (Suite 200) – 13,100 rentable s.f. Tenant shall only be charged on 10,000 s.f.	Entire 2 nd Floor (Suite 200) – 13,100 rentable s.f. Tenant shall only be charged on 10,000 s.f.	Entire 2 nd Floor (Suite 200) – 13,100 rentable s.f. Tenant shall only be charged on 10,000 s.f.
COMMON AREA FACTOR:	12%	12%	12%	12%
LEASE COMMENCEMENT DATE:	November 1, 2026	November 1, 2026	November 1, 2026	November 1, 2026
RENT COMMENCEMENT DATE:	May 1, 2027	July 1, 2027	August 1, 2027	November 1, 2026
LEASE EXPIRATION DATE:	April 30, 2037	June 30, 2037	July 31, 2037	July 31, 2037
EARLY OCCUPANCY:	Tenant is currently in possession of the Premises	Tenant is currently in possession of the Premises	Tenant is currently in possession of the Premises	Tenant is currently in possession of the Premises
LEASE/TERM:	Ten (10) years and six (6) months (126 total months)	Ten (10) years and eight (8) months (128 total months)	Ten (10) years and nine (9) months (129 total months)	Ten (10) years and nine (9) months (129 total months)
LEASE STRUCTURE:	Full Service (Direct)	Full Service (Direct)	Full Service (Direct)	Full Service (Direct)
BASE RENTAL RATE:	\$36.00 s.f.	\$34.50 s.f.	\$34.50 s.f.	\$32.40 s.f.
ESCALATIONS:	Three percent (3%) annually	Three percent (3%) annually	Two and three quarters percent (2.75%) annually	Two and three quarters percent (2.75%) annually
RENTAL ABATEMENT:	The initial six (6) months Base Rent shall be free of charge. (\$180,000 value) Tenant shall have the right to convert the rental abatement to additional Tenant Improvement Allowance on a dollar-for-dollar basis.	The initial eight (8) months Base Rent shall be free of charge. (\$230,000 value) Tenant shall have the right to convert the rental abatement to additional Tenant Improvement Allowance on a dollar-for-dollar basis.	The first month of each year's Base Rent shall be free of charge. (Total of nine (9) months free or \$325,816.99 value) Tenant shall have the right to convert the rental abatement to additional Tenant Improvement Allowance on a dollar-for-dollar basis.	Previously negotiated free rent concession (Total of nine (9) months free or \$325,816.99 value) has been spread over the term on a straight-line basis to further reduce the Base Rental Rate.
OPERATING EXPENSES/BASE YEAR:	Per the existing lease, however Tenant shall be responsible for its pro-rata share of operating expenses and real estate taxes above a calendar year 2026 Base Year Stop.	Per the existing lease, however Tenant shall be responsible for its pro-rata share of operating expenses and real estate taxes above a calendar year 2026 Base Year Stop. Annual cap on controllable operating expenses and Tenant audit rights shall be the same as contained the existing lease agreement.	Per the existing lease, however Tenant shall be responsible for its pro-rata share of operating expenses and real estate taxes above a calendar year 2026 Base Year Stop. Annual cap on controllable operating expenses and Tenant audit rights shall be the same as contained the existing lease agreement. Estimated 2025 OPEX - \$15.02 s.f.	Per the existing lease, however Tenant shall be responsible for its pro-rata share of operating expenses and real estate taxes above a calendar year 2027 Base Year Stop. Annual cap on controllable operating expenses and Tenant audit rights shall be the same as contained the existing lease agreement. Estimated 2027 OPEX - \$15.93 s.f.
TENANT IMPROVEMENT (TI) ALLOWANCE:	\$35.00 s.f. (\$350,000 value) Landlord will make available a TI Allowance for all build-out costs including architectural, engineering fees, and building permits. Otherwise, the Premises shall be delivered in its current "as is" condition.	\$35.00 s.f. (\$350,000 value) Landlord will make available a TI Allowance for all build-out costs including architectural, engineering fees, 3 rd party project/construction management fees and building permits. Otherwise, the Premises shall be delivered in its current "as is" condition. After completion of the Tenant Improvements, Tenant shall have the right to convert any unused portion of the Allowance up to \$10.00 per RSF first towards FF&E, then towards moving costs, signage, sound masking, cabling/wiring and finally as a credit against Base Rent. (\$100,000 value)	\$35.00 s.f. (\$350,000 value) Landlord will make available a TI Allowance for all build-out costs including architectural, engineering fees, 3 rd party project/construction management fees and building permits. Otherwise, the Premises shall be delivered in its current "as is" condition. After completion of the Tenant Improvements, Tenant shall have the right to convert any unused portion of the Allowance up to \$15.00 per RSF first towards FF&E, then towards moving costs, signage, sound masking, cabling/wiring and finally as a credit against Base Rent. (\$150,000 value)	\$35.00 s.f. (\$350,000 value) Landlord will make available a TI Allowance for all build-out costs including architectural, engineering fees, 3 rd party project/construction management fees and building permits. Otherwise, the Premises shall be delivered in its current "as is" condition. After completion of the Tenant Improvements, Tenant shall have the right to convert any unused portion of the Allowance up to \$15.00 per RSF first towards FF&E, then towards moving costs, signage, sound masking, cabling/wiring and finally as a credit against Base Rent. (\$150,000 value)
SPACE PLANNING:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
CONSTRUCTION MANAGEMENT:	If Landlord controls the construction process, a 5% CM fee will apply. Tenant shall have the right to use its architects, engineers, and general contractor subject to Landlord's reasonable approval. Tenant may also utilize their own third-party CM to oversee buildout process. In the event Tenant chooses to do so, a one percent (1%) oversight fee will apply. Tenant shall have the right to competitively bid all construction work.	If Landlord controls the construction process, a 3% CM fee will apply (hard costs of construction only). Tenant shall have the right to use its architects, engineers, and general contractor subject to Landlord's reasonable approval which shall not be unreasonably withheld, conditioned or delayed. Tenant shall have the right to have Landlord oversee/manage and complete the build out of the Tenant Improvements, to be detailed in a work letter attached to the Lease document. Landlord shall engage in an open-book process with Tenant with all pricing for the tenant improvements and construction work. Landlord shall competitively bid the Tenant Improvements to three (3) general contractors. Landlord shall select the general contractor based on the lowest reasonable, qualified bid, subject to Tenant's approval thereof which shall not be unreasonably withheld, conditioned or delayed. In the event Tenant chooses to do so, a one percent (1%) oversight fee will apply. Tenant shall have the right to competitively bid all construction work.	If Landlord controls the construction process, a 3% CM fee will apply (hard costs of construction only). Tenant shall have the right to use its architects, engineers, and general contractor subject to Landlord's reasonable approval which shall not be unreasonably withheld, conditioned or delayed. Tenant shall have the right to have Landlord oversee/manage and complete the build out of the Tenant Improvements, to be detailed in a work letter attached to the Lease document. Landlord shall engage in an open-book process with Tenant with all pricing for the tenant improvements and construction work. Landlord shall competitively bid the Tenant Improvements to three (3) general contractors. Landlord shall select the general contractor based on the lowest reasonable, qualified bid, subject to Tenant's approval thereof which shall not be unreasonably withheld, conditioned or delayed. In the event Tenant chooses to do so, a one percent (1%) oversight fee will apply. Tenant shall have the right to competitively bid all construction work.	If Landlord controls the construction process, a 3% CM fee will apply (hard costs of construction only). Tenant shall have the right to use its architects, engineers, and general contractor subject to Landlord's reasonable approval which shall not be unreasonably withheld, conditioned or delayed. Tenant shall have the right to have Landlord oversee/manage and complete the build out of the Tenant Improvements, to be detailed in a work letter attached to the Lease document. Landlord shall engage in an open-book process with Tenant with all pricing for the tenant improvements and construction work. Landlord shall competitively bid the Tenant Improvements to three (3) general contractors. Landlord shall select the general contractor based on the lowest reasonable, qualified bid, subject to Tenant's approval thereof which shall not be unreasonably withheld, conditioned or delayed. In the event Tenant chooses to do so, a one percent (1%) oversight fee will apply. Tenant shall have the right to competitively bid all construction work.
SECURITY DEPOSIT:	Per the existing lease agreement based upon Landlord's review of Tenant's update financial statements. 2024 and 2025 YTD financial statements requested.	Per the existing lease agreement based upon Landlord's review of Tenant's update financial statements. 2024 and 2025 YTD financial statements requested.	Per the existing lease agreement based upon Landlord's review of Tenant's update financial statements. 2024 and 2025 YTD financial statements requested.	Per the existing lease agreement based upon Landlord's review of Tenant's update financial statements. 2024 and 2025 YTD financial statements requested.
PREPAID/ADVANCED RENT:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
PARKING:	Per the existing lease agreement. Tenant shall be responsible for the monthly parking fee (currently \$160.00 per space per month for the non-reserved and \$205.00 per month for reserved). Additional parking spaces shall be available on a month-to-month basis at prevailing market rates.	Per the existing lease agreement. Tenant shall be responsible for the monthly parking fee (currently \$160.00 per space per month for the non-reserved and \$205.00 per month for reserved). Additional parking spaces shall be available on a month-to-month basis at prevailing market rates. Landlord and Tenant shall work together on a solution for parking spaces need for Tenant's board meetings.	Per the existing lease agreement. Tenant shall be responsible for the monthly parking fee (currently \$160.00 per space per month for the non-reserved and \$205.00 per month for reserved). Additional parking spaces shall be available on a month-to-month basis at prevailing market rates. Landlord and Tenant shall work together on a solution for parking spaces need for Tenant's board meetings.	Per the existing lease agreement. Tenant shall be responsible for the monthly parking fee (currently \$160.00 per space per month for the non-reserved and \$205.00 per month for reserved). Additional parking spaces shall be available on a month-to-month basis at prevailing market rates. Landlord and Tenant shall work together on a solution for parking spaces need for Tenant's board meetings.

RENEWAL OPTION(S):	Tenant shall have the Option to Extend the lease for one (1), five (5) year renewal period for all of the Premises with no less than nine (9) months prior written notice. Such extension shall be upon the same terms and conditions as the lease except that the rental rate for the option period shall be at Fair Market Rental Rate.	Tenant shall maintain it's existing Renewal Options as currently contained in the existing lease agreement, but the renewal rate shall be at 100% of the then current market.	Tenant shall maintain it's existing Renewal Options as currently contained in the existing lease agreement, but the renewal rate shall be at 100% of the then current market.	Tenant shall maintain it's existing Renewal Options as currently contained in the existing lease agreement, but the renewal rate shall be at 100% of the then current market.
RIGHT OF FIRST REFUSAL/EXPANSION:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
EARLY TERMINATION OPTION:	Per the existing lease agreement.	Per the existing lease agreement.	Per the existing lease agreement.	Per the existing lease agreement.
ASSIGNMENT/SUBLEASE RIGHTS:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
RELOCATION RIGHT:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
LEASE EXPIRATION HOLDOVER:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
SUBORDINATION NON-DISTURBANCE & ATTORNMENT (SNDAs):	Not Addressed	Not Addressed	Not Addressed	Not Addressed
ADA/LAW COMPLIANCE:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
SIGNAGE:	Per the existing lease agreement.	Per the existing lease agreement.	Per the existing lease agreement.	Per the existing lease agreement.
ACCESS/BUILDING HOURS:	Not Addressed	Not Addressed	Not Addressed	Not Addressed
BUILDING AMENITIES:	The Exchange is currently undergoing a complete \$26+ million transformation and renovation of the property to include: 40-foot video wall, brand-new high-speed elevators with destination dispatch technology, a complete building lobby upgrade including a full bar & lounge, activation and addition of outdoor workspace in the property's outdoor park, upgrades to the full-service fitness center located on the park as well as a new conference center and tenant lounge.	The Exchange is currently undergoing a complete \$26+ million transformation and renovation of the property to include: 40-foot video wall, brand-new high-speed elevators with destination dispatch technology, a complete building lobby upgrade including a full bar & lounge, activation and addition of outdoor workspace in the property's outdoor park, upgrades to the full-service fitness center located on the park as well as a new conference center and tenant lounge.	The Exchange is currently undergoing a complete \$26+ million transformation and renovation of the property to include: 40-foot video wall, brand-new high-speed elevators with destination dispatch technology, a complete building lobby upgrade including a full bar & lounge, activation and addition of outdoor workspace in the property's outdoor park, upgrades to the full-service fitness center located on the park as well as a new conference center and tenant lounge.	The Exchange is currently undergoing a complete \$26+ million transformation and renovation of the property to include: 40-foot video wall, brand-new high-speed elevators with destination dispatch technology, a complete building lobby upgrade including a full bar & lounge, activation and addition of outdoor workspace in the property's outdoor park, upgrades to the full-service fitness center located on the park as well as a new conference center and tenant lounge.
REAL ESTATE COMMISSIONS:	To be paid by Landlord	To be paid by Landlord	To be paid by Landlord	To be paid by Landlord
FINANCIAL EVALUATIONS:	THE EXCHANGE – PARK BUILDING FIRST OFFER – 2/21/2025:	THE EXCHANGE – PARK BUILDING SECOND OFFER – 3/31/2025:	THE EXCHANGE – PARK BUILDING FIRST OFFER – 4/23/2025:	THE EXCHANGE – PARK BUILDING FINAL OFFER – 6/17/2025:
ESTIMATED AGGREGATE COST	\$4,891,593	\$4,753,138	\$4,687,229	\$4,669,048
ESTIMATED AGGREGATE NET PRESENT VALUE COST @ 8%	\$3,178,749	\$3,050,348	\$3,053,374	\$3,061,656
ESTIMATED COST PER RSF PER YEAR	\$46.59	\$44.56	\$43.60	\$43.43
ESTIMATED ANNUAL COST LEASE YEAR 1 / YEAR 2	Year 1: \$222,268 Year 2: \$417,825	Year 1: \$157,268 Year 2: \$402,375	Year 1: \$358,518 Year 2: \$371,972	Year 1: \$362,400 Year 2: \$375,284
ESTIMATED MONTHLY COST LEASE YEAR 1/YEAR 2	Year 1: \$18,522 Year 2: \$34,819	Year 1: \$13,106 Year 2: \$33,531	Year 1: \$29,876 Year 2: \$30,998	Year 1: \$30,200 Year 2: \$31,274
ECONOMIC IMPROVEMENT PER RSF PER YEAR / (TI)'s RSF)	N/A / (\$35.00)	\$2.03 / (\$35.00)	\$2.99 / (\$35.00)	\$3.16 / (\$35.00)

MetroPlan Orlando / 250 S. Orange Ave. | Final Proposal

Projected costs for leasing space / Billing period is November - October

Date: 7/28/2025 Page #:

Part 1 - Assumptions											
Commence	11/1/2026	LL Contribution		Operating Expenses							
Expire	7/31/2037	Rentable SF	\$35.00	Base Year	2027						
Term (129 Months)	10 Years	Agg Contr	\$350,000	Base Amt	\$15.93						
	9 Month(s)	Usable SF	\$39.20	Incr %	3.00%						
Discount rate	8.00%			Incr Begins	1/1/2028						
Floor/Suite #	2/200			Multiple	100%						
Rentable SF	10,000			Gross Escalation							
Loss Factor	10.71%										
Usable SF	8,929										
Add On Factor	1.12000										

Part 2 - Cash Flow												
Bill Period		1	2	3	4	5	6	7	8	9	10	11
Year Ending		10/31/2027	10/31/2028	10/31/2029	10/31/2030	10/31/2031	10/31/2032	10/31/2033	10/31/2034	10/31/2035	10/31/2036	7/31/2037
Base Rent		\$32.40	\$33.29	\$34.21	\$35.15	\$36.12	\$37.11	\$38.13	\$39.18	\$40.26	\$41.37	\$31.88
Operating Expenses			\$0.40	\$0.89	\$1.39	\$1.91	\$2.45	\$3.00	\$3.57	\$4.15	\$4.76	\$4.01
Non-Reserved Parking		\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$3.84	\$2.88
Per SF Total		\$36.24	\$37.53	\$38.94	\$40.38	\$41.87	\$43.40	\$44.97	\$46.59	\$48.25	\$49.97	\$38.77
Monthly Average		\$30,200	\$31,274	\$32,449	\$33,652	\$34,894	\$36,165	\$37,475	\$38,823	\$40,211	\$41,638	\$43,076
Per Annum Total		\$362,400	\$375,284	\$389,383	\$403,830	\$418,728	\$433,982	\$449,697	\$465,877	\$482,528	\$499,654	\$387,685
Cumulative Total		\$362,400	\$737,684	\$1,127,067	\$1,530,897	\$1,949,625	\$2,383,607	\$2,833,304	\$3,299,181	\$3,781,709	\$4,281,362	\$4,669,048

Part 3 - Totals			
\$4,669,048	Total Rent		
\$3,061,656	Present Value @ 8.00%		
\$434,330	Average Cost Per Annum		
\$422,686	Net Effective Rate Per Annum @ 8.00%*		
\$43.43	RSF - Average Cost Per Annum		
\$42.27	RSF - Net Effective Rate Per Annum @ 8.00%*		
\$48.64	USF - Average Cost Per Annum		
\$47.34	USF - Net Effective Rate Per Annum @ 8.00%*		

(B) If you gave back the \$35.00 contribution from the landlord, you could reduce your base rent by \$4.83 in each year. (\$35.00 amortized over 129 months @ 8.00%)

\$4.83 Total annual rent due to concessions (Sum of A + B)

PV and Amortization is calculated monthly assuming a beginning of month payment

*The Net Effective Rate = The present value amortized over 129 months @ 8.00%

Comments

Assumptions:

1. 2027 OPEX Base Year assumed using 2025 budget of \$15.02 SF escalated by 3% per year. (\$15.47 SF estimated for 2026 and \$15.93 SF estimated for 2027)

2. Initial 9-months Base Rent was free of charge (\$258,750 value). MetroPlan preferred to spread free rent (1 month per year) over the lease term in order to further reduce the Base Rental Rate.

3. \$35.00 SF TI Allowance (\$350,000 value) with ability to convert up to \$15.00 SF toward additional free rent (\$150,000 optional/additional free rent).

4. Parking calculated at 2/1,000 SF ratio (20 spaces) at \$160.00 pspm (non-reserved) = \$3.84 SF



Board Action Fact Sheet

Meeting Date: Sept. 10, 2024

Agenda Item: VIII.F. (Section 1)

(Roll Call Vote: No

Action Requested:	Approval of the Board Personnel Committee's report and recommendations from the Executive Director's annual performance review.		
Reason:	The Board's Personnel Committee is responsible for conducting the Executive Director's annual review and making recommendations to the Board for approval.		
Summary/Key Information:	The Board's Personnel Committee met on August 13, 2025, to conduct the Executive Director's review. All Board members had been offered an opportunity to provide input to be considered in conducting this review. The Personnel Committee's report and recommendations accompany this Fact Sheet.		
MetroPlan Budget Impact:	The Personnel Committee's recommendations can be handled in the Board-approved budget for FY 2025/2026.		
Local Funding Impact:	None		
Committee Action:	CAC:	N/A	
	TSMO:	N/A	
	TAC:	N/A	
	MAC:	N/A	
Staff Recommendation:	None		
Supporting Information:	Memorandum from the Board's Personnel Committee dated September 10, 2025 (attached).		



September 10, 2025

To: Board Members

From: Board Personnel Committee Members:
Commissioner Bob Dallari, Board Chair
Commissioner Christine Moore, Board Vice Chair
Commissioner Viviana Janer, Board Secretary/Treasurer
Commissioner Cheryl Grieb, Immediate Past Chairwoman
Commissioner Lee Constantine

Subject: Executive Director's Annual Review

The Board's Personnel Committee met on August 13, 2025, to conduct the Executive Director's annual review. The Personnel Committee members attending included Board Chair Commissioner Dallari, Board Secretary Treasurer Commissioner Janer, Immediate Past Chair Commissioner Grieb, and Commissioner Constantine. Vice Chair Commissioner Moore was not in attendance.

All Board members were invited by Chairman Dallari to provide comments in advance of this meeting for consideration in conducting this review. I want to thank the Board members who took part in this process. Comments received were shared with the Personnel Committee members before any discussion.

Mr. Huttman provided a detailed report that contained the ten goals established and approved for him, organizational accomplishments, relevant provisions from the employment agreement, and salary information for some comparable agencies as required by the Employment Agreement. This information was very helpful and was utilized during the Committee's deliberations and in the recommendation.

The Personnel Committee submits this report and recommendations for approval as part of the Consent Agenda for the September 10, 2025 Board meeting.

Summary of Executive Director's Performance

Mr. Huttman highlighted significant accomplishments over the past year. He gave credit to his staff for their great work and professionalism and that he believes that not only does he have a great team to work with but that the team members are in the right positions. This enables MetroPlan to be a leading organization throughout the state as well as nationally.

It was the unanimous opinion of the Committee that Mr. Huttman and his staff continue to do an outstanding job. The organization enjoys an excellent reputation in the region, throughout the state, and with national & peer organizations.

Each of the Committee Members took the time to compliment Mr. Huttman as the organizations Executive Director and stated they are very pleased with his performance. Committee members expressed their interest in having MetroPlan staff out in the community more and asked that the staff work with each of them directly.

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

<u>MPO</u>	<u>POPULATION</u>	<u>SALARY</u>
Miami-Dade (single county)	2.70M	\$352,968
Broward (single county)	1.90M	\$295,240
North Florida (four Counties)	1.40M	\$283,618
MetroPlan Orlando (three counties)	2.40M	\$263,802

MetroPlan Orlando is the largest independent MPO in the state and the second largest MPO overall. Miami Dade is the largest and is hosted by Dade County. MetroPlan differs from other MPOs in that we cover three counties, have two separate urban areas within our region, each of which on its own is considered a large MPO. What truly sets MetroPlan apart from many other MPOs is the value to our local partners in the way of professional services.

COMPARABLE COMMUNITY POSITIONS

Lynx	\$260,000
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OUTSIDE FLORIDA

Staff gathered information from a number of the organizations with whom Mr. Huttman interacts regularly. He serves with the Executive Directors of each of these organizations on the Executive Directors Council of the National Association of Regional Councils.

<u>MPO</u>	<u>POPULATION</u>	<u>SALARY</u>
<u>MORPC</u> Columbus Ohio	2.4M	\$260,541
<u>DRCOG</u> Denver Colorado	3.1M	\$256,766
<u>MARC</u> Kansas City Missouri	2.0M	\$250,003
<u>Puget Sound Regional Council</u> Seattle Washington	2.2M	\$320,016
<u>Houston/Galveston Regional Council</u> Houston, Texas	6.8M	\$294,000

The Employment Agreement states that the merit increase will normally not exceed 10% of the base salary.

Mr. Huttman's current base salary is \$263,802

Recommendations

The Committee discussed Mr. Huttman's base salary, noting that it is the lowest of the large Florida MPOs. The Committee felt that Mr. Huttman's salary should be adjusted but that they also consider the whole employment package in the trying to make it more comparable the other large MPOs. Our Employment Agreement with Mr. Huttman stipulates that the base compensation annual merit increase will normally not exceed 10%.

Based on a review of the Executive Director's performance and conditions stated in the Employment Agreement, the Personnel Committee recommends the following:

1. That Mr. Huttman be granted a salary adjustment of 5%, well within the limits set in his Employment Agreement. This will increase the base annual salary from \$263,802 to \$276,992.
2. That the contribution to Mr. Huttman's 457 plan (retirement/deferred compensation) be increased from \$26,000 per year to \$28,000 per year.
3. That Mr. Huttman be granted an Executive Incentive Payment (a performance-based payment) of 5% of his current base salary.
4. The committee discussed other items to add to the employment agreement benefits such as increasing the rate of earned PTO, and/or adjusting the maximum amount of PTO that can be sold back each year. The committee chose to recommend setting the sellback provision equal to the total PTO that Mr. Huttman earns in a year. The limit on PTO sellback is now a maximum of 32 days.

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



Board Action Fact Sheet

Meeting Date: Sept. 10, 2025

Agenda Item: VIII.G. (Section 1)

Roll Call Vote: No

Action Requested: Approval of the Personnel Committee recommended changes to the MetroPlan Orlando Employee Handbook & Travel Policy

Reason: Staff is charged with updating the employee handbook at least every two years. During this update, staff reviews current laws, industry trends, and other needed updates to the handbook.

Summary/Key Information: The Board's Personnel Committee met on August 13, 2025, and reviewed proposed changes to the organization's Employee Handbook and Travel Policy. A summary of changes is provided in Section 1 along with a strike-through/underline version of the Employee Handbook and Travel Policy. The Board's Personnel Committee recommended approval of the changes listed.

MetroPlan Budget Impact: N/A

Local Funding Impact: None

Committee Action:

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

Staff Recommendation: Recommends approval

Supporting Information: The summary of changes and a strike-through/underline version of the Employee Handbook is located under Section 1.

Summary of Employee Handbook and Travel Policy Revisions for 2025

Employee Handbook Revisions

- Section 3.3 Certification (Recruitment)
(F) – Added Florida Statute Reference (448.095 – E-Verify)
- Section 4.1 Special Employment Situations – Special Preference
Added reference to Florida Civil Rights Act of 1992 and Florida Statutes
- Section 8.3 (and references throughout)
Changed “Personal Leave” (PL) to “Paid Time Off” (PTO) to avoid confusion with FHWA Planning Funds (also known as PL)
- Section 9.14 Effect on Improper Deductions from Salary
(B) Salary Base Requirement – Updated FLSA minimum salary for exemption
- Section 20 Travel and Training Regulations – Updated in-state and out of state conference language to allow for additional staff to attend with Executive Director approval. Added language regarding international travel.
- Throughout Document - Added references to Supervisor approvals as delegated by a Director
- In addition to the changes above, minor text edits were made that did not change the overall meaning of the document and/or individual sections.

Travel Policy Revisions

- Updated in-state and out of state conference language to allow for additional staff to attend with Executive Director approval. Added language regarding international travel.
- Removed duplicate reference to tips/incidentals. Changed reference from tips to incidentals to align with per diem language.
- In addition to the changes above, minor text edits were made that did not change the overall meaning of the document and/or individual sections.

MetroPlan Orlando Employee Handbook

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METROPLAN ORLANDO EMPLOYEE HANDBOOK

SECTION 1.0 SCOPE OF AUTHORITY AND RESPONSIBILITY

1.1 GENERAL AUTHORITY

In accordance with Florida Statutes Chapter 339.175(6)(g); Florida Statutes Chapter 163.01(5)(g); and Year 2000 Interlocal Agreements Section 5.02(a), there shall be a Personnel System which shall provide for an equitable and effective system of operating procedures designed to ensure uniform, fair, and effective personnel administration.

1.2 GENERAL AUTHORITY (Continued)

The Executive Director, under the general policy direction of the MetroPlan Orlando Board and within its adopted guidelines, has the authority to perform the highest-level leadership, managerial and administrative functions related to MetroPlan Orlando. The Director of Finance and Administration is responsible to the Executive Director for the general administration of the MetroPlan Orlando Personnel System.

The Director of Finance and Administration shall prepare rules, regulations, and general operating procedures which are consistent with and in compliance with State, Federal, and Local Laws and which generally provide for those elements associated with sound personnel administration.

Such rules, regulations, and procedures shall provide for but not be limited to:

- (A) A Classification and Pay Plan, as amended from time to time based on market conditions, which encompasses and addresses all positions included in the authorized positions list.
- (B) Methods for determining the fitness and merit of candidates for appointment, promotion, and retention.
- (C) The policies and procedures regulating reduction in force and disciplinary actions.
- (D) The rules, regulations, and provisions regarding annual ~~personal leave~~ paid time off and other types of absences.
- (E) The policies and procedures relating to provisional, temporary, and contractual employees.
- (F) Coordination of in-service training programs.

- (G) The policies and procedures regarding employee grievances and disciplinary hearings.
- (H) Other procedures, practices, and interpretations of policy necessary to the administration of MetroPlan Orlando's Personnel System.
- (I) Coordination of MetroPlan Orlando's Equal Employment Opportunity/Affirmative Action (EEO/AA), Workers' Compensation, and Safety programs.
- (J) Establishment and maintenance of a centralized personnel records system for all MetroPlan Orlando employees.

1.3 PERSONNEL RECORDS

- (A) It is the responsibility of each employee to notify his/her supervisor whenever any changes are to be made to his/her personnel record. Those changes include, but are not limited to, change of name, address, phone number, beneficiary, training, or coursework completed, and for providing copies of all related diplomas, certificates, etc.

- (B) Departments are responsible for ensuring that all such information as described above is forwarded to the Director of Finance and Administration for personnel file inclusion. This is routinely accomplished via a "Change of Status" form. However, in some cases (i.e., change of beneficiary) it may be necessary for the employee to contact the Department of Finance and Administration directly to accomplish changes.

- (C) Pursuant to the provision of the Florida Public Records Act, the personnel records are considered to be open for a personal inspection by any person provided that such inspection is conducted in the physical presence of the custodian or designee during regular operating hours.

The Custodian for MetroPlan Orlando's personnel records is the Director of Finance and Administration. In addition, the Department of Finance and Administration's Accounting & Administration Specialist has been designated as the alternate custodian.

- (D) Under no circumstances will any personnel records be removed from the storage area without the express authorization of the custodian or alternate custodian.

Under no circumstances will any personnel file documents be removed from the record, nor will any document be altered in any manner.

- (E) Certain aspects of the personnel files are exempt from public inspection as identified in Florida Statutes Chapter 119.
- (F) Certain other personnel-related records and documents of a medical nature, such as employment-related medical records, workers' compensation medical information, and employee medical insurance records, may not be open for inspection pursuant to the Florida Public Records Act.

- (G) Medical and personal information generally considered to be of a confidential nature will be handled by management and administrative staff on a "need to know" basis within the Organization.

1.4 APPLICABILITY

The personnel rules and regulations in this Employee Handbook are applicable to all employees of MetroPlan Orlando. If any areas are in direct conflict with the contract for the staff position of Executive Director, the contract shall prevail for the Executive Director position. It shall not apply to non-employees such as board members, advisory committee members or individuals retained or employed by MetroPlan Orlando in a contractual or vendor arrangement.

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

SECTION 2.0

POSITION VACANCIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MetroPlan Orlando will be based on merit, qualifications, and abilities. MetroPlan Orlando does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law.

MetroPlan Orlando will comply with the Americans with Disabilities Act of 1990 and all amendments. Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

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

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

2.2 VACANCIES IN THE CLASSIFIED SERVICE

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

They do not include temporary positions, non-regular part-time positions, interns, commissioners, board members, committee members, the MetroPlan Orlando Attorney retained or employed by MetroPlan Orlando, or the Executive Director. They do not include positions associated with contractual agreements or vendor agreements.

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

2.3 VACANCIES IN THE UNCLASSIFIED SERVICE

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

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

2.4 APPLICANTS

Unsolicited resumes received when there are no advertised job vacancies in the classified or unclassified service will not be treated as “applicants,” and the resumes will not be retained or considered. Job “Applications” are defined as resumes and/or actual MetroPlan Orlando job application forms completed for a specific vacancy during the recruitment, application, certification, and selection process as defined in Section 3.0.

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SECTION 3.0

RECRUITMENT, APPLICATIONS, CERTIFICATION, AND SELECTION

3.1 RECRUITMENT

- (A) The initial step of the recruitment process is the submission of a Personnel Requisition form.

Once the Personnel Requisition form is completed by the hiring department, it is to be forwarded to the Director of Finance and Administration so that a job posting/advertisement can be generated accordingly.

- (B) All advertising will be coordinated by the Department of Finance and Administration. The content of all such advertising will be based upon the essential minimum qualifications of the position involved in addition to specific departmental preferences indicated on the Personnel Requisition form. All departmental preference statements are subject to consistency with all applicable laws and with sound personnel administration practice.

The source, duration, and extent of all advertising are contingent upon fund availability and budgetary constraints.

- (C) Upon completion of the recruitment process, the hiring department will be contacted by the Department of Finance and Administration to arrange for the selection of qualified applicants to be interviewed.

3.2 APPLICATIONS

- (A) In order to be considered as a valid applicant for interview for a vacant position, each applicant shall submit a resume and cover letter and/or a written application. The resume and/or application must be submitted within the time limit noted on the "Employment/Promotional Vacancy Announcement." A written/typed application on the standard MetroPlan Orlando employment application form will be required of any applicant selected for an interview or hired by MetroPlan Orlando. Under no circumstances will resumes be used totally in lieu of the standard MetroPlan Orlando employment application form.
- (B) Persons with disabilities shall be reasonably accommodated provided that notification for said accommodation is made in a timely fashion.
- (C) It is the responsibility of the individual applying for a position vacancy to ensure that all information requested is submitted and correct. It is also the responsibility of said individual to ensure that all documentation needed to establish the attainment of essential minimum qualifications is provided along with the standard MetroPlan Orlando employment application form.
- (D) All information requested on the standard MetroPlan Orlando employment application must be completed.

- (E) Applications will only be accepted in response to specifically announced position vacancies. Applicants interested in applying for more than one vacancy must complete a separate MetroPlan Orlando employment application for each position available. Applications are valid for one position vacancy and may not be reactivated for other position vacancies at a later date.

3.3 CERTIFICATION

- (A) All appointments to position vacancies will be made solely on the basis of assessment of the applicant's work experience, training, education, etc., as reflected on his/her employment application.

All documented information will be considered in relation to the "essential minimum qualifications" associated with the position vacancy. All applicants found to meet the "essential minimum qualifications" will be certified as eligible for consideration for that position vacancy.

- (B) MetroPlan Orlando relies upon the accuracy of information in the employment application and resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any known misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment with MetroPlan Orlando or, if the person has been hired, immediate termination of employment.

- (C) In rare instances, due to the nature of special job requirements, it may be necessary to consider applicants who meet most but not all of the minimum qualifications associated with a specific vacancy. Cases such as this are normally applicable to degree requirements, special certifications, and/or specialized experience. If it is felt that consideration of this applicant is in the best interests of MetroPlan Orlando, and if no other qualified applicants are available, a provisional eligibility certification may be obtained. This provisional eligibility certification must be approved by the Executive Director and the Director of Finance and Administration prior to becoming effective.

Provisional eligibility certification is not to be considered as a waiver of requirement. The Executive Director shall determine a reasonable time limit in which the applicant must attain the lacking element required for routine certification. Failure to do so will result in dismissal or other action deemed necessary.

- (D) Eligibility certifications shall not be deemed final until all certification criteria such as the drug screening, driver's license check, background check, etc., have been completed.
- (E) For positions that require special, technical, or professional requirements, evidence of a satisfactory nature must be submitted in addition to the application. Examples of such evidence include degrees, certificates, licenses and other documents to support claims of education, training, and/or experience.

- (F) In compliance with the Immigration Reform and Control Act of 1986, [Florida Statutes Chapter 448.095](#) and Executive Order of the Governor No. 11-116, each new

employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. All new employees must also have employment eligibility verified through E-Verify.

3.4 TESTING

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

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

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

3.5 SELECTION

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

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

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

SECTION 4.0

SPECIAL EMPLOYMENT SITUATIONS

4.1 SPECIAL PREFERENCE

In certain situations, special preference will be afforded to individuals seeking employment with MetroPlan Orlando [as part of the state's policy to ensure equal opportunity and freedom from discrimination in employment as provided by the Florida Civil Rights Act of 1992, by Fla. Stat. § 112.044, and by Fla. Stat. § 110.112.](#) Examples include preference related to voluntary or mandatory EEO/AA goals.

4.2 EMPLOYMENT OF RELATIVES

- (A) State Law (Florida Statutes Chapter 112.3135) provides for certain restrictions pertaining to employment of relatives of "public officials."
 - (1) A "public official" includes an employee of MetroPlan Orlando in whom is vested with or delegated the authority to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with MetroPlan Orlando employment.
 - (2) A "relative" means an individual who is related to the public official as father, mother, son, daughter, brother, sister, aunt, uncle, first cousin, grandson, granddaughter, niece, nephew, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.
- (B) A public official may not appoint, employ, promote, advance, or advocate for employment promotion or advancement in or to a position in MetroPlan Orlando in which said public official exercises jurisdiction or control of any individual who is a relative of said public official.
- (C) An individual may not be appointed, employed, promoted, or advanced in or to a position in MetroPlan Orlando if such appointment, employment promotion, or advancement has been advocated by a public official serving in or exercising jurisdiction or control who is a relative of the individual.
- (D) MetroPlan Orlando may prescribe regulations authorizing temporary employment, in the event of an emergency as defined in Florida Statutes Chapter 252.34(2), of individuals whose employment would be otherwise prohibited by this policy.

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SECTION 5.0

INTRODUCTORY PERIOD

5.1 INTRODUCTORY PERIOD

- (A) When a certified employee is accepted for an established full-time position with MetroPlan Orlando, it is with the understanding that the first six (6) months of employment will be an introductory period during which time they will not be classified as a regular full-time employee.
- (B) Any employee terminated prior to the end of their introductory period shall not be entitled to appeal.

5.2 UNEMPLOYMENT PROBATIONARY PERIOD

- (A) When a certified employee is accepted for an established full-time position with MetroPlan Orlando, it is with the understanding that the first ninety (90) days of employment from the date of hire will be a probationary period for the purpose of Florida "Unemployment Compensation Law" (Florida Statutes Chapter 443.131 (3)(a)(2)).
- (B) If MetroPlan Orlando discharges an employee for unsatisfactory work performance during the ninety (90) day "Unemployment Probationary Period," MetroPlan Orlando's unemployment account will not be charged for any unemployment benefits he/she might be determined eligible for in the future.

Employee shall acknowledge same in writing within seven (7) days of his/her employment.

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SECTION 6.0

PERSONNEL ACTIONS

6.1 GENERAL

During the normal course of employment, a number of personnel-related actions are likely to occur. All actions shall be reported via the completion of a "Change in Status" form. No change in an employee's status shall be considered officially "approved" without the final approval of the Executive Director or appropriate designee.

(A) PROMOTIONS

A promotion occurs when an employee applies for and is selected to fill a position vacancy which is in a different position classification code and at a higher pay rate than the employee's current position classification code and pay rate.

- (1) The effective date of an employee's promotion becomes the employee's new "Date of Classification." The employee is then eligible for merit consideration at one (1) year intervals from that date.

(B) RECLASSIFICATION

- (1) A reclassification action generally occurs when there has been a significant change in a position's functions, duties, and responsibilities, without a corresponding change in position code as above. These changes must be of a permanent nature and not merely a result of temporary need. (Example: reclassification from a receptionist to a staff assistant).
- (2) A reclassification action does not necessarily trigger a corresponding change in position pay code since position pay code changes are a product of job "comparable worth" and "prevailing wage" analysis.
- (3) A reclassification action does not trigger a change in the incumbent's "Date of Classification."
- (4) If a reclassification occurs to a position which is vacant and if that position is filled by promotion of an employee from a lower pay classification code, then the action is deemed to be a promotion. The effective date of the promotion shall become the employee's new "Date of Classification." (See Section 6.1(A)).
- (5) Reclassification requests are normally considered during the budgetary process. However, requests of this nature may be initiated by departments at other times, as appropriate. Requests of this nature are to be submitted in writing by the Department Director via the Director of Finance and Administration to the Executive Director.

(C) **REGRADE**

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

(D) **DEMOTION**

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

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

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

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

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

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

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

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

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

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

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

(E) **RESIGNATION**

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

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

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

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

(F) **JOB ABANDONMENT**

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

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

(G) **RETIREMENT**

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

All regular full-time or part-time employees regularly scheduled to work 30 or more hours per week are eligible for the MetroPlan Orlando Money Purchase Pension and Trust Plan. Employees will be eligible to participate from the first day of employment. This plan provides separate accounts for each participant, and investments will be self-directed by the employee. MetroPlan Orlando will contribute the equivalent of 10% of W-2 earnings plus any contributions made pursuant to a salary reduction agreement which are not includible in the gross income of the Employee. Contributions vest 100% upon the employee's completion of one full year of employment with the Organization. Additional information will be distributed to employees when they are registered to participate in the plan.

An employee will be considered as retirement eligible (100% vested) upon meeting the criteria of the MetroPlan Orlando Money Purchase Pension and Trust Plan Document as summarized below:

- (1) Employee retires on or after **normal retirement** age defined as 55 years of age.
- (2) Employee dies while still working for the employer.
- (3) While still working for the employer, employee becomes totally and permanently disabled as described in the Plan Document as determined by an Administrative Committee. The permanence and degree of such impairment shall be supported by medical evidence. If the Employer maintains a long-term disability plan, the definition of Disability shall be the same as the definition of disability in the long-term disability plan.

The employee may work beyond Normal Retirement Age, in which case employer contributions shall continue to be allocated to the Employer Account of the Employee.

- (4) If a Participant's employment is terminated except for death, Total and Permanent Disability, or on or after Normal Retirement Age, the following percentages of the Accrued Benefit in the Employer Account of the Participant shall vest in the Participant and shall be distributed to or set aside for him/her in accordance with the provisions of the MetroPlan Orlando Money Purchase Pension Plan and Trust Document:

Years of Service for Vesting	Vested percentage of Employer Account
<1	0%
1	100%

The Accrued Benefit of a Participant which is not vested as above provided shall be retained by the Trustee and applied to reduce the Employer contributions under the Plan.

(H) **DISMISSAL**

Generally, a dismissal is an action initiated by the employer intended to terminate the employer-employee relationship between MetroPlan Orlando and a specific employee.

Any employment offer is not intended to represent an employment contract, either expressed or implied. We retain our “employment-at-will” rights and either side can terminate the employment relationship at any time for any legal reason without prior notice.

- (1) A dismissal action initiated by the employee’s Department Director within the first six (6) months of employment may be accomplished with or without cause and without prior notice. This action may not be appealed (See section 5.1(B)).

(I) **LEAVES OF ABSENCE**

From time to time, situations may arise that warrant consideration of placing an employee on a “Leave of Absence.” Generally, actions of this nature are rare and must involve unusual or extenuating circumstances. Leaves of Absence may be accomplished with or without pay depending on the situation.

- (1) Without Pay – Consideration for Leaves of Absence without pay is contingent upon reason, exhaustion of all other accrued leave as appropriate, and ultimate approval of the Executive Director via the approval process as specified on the “Change in Status” form.

Under no circumstances will a Leave of Absence without pay be granted which exceeds ninety (90) calendar days and without extreme circumstances being involved or unless the situation meets the criteria for extended Leave of Absence without pay as prescribed by Federal, State, or Local law applicable to MetroPlan Orlando. Refer to sections 9.1 (I), 9.6 (B) and Section 19 for additional information.

(J) **SUSPENSIONS**

Generally, a suspension is an action resulting from a disciplinary action initiated by the Department against a specific employee for a specific cause.

Suspensions are considered to be a severe form of disciplinary action and may be accomplished with or without pay depending on the situation.

(K) **MERIT INCREASE**

- (1) General – MetroPlan Orlando’s pay plan consists of a salary minimum/maximum range per position with a performance-based system for pay progression.

- (a) Performance reviews are generally conducted annually.
- (b) Progression within the range is based upon performance and such movement is not to be considered automatic.
- (c) Direct supervisors are responsible for conducting performance appraisals on their subordinates in an impartial, objective manner that shall be substantiated by cited examples of performance. The purpose of conducting performance appraisals is to assess an employee’s overall performance for the entire rating period to provide a basis to determine merit pay progression.
- (d) When an employee has reached the maximum salary for the position, and the employee would have earned a salary increase based on the performance review, the employee is entitled to a one-time cash payout equivalent to the percentage increase they would have earned if the employee was not at the maximum salary for the position. The employee’s salary will remain at the maximum level until the next salary survey increases the maximum salary for the position. At that time, the employee is eligible for an increase to salary at the next performance review.

- (2) Special – Special performance evaluations may be conducted at any time during the year to support and document significant aspects or changes in an employee’s performance of job duties. Reviews of this nature will normally be reflective of either meritorious performance or adverse performance. Special performance evaluations require prior approval of the Executive Director and budget approval of the Director of Finance and Administration. As is the case with routine performance reviews, special performance evaluations must be discussed with the employee, documented on the appropriate form, and forwarded to the Director of Finance and Administration.

An overall “Meets or Exceeds Expectations” rating is necessary whenever an employee is given a special performance review with the intent of triggering a base salary rate increase other than at the time of the established performance review date. The effective date of the action then becomes the employee’s new “Date of Classification.” The employee is then eligible for salary increases at one (1) year intervals from that date.

- (3) Performance Reviews – In general, performance reviews shall be accomplished for all regular full-time and regular part-time employees shortly before, and no later than the employee’s date of classification to become effective on their date of classification.

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

- (a) Upon written mutual agreement between the employee being rated and the respective Department Director outlining the specific reason(s) for the extension and the date of the agreed upon subsequent performance review. (Normally this extension should not exceed six (6) months).

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

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

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

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SECTION 7.0

CODE OF CONDUCT OF EMPLOYEES

7.1 PURPOSE AND INTENT

This code of conduct establishes policies regarding conflicts of interest which may result from soliciting or accepting gifts, gratuities, or unauthorized compensation; the appropriateness of outside employment; the use of one's position; personal contractual relationships; using or giving information for gain; or procuring and delivering contractual services for work; and related or associated matters. MetroPlan Orlando's Code of Conduct of Employees Policy applies to all employees. In addition to the policies in the Employee Handbook below, all employees shall also follow all applicable rules of Section VII Part 8 of MetroPlan Orlando's Internal Operating Procedures (Code of Ethics). All employees should seek to avoid even the appearance of impropriety to maintain public confidence in MetroPlan Orlando.

We expect all employees to conduct themselves in an honorable fashion. Honesty is an important company attribute. Therefore, any misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like will not be tolerated. The same honesty standard applies to any company investigation. Any violations will result in corrective action, up to and including termination.

- (A) All MetroPlan Orlando employees shall pledge to subscribe to the following staff values to advance the interests of our customers and the citizens we serve, to foster good working relationships with colleagues, and to contribute to professional development. Employees shall perform the duties of their positions to the best of their abilities and the standards set forth in their job descriptions or otherwise established, and when needed, request additional instruction.

To ensure that we provide a quality service and environment for our customers, the public, and ourselves, we pledge to subscribe to the following values:

- To be reliable, consistent, and dependable professionals.
- To recognize the importance of our work to the community.
- To be committed and loyal to both our work and our families.
- Imparting a friendly attitude impels us to listen and treat others with respect, consideration, and courtesy.
- To be accountable for our collective actions and consequences by being results-oriented.
- Being open-minded and team-oriented improves our flexibility and effectiveness.
- We acknowledge the importance of remaining current in our knowledge and use of tools.
- Honesty is an integral component of our work ethic.
- Professional integrity gains us respect from all.
- We are empowered to provide superior service to our community.

- (B) All employees are expected to honor and adhere to the ethical obligations inherent in public service.
- (C) Article II, Section 8 of the Florida Constitution states, “a public office (or position) is a public trust.” As stewards of the public trust, all MetroPlan Orlando employees must use the powers and resources of MetroPlan Orlando entrusted to them by the public to further the public interest and not for any personal gain or financial benefit. Therefore, MetroPlan Orlando employees:
 - (1) Shall not accept benefits of any sort under any circumstances which could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of such employee.
 - (2) Shall not engage in outside employment or financial transactions of any kind with any person, entity, firm, or corporation doing business with MetroPlan Orlando when such transactions constitute a conflict of interest.
 - (3) Should seek guidance for their own protection by submitting the details of questionable situations, in writing, to the Executive Director before engaging in such questionable activity.
- (D) Many issues pertaining to conflicts of interest may require legal opinion in that such issues are broadly addressed by provisions of the State Constitution, State Statutes, and/or Rules of the Commission on Ethics. The Executive Director shall be responsible for rendering final determination regarding all issues pertaining to conflicts of interest. In the event that the conflict of interest involves the Executive Director, the Board’s Personnel Committee shall be responsible for rendering final determination regarding the conflict of interest.
- (E) Ethical violations such as described above and herein shall be considered as cause for disciplinary action up to and including dismissal from employment with MetroPlan Orlando.

7.2 CONFLICTS OF EMPLOYMENT/CONTRACTUAL RELATIONSHIP

- (A) Secondary employment or contractual relationships are permitted to the extent that such employment or contractual relationships do not constitute a conflict of interest and do not interfere with the employee’s job performance with MetroPlan Orlando.
- (B) MetroPlan Orlando employees who participate in deciding, approving, recommending or preparing purchase or procurement requests or who influence the content of any specification or procurement standard or render advice in the procurement or purchase of contractual service may not work for a person or entity attempting to engage in or engaging in contractual services with MetroPlan Orlando.
- (C) MetroPlan Orlando employees acting in their official capacities shall not directly or indirectly procure or substantially participate in the procurement of contractual services for MetroPlan Orlando from any business entity when a relative is an officer, partner, director, or owner or when such employee, spouse, domestic partner, or child has a material interest.

(Note: The term “relative” for the purpose of this section, other than domestic partner, is defined in Florida Statutes Chapter 112.3135(d). The term domestic partner is defined as a person who shares a residence with a sexual partner, with or without a legally recognized union.)

7.3 CONFLICT OF INTEREST REGARDING CONTRACTED METROPLAN ORLANDO WORK AND/OR PURCHASE OF PROPERTY, MATERIALS, OR SUPPLIES

- (A) MetroPlan Orlando employees shall not bid on or have a material interest in any entity, firm, company, or corporation bidding on:
 - (1) The furnishing of any materials, supplies, or services to be used in the work of MetroPlan Orlando.
 - (2) A contract for the construction of any MetroPlan Orlando facility.
 - (3) The sale of any property to MetroPlan Orlando or the purchase of any property from MetroPlan Orlando unless said property is offered to the general public at auction or by competitive bid.
 - (4) Prohibited Interests: Neither MetroPlan Orlando nor any of its contractors or their subcontractors shall enter into any contract or arrangement in connection with a project, or any property included or planned to be included in a project, in which any employee of MetroPlan Orlando during his or her tenure or for two (2) years thereafter has any interest, direct or indirect.
- (B) The term “material interest” for the purpose of this section is defined in Florida Statutes Chapter 112.312(15).

7.4 DISCLOSURE OF INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

1. No MetroPlan Orlando employee shall use his or her official position, authority or influence arising from his or her relationship with MetroPlan Orlando for the purpose of interfering with an election or a nomination to ~~office, or office or~~ coercing another person's activities or vote in connection therewith.
2. No MetroPlan Orlando employee shall request, solicit, or communicate in any manner with any Board Member, employee, Consultant, Vendor or Independent Contractor for the purpose of inducing that person to pay, lend, or contribute any part of his or her salary, any money or anything else of value, to any party, committee, organization, agency or person for political purposes.

3. Employees may express opinions on candidates or issues and participate in political campaigns only during off duty hours. No employee shall take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from MetroPlan Orlando. The use of any MetroPlan Orlando employee work time or equipment, supplies or funds to assist political parties or candidates for public office is strictly prohibited.
4. Any employee who makes a contribution of his or her own volition to the campaign of a sitting Board Member shall file a disclosure of said contribution within fourteen (14) days with the MetroPlan Orlando Executive Director, who shall publish said filing as an informational item at the next regularly scheduled Board meeting.

7.6 PERSONAL APPEARANCE

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

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

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

7.7 USE OF METROPLAN ORLANDO EQUIPMENT/PROPERTY

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

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

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

7.8 PERSONAL MAIL/DELIVERIES/CALLS/VISITORS

- (A) MetroPlan Orlando is not in the position to handle and/or distribute the personal mail or deliveries of its employees. All employees should advise correspondents, businesses, etc., that personal mail is to be delivered to their home address and not to their place of work.

- (B) Under no circumstances shall employees use MetroPlan Orlando stationery or postage for personal business.
- (C) The receiving and making of personal phone calls and the receiving of personal visitors on MetroPlan Orlando time is strongly discouraged. The extent to which these are permitted is at the discretion of the Department Director but should not disrupt the work environment or take away from work time. Employees may be required to reimburse MetroPlan Orlando for any charges resulting from their personal use of the telephone.
- (D) To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.
- (E) All attempts should be made to calm a belligerent caller or visitor. Belligerent callers or visitors should be transferred to a Department Director.

7.9 COOPERATION WITH JOB-RELATED INVESTIGATIONS

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

7.10 INDICTMENTS

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

7.11 INCARCERATION

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

7.12 EQUIPMENT USAGE

Computers, computer files, the e-mail system, Internet access, cell phones, software furnished to employees, as well as any other equipment or software purchased or leased by MetroPlan Orlando, hereafter referred to as “MetroPlan Orlando Equipment,” are MetroPlan Orlando property intended for business use. Employees should back up their computer files on a regular basis by only saving documents on designated network drives or local computer folders that sync to network drives or by other methods approved by the Director of Finance & Administration. The use of MetroPlan Orlando Equipment for any non-business purpose is strongly discouraged. To ensure compliance with the policy, MetroPlan Orlando Equipment usage may be monitored.

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

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

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

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

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

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

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

7.13 COMPUTER SOFTWARE

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

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

7.14 SOCIAL MEDIA POLICY

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

The lines between professional and personal online interactions can be blurry and, while we encourage you to participate in the social media world, you should understand and abide by

the rules of engagement stated in our Social Media Guidelines document as you navigate online postings and conversations.

7.15 NON-TOBACCO USE

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

NON-TOBACCO USE

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

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

B. Enforcement of Policy

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

- * Verbal reminder
- * Written reprimand
- * Loss of Wellness Program benefits for a period of 12 months
- * Probation
- * Termination

7.16 VIOLENCE IN THE WORKPLACE NOT PERMITTED

Violence in the workplace is not permitted. Employees shall not commit or threaten to commit any misdemeanor or felony on the premises. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on the premises or when representing MetroPlan Orlando, fighting, horseplay, or provoking a fight on the property, or negligent damage of property, shall be cause for disciplinary action up to and including termination.

7.17 WORK PLACE INSPECTIONS - RIGHT TO PRIVACY

Management reserves the right to conduct inspections of all property, equipment, furniture owned or leased by or otherwise under the control of MetroPlan Orlando including but not limited to desks, lockers, bags, computer files, email, etc. Illegal substances are not allowed on or in any MetroPlan Orlando property. Weapons are not allowed on or in any MetroPlan Orlando property. Staff should not have an expectation of total privacy when using any MetroPlan Orlando property.

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SECTION 8.0

EMPLOYEE BENEFITS

8.1 GENERAL

An employee's benefits entitlement is contingent upon the employee's status as regular full-time or regular part-time as specified in the "Authorized Positions" section of MetroPlan Orlando's "Classification and Pay Plan" document. Individuals who work less than thirty (30) hours per week and/or are not listed on the Authorized Position table are not eligible for benefits. Employees who meet the criteria of the aforementioned categorization are eligible for benefits entitlement.

Exceptions:

The Executive Director shall be entitled to benefits as covered under his/her employment contract. Items not addressed specifically under the contract will be the same as listed in the Employee Handbook of MetroPlan Orlando as for other employees.

Temporary employees filling a regular full-time or regular part-time position as listed in the "Authorized Positions" for a temporary time frame will receive only those benefits specified in their offer letter.

8.2 HOLIDAYS

(A) The Board approves holidays and determines when they will be observed.

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

New Year's Day	January 1 st
Martin Luther King Day.....	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth.....	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Christmas Day	December 25 th
Floating Holiday.....	Two per Calendar Year

(C) If holidays fall on Saturday, they will be observed on the preceding Friday. If holidays fall on Sunday, they will be observed on the following Monday.

(D) The Executive Director has the authority to grant additional paid holidays for unusual circumstances such as, but not limited to, weather emergencies, declaration of special Federal or State observances or alignment of approved holidays on the annual calendar.

- (E) Temporary employees, contractual employees, interns, and part-time employees that are not considered regular part-time employees will not be paid for official MetroPlan Orlando holidays. Exceptions to this rule are for full-time temporary employees serving in a regular full-time authorized position, i.e., serving in a temporary grant-funded position as a regular staff position. This exception must be made in writing at the time of hire. Full-time regular and part-time regular employees will be paid for official MetroPlan Orlando holidays. Regular, part-time employees will be paid proportionately depending on hours worked as compared to regular full-time employees.
- (F) Floating holidays may be taken after completion of the introductory period, i.e., after six (6) months' employment, on any day at the employee's discretion, subject to the approval of the Department Director, or a Supervisor if delegated by the Department Director, based on scheduling requirements.

The floating holidays will be credited (posted) to the employee's account after completion of the introductory period, i.e., six (6) months from the hire date, along with the "Change of Status" form from introductory to full-time. Employees hired before July 1st of the calendar year will be credited with the floating holiday. Employees hired on or after July 1st of the calendar year will not be eligible to receive floating holidays until the following calendar year. Floating holidays for non-introductory employees will be available for use beginning on January 1 of each year. Floating holidays on the books will not be paid as part of accrued leave at termination unless terminated under Section 11.1. Floating holidays may not be carried from one calendar year to the next. They must be used by December 31 of each year or they will be forfeited.

8.3 PERSONAL LEAVEPAID TIME OFF

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

Employees earn credited personal leavepaid time off based on the following:

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

0 through 2 Years Service	Eligible for 18 work days or 135 hours per year: 135 hours / 26 = 5.19 hours per biweekly pay period.
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2 through 5 Years Service	Eligible for 22 work days or 165 hours per year: $165 \text{ hours} / 26 = 6.35 \text{ hours per biweekly pay period.}$
5 through 10 Years Service	Eligible for 27 work days or 202.5 hours per year: $202.5 \text{ hours} / 26 = 7.79 \text{ hours per biweekly pay period.}$
After 10 Years Service	Eligible for 32 days or 240 hours per year: $240 \text{ hours} / 26 = 9.23 \text{ hours per biweekly pay period.}$
Other	The amount ^{number} of personal leave ^{paid time off days} earned annually may vary based on employment contracts/agreements for staff hired prior to the adoption date of this Employee Handbook or special exceptions approved by the Executive Director. The accrued rate shall be based on a 7.5 hour work day and 26 pay periods annually as above.

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

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

- (C) Employees may elect to "sell back" ~~personal leave~~^{paid time off} when all of the following requirements are met. An irrevocable election for leave sell back must occur in June and/or December of each year. A June election will be paid out during a regular payroll in December of the same calendar year. A December election will be paid out during a regular payroll in June of the following calendar year. Elections must be made using the approved leave sell back form. An employee must have at

least 300 hours of accrued personal leave paid time off on the books at the time of the election and have completed at least five years of employment with MetroPlan Orlando at the time of the election. Regular, full-time employees may sell up to 75 hours of leave each calendar year. The Executive Director shall follow all the requirements for leave sell back except when his/her employment agreement differs, subject to IRS compliance.

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

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

(E) Personal leave Paid time off is earned based on hours worked, as leave must be fully earned and posted to the employee's account before it can be taken. Thus, employees cannot take leave in the same pay period in which the leave is earned.

(F) Employees may use credited personal leave paid time off for any purpose (i.e., vacation, hospitalization, illness, family emergency, personal business, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited leave time will not be authorized even though the leave would have posted by the end of the pay period.

(G) Precedence in choosing a vacation period should be governed normally by job seniority but must be at a period approved by the Department Director, or a Supervisor if delegated by the Department Director, in keeping with the needs of MetroPlan Orlando.

Employees should be mindful of taking more than two weeks of personal leave paid time off in a single absence for discretionary purposes and should consult with their Supervisor/Department Director at least one month in advance so that arrangements can be made for coverage.

(H) Department Directors shall notify the Executive Director one (1) month in advance of their intended vacation period so that vacations may be coordinated to ensure the efficient operation of MetroPlan Orlando.

(I) Holidays occurring while an employee is on MetroPlan Orlando personal leave paid time off are to be counted as holidays, not personal leave paid time off.

(J) An employee resigning or retiring from MetroPlan Orlando with two (2) ~~weeks~~ notice shall be paid for his/her credited personal leave paid time off up to a maximum allowable rate as specified in Section 8.3 (B). Such leave pay shall be made at the employee's current rate of pay.

(K) Personal leave Paid time off pay generally shall not be paid to separating employees who fail to give at least two (2) ~~weeks~~ notice. Exceptions for unusual circumstances may be approved by the Executive Director.

- (L) Employees who terminate prior to completion of six (6) months continuous service will not be paid for any accrued ~~personal leave~~paid time off time.
- (M) In case of death of an employee or permanent long-term disability, payment for unused ~~personal leave~~paid time off shall be made to the employee or to the employee's beneficiary, estate, or as provided by law.
- (N) It shall be the Department of Finance & Administration's responsibility to keep accurate and up-to-date ~~personal leave~~paid time off records on each employee. Annotations for ~~personal leave~~paid time off used must be made by the Department Director, or a Supervisor if delegated by the Department Director, on every employee's respective payroll timesheet as the time is used.

8.4 **INSURANCE**

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

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

- Health insurance
- Life insurance and accidental death and dismemberment insurance
- Disability insurance
- Dental insurance
- Vision insurance

To promote staff wellness, MetroPlan Orlando employees are eligible for a gym membership subsidy. MetroPlan Orlando will reimburse up to 80% of the cost of membership for the gym facility located in the leased building of MetroPlan Orlando. If a staff member prefers to use a different gym, MetroPlan Orlando will reimburse the lesser of 80% of the cost of the gym membership or the amount of reimbursement eligible for the gym located in the leased building.

8.5 **EDUCATIONAL ASSISTANCE PROGRAM**

MetroPlan Orlando encourages all regular employees to pursue educational opportunities to the fullest extent possible. Such opportunities include both job-related education and/or self-improvement courses and programs which are job-related.

MetroPlan Orlando has established an educational assistance program to help its employees defray the costs associated with the aforementioned pursuit. The Department of Finance and Administration shall be responsible for maintaining all records associated with this program.

(A) ELIGIBILITY

All authorized regular full-time employees are eligible to participate in MetroPlan Orlando's educational assistance program after completion of a minimum six (6) months of employment. However, it shall be understood that the undertaking of such courses must not conflict with the employee's work schedule.

(B) NON-METROPLAN ORLANDO EDUCATION ASSISTANCE

Employees receiving payment or assistance for educational expenses from any other non-MetroPlan Orlando sources (i.e., grants, VA, etc.) which do not require repayment are eligible for participation in this program to the extent that any other educational assistance will be considered as primary for the purpose of determining any MetroPlan Orlando assistance entitlement. It is the employee's responsibility to provide to MetroPlan Orlando an itemized accounting of the amount of assistance and what the non-MetroPlan Orlando assistance covers.

Employees receiving payments or assistance for educational expenses from any other non-MetroPlan Orlando source (i.e., student loans) which do require repayment are eligible for participation to the maximum extent provided for herein and MetroPlan Orlando's assistance shall be considered as primary for the purpose of determining any MetroPlan Orlando entitlement.

Once the primary source of assistance has been applied to the total educational expenses, the employee may then be eligible for additional assistance from MetroPlan Orlando to the extent and limits as specified in Sections (B) and (D) of this policy.

(C) INCLUSIONS/EXCLUSIONS

The items included for educational assistance consideration are:

- Tuition costs
- Testing fees (i.e., GED, CLEP, etc.)*
- Laboratory fees
- Professional certification exams such as CPA, AICP, FPRA, etc.**
- Professional certification course materials (Limited to one set of materials for each certification.)**

*Only "credit-related" testing fees shall be included as opposed to "eligibility" type (i.e., GRE, SAT) testing fees.

**Fees and costs for professional certifications and course materials are at the discretion of the Executive Director and should relate to the employee's current position or a higher position within the organization.

Excluded items for educational assistance consideration are:

- Books
- Miscellaneous supplies and course materials (i.e., pencils, pens, calculators, etc.)

Any other items not specifically addressed above shall be considered as excluded for the purpose of consideration for educational assistance.

(D) APPLICATION PROCEDURE

An employee desiring to participate in MetroPlan Orlando's educational assistance program must first seek written approval from his/her Department Director and the Department of Finance and Administration to confirm that adequate funds are available from the current budget. To obtain approval, the employee must submit an Educational Assistance Request form to his/her Department Director prior to initiating the actual course, test, or laboratory work. The request form shall then be forwarded to the Executive Director for final approval. Educational Assistance Request forms submitted after two weeks from the date of initiating the actual course, test, or laboratory work will be considered on a case-by-case basis taking into account the reason for the delay in submission in a timely manner.

(E) TERMS OF AGREEMENT

Coursework qualifying for reimbursement shall have begun after the employee has completed six (6) months employment with MetroPlan Orlando.

Reimbursement for undergraduate and graduate courses shall be at the current Florida resident rate at the nearest State university campus for equivalent academic level courses and shall be limited to three (3) courses per term.

Reimbursement shall be after satisfactory completion of the course, with a passing grade of at least C or equivalent thereof. Receipts for tuition, fees, and grade report shall be submitted prior to reimbursement.

Once the coursework has been completed, proof of such completion must be sent to the Department of Finance and Administration. This is the employee's responsibility and failure to do so within one (1) month from the scheduled completion date or receipt of grade report may result in disqualification from eligibility for reimbursement.

For the purpose of defining the term "equivalent" as used herein, such descriptive results as "satisfactory" or "certification" will be considered as meeting the "equivalent" definition standard.

The program application shall provide an agreement to be signed by the employee and notarized, stipulating that should the employee's services be terminated during

the following periods, either voluntarily or involuntarily, MetroPlan Orlando shall be reimbursed for funds paid to the employee for educational expenses as provided in the following reimbursement formula:

<u>Termination after Completion of Course(s)</u>	<u>Reimbursement to MetroPlan Orlando</u>
Within One (1) Year	100%

Should repayment to MetroPlan Orlando be necessary, such repayment must be paid to MetroPlan Orlando in full by time of receipt of the final payroll check. The employee may request in writing that MetroPlan Orlando deduct the payment from any MetroPlan Orlando funds due them.

In the case of death or retirement, as defined in Section 6.1 (G)(4) of this Employee Handbook, any remaining liability for repayment to MetroPlan Orlando shall be waived.

8.6 EMPLOYEE COMMUTER ASSISTANCE

To assist employee travels to and from work, MetroPlan Orlando provides for several benefit options to alleviate the costs of travel on a tax-free basis as allowed by the Internal Revenue Service. These options include qualified parking at no cost to the employee (up to the IRS limits); reimbursement of transit costs (i.e. bus fares or rail fares); or reimbursement of actual costs of using a bicycle for commuting purposes. The employee may choose the option that is most advantageous to him/her, however, certain positions may be required to use a certain method of travel to accomplish the tasks of that position (i.e., use of a personal vehicle to attend out-of-office meetings).

While qualified parking has been the traditional benefit provided to employees, MetroPlan Orlando strives to be a regional leader with regards to alternate commuter modes of transportation to alleviate congestion on Central Florida's roadways. Leading by example, MetroPlan Orlando provides transit and bicycle reimbursements above and beyond the costs of typical parking charges to encourage MetroPlan Orlando employees to use alternate commuter modes.

(A) QUALIFIED PARKING

For those employees wishing to drive a personal vehicle to work, parking will be provided as a tax-free benefit up to the IRS limits. When on-site parking is not available, MetroPlan Orlando will negotiate with the nearest parking facility, either individually, or through a lease option of the residing building, to provide parking to MetroPlan Orlando employees in the most cost-effective manner.

(B) TRANSIT SUBSIDY

An employee may also request reimbursement for the use of transit, either in lieu of, or in addition to qualified parking. If a transit subsidy is selected, the total commuter benefit provided to the employee may not exceed the IRS tax-free limit or the local rates for rail, bus, and/or other transit options, whichever is lower. All IRS rules regarding the transit benefit provided must be followed. If transit passes cannot be

obtained for distribution to employees in a cost-effective manner, the employee shall be reimbursed. To be reimbursed, the employee must submit a transit subsidy reimbursement form to the Department of Finance & Administration, signed by his/her department director, or a supervisor if delegated by the department director, or the Executive Director with proper documentation for backup.

(C) QUALIFIED BICYCLE COMMUTING BENEFIT

Employees may also request reimbursement for actual costs incurred to use a bicycle to commute to work. The limits of this benefit are determined by the IRS. The qualified bicycle commuting benefit may not be combined with either the qualified parking benefit or the transit subsidy on a tax-free basis. However, if the employee declines a qualified parking benefit but utilizes the transit subsidy, the employee may be reimbursed up to the IRS limits for qualified bicycle commuting costs on a taxable basis. A bicycle commuting request form with proper backup documentation is required for reimbursement.

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SECTION 9.0

ATTENDANCES AND ABSENCES

9.1 GENERAL

To maintain a safe and productive work environment, MetroPlan Orlando expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MetroPlan Orlando.

- (A) Employees shall not be absent from work without authorized permission. Absences in excess of 24 hours without a satisfactory explanation shall be considered a reason for dismissal.
- (B) The Executive Director will hold Department Directors responsible in accounting for the daily whereabouts and activities of themselves and their employees.
- (C) In case of emergency, an employee is required to notify his/her supervisor promptly, giving the reason for absence and expected time of return to work. The circumstances involved should be taken into account in relation to prompt notification and approval.
- (D) Employees are required to be on time, properly attired, and equipped to perform their duties at the appointed starting time of their work day. Reporting to work after the appointed start time is defined as being "tardy."
- (E) If an employee is tardy for any reason, he/she is expected to notify his/her supervisor prior to his/her appointed start time.
- (F) Habitual tardiness will not be tolerated, however, consideration will be given to severity and possible medical reasons.
- (G) Supervisors shall be required to document tardiness on timesheets.
- (H) Automatic discharge will be effected if an employee has been absent for three (3) or more days without proper notification to his/her supervisor. This will be construed as "Job Abandonment." See Section 6.1 (F).
- (I) From time to time, situations may arise that warrant consideration of placing an employee on a "leave without pay" status. Requests of this nature are viewed to be the exception and not the rule and shall only be considered after thorough review of the circumstances and attendance record of the employee. Consideration for "leave without pay" status is contingent upon an acceptable reason, exhaustion of all other accrued leave, and ultimate approval of the Executive Director via the approval process specified on the "Change in Status" form. Under no circumstances will a "leave without pay" status be granted that exceeds ninety (90) calendar days without extreme circumstances being involved. Refer to Sections 6.1(I) and 9.6 (B) for additional information pertaining to this subject.

9.2 JURY DUTY

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

9.3 COURT APPEARANCES

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

9.4 MEETINGS AND CONFERENCES

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

9.5 BEREAVEMENT

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

9.6 PERSONAL ABSENCES

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

9.7 **MILITARY LEAVE**

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

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

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

Since it is possible that such training can, in unusual circumstances, be ordered for periods in excess of seventeen (17) working days, an employee may request to use accrued personal leave paid time off to cover the excess training period. If the employee does not request to use personal leave paid time off, the excess working days shall be approved as leave without pay. However, the employee shall not suffer any loss of time or efficiency rating.
- (B) An employee who is a member of the Florida National Guard shall be granted military leave during periods in which the employee is ordered to active State service by the Governor of Florida pursuant to Florida Statutes Chapter 250.

Such leave without loss of pay (Florida Statutes Chapter 250.48) shall not exceed thirty (30) calendar days at any one (1) time. Subject to Florida Statutes Chapter 115.14, MetroPlan Orlando may supplement the military pay of employees who are reservists called to active duty in an amount necessary to bring their total salary, inclusive of their base military pay, to the level gained at the time they were called to active duty.

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

The same restrictions and provisions regarding the use of accrued leave and leave without pay as stated above shall also apply to situations which exceed the aforementioned thirty (30) calendar days at any one time activation.

9.8 PARENTAL LEAVE

- (A) The purpose of parental leave, also known as maternity/paternity leave, is to provide all regular full-time employees with base salary continuation for four (4) weeks following the birth or adoption of the employee's child. The parental leave program is available to all employees, regardless of gender, and is limited to one four (4)-week period per rolling year.
- (B) Regular full-time employees will be paid at their base hourly rates of pay. Employees who become eligible for pay increases during the leave period will receive their increases as scheduled.

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

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

~~Personal leave~~Paid time off will continue to accrue during the parental leave period.

To provide flexibility, intermittent parental leave is available, and may be used in half hour increments with supervisor approval. Under no circumstances will the four (4)-weeks of parental leave be extended beyond ninety (90) days following the birth or adoption date.

Four weeks of parental leave for regular, full-time employees is equal to 150 hours. Parental leave for regular, part-time employees will be prorated based on hours of service.

9.9 BREAKS IN SERVICE

- (A) Termination of employment for more than seven (7) calendar days for any reason shall be considered a break in service and will not be counted in determining an employee's total length of service.
- (B) In computing total length of service, part-time work shall be counted as the percentage of part-time work in relation to normal full-time work for the position and classification in question at the time work was performed.
- (C) Paid ~~personal leave~~time off absences shall be counted in computing total length of service.
- (D) Temporary leaves of absences may be counted toward total length of service provided they do not exceed thirty (30) days. Unpaid leaves of absence which exceed thirty (30) days shall be considered breaks in service, and time after the thirtieth (30th) day will not be counted in computing total length of service. Although the first thirty (30) days of a temporary leave of absence may be counted as service, no benefits shall accrue during an unpaid leave of absence. Section 9.9 (D) does not apply to Family Medical Leave.

9.10 PAY DAY

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

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

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

9.11 ADMINISTRATIVE CORRECTIONS

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

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

9.12 PAY ADVANCES

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

9.13 HOURS WORKED

- (A) MetroPlan Orlando offices are open from 8:00 am to 4:30 p.m., Monday through Friday, excluding approved holidays. It is imperative that sufficient coverage of the office is retained at all times during the regular office hours. The normal work schedule for all employees is 7.5 hours a day, five (5) days per week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
- (B) If a non-exempt employee uses accrued ~~personal leave~~ paid time off time or holiday time, those days off are not to be considered as hours worked for payroll and overtime purposes.
- (C) An employee that has been designated as "exempt" is not entitled to overtime compensation regardless of the number of hours worked over and above his/her normal work week. An employee designated as "exempt" shall not have his/her salary docked for absences of less than a full day. However, this does not mean that exempt employees cannot be required to use accrued leave to supplement pay for partial day absences. Exempt employees can be docked for full day absences for personal reasons or illness in cases where ~~personal leave~~ paid time off or other approved paid absence is unavailable due to either ineligibility or exhausted.
- (D) In general, "hours worked" includes all time an employee is:
 - (1) Required to be on duty or in a prescribed work area for the employer; and
 - (2) Any and all time during which the employee is suffered or "permitted" to work for the employer.
- (E) All regular full-time employees, exempt or non-exempt, are provided with one meal period of sixty (60) minutes in length each ~~work day~~ workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. A non-exempt employee will leave his/her work areas during prescribed lunch periods.
- (F) A non-exempt employee will not be allowed to take work home, except for approved telework, or allow any family member to do MetroPlan Orlando work in the employee's home after his/her scheduled ~~work day~~ workday.
- (G) Responsibility for monitoring work hours begins at the supervisory level. Precautions will be taken to see that the employees are knowledgeable of the Fair Labor Standards Act and its effect on the day-to-day work hours. If an employee remains in the work area assisting a citizen, taking a business phone call or assisting another employee with business, that time will be considered to be work time and will be compensated. There is no such thing as voluntary overtime.
- (H) Education of employees in this matter is the responsibility of the supervisor. Failure to adhere to supervisory direction may cause the employee to be subject to disciplinary action.

- (I) Any deviations from the standard hours worked must be approved by the Executive Director.

9.14 EFFECT OF IMPROPER DEDUCTIONS FROM SALARY

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

- (B) **Salary Basis Requirement**

To qualify for exemption, employees generally must be paid at not less than ~~\$684~~\$1,128 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

- (C) **Circumstances in Which the Employer May Make Deductions from Pay**

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Company Policy on penalties for workplace conduct rule infractions). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

- (D) **Company Policy**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

(E) **What To Do If an Improper Deduction Occurs**

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

9.15 OVERTIME

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

9.16 FLEXTIME

Flextime is a method whereby some deviation may be permitted within the same work week. For example: an employee works a 37.5 hour standard work week from Monday through Friday but for some reason needs to leave work two (2) hours early on Friday and does not have an adequate amount of appropriate accrued leave to cover the absence. The Department may wish to accommodate the employee by utilizing the flextime concept as long as it can be done within the same pay week. In this example, the Department may allow that employee to work two (2) hours over or two (2) hours prior to the normal starting or quitting time during that same work week. Under no circumstances shall a non-exempt employee be allowed to work more than 40 hours within any work week. It is emphasized that the decision to allow flextime is solely at the discretion of the Department Director and is not to be construed as an employee “right.” Care is to be taken that the concept of flextime is to be applied fairly and with consideration given to a smooth, uninterrupted ~~work flow~~workflow.

9.17 TRANSIT FLEXTIME

Transit flextime is the use of transit commute time for work purposes to reduce the number of hours working in the office. An employee who uses transit to travel to and from work may utilize this benefit in lieu of reimbursement for transit costs under Section 8.6 (B). An employee shall not receive a transit subsidy and use transit flextime for the same trips. To utilize this flextime, an employee must use one leg of their trip for work purposes. For example, if a one-way trip on SunRail is 30 minutes long, and that time is used to work on MetroPlan Orlando business, the employee may reduce their office ~~work day~~workday by 30 minutes. The employee may only use one leg of the trip each day as work time for the transit flextime. The use of transit flextime requires supervisor and/or Department Director approval.

9.18 TELEWORK/TELECOMMUTE

Telework, also referred to as telecommuting, is an innovative business solution that can help curb the growth in auto travel, thereby conserving energy, alleviating traffic ~~congestion~~congestion, and improving air quality. Telework can also increase employee productivity, improve morale, reduce costs, and attract and retain talented employees. By endorsing telework, MetroPlan Orlando strives to be an example of how telework can enhance organizational efficiency and improve quality of life.

The employee's compensation, benefits, and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. Teleworking employees must comply with all organizational rules, policies, and procedures.

Telework may be approved for either a regular schedule or for an occasional basis. Teleworking is not a right of employment but may be allowed on a case-by-case basis. It is up to the supervisor to determine eligibility for teleworking privileges. The supervisor shall determine that an adequate day's work can be accomplished ~~offsite~~offsite, and that workflow will not be materially hindered by the employee being located offsite.

- (A) To be considered for routine teleworking privileges, the telework request must be submitted to, and approved by, the employee's direct supervisor, Department Director, and Executive Director. The request must include a set schedule of hours per day. The request must be approved in writing or email and submitted to the Department of Finance & Administration and anyone else required by the Executive Director. While a set schedule is required, it is understood and acceptable to deviate from that schedule from time to time due to work requirements or issues of a personal nature. All deviations of schedule shall be communicated to the Department Director and direct supervisor before a change in schedule is permitted.
- (B) Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of them being successful teleworkers, and prior job performance.
- (C) Employees may request an occasional, one-day arrangement without the need to submit a written request. In such cases, verbal approval from a supervisor is needed. All rules below shall still apply to the teleworking day.
- (D) A teleworking employee must have access to the MetroPlan Orlando internal computer network, MetroPlan Orlando email, and have access to a working phone

and be available during normal hours of operation. It is the employee's responsibility to ensure they have access to a reliable, working internet connection while teleworking. Failure to remain in contact with the office as needed may be cause to deny further teleworking privileges.

- (E) It is the employee's responsibility to ensure required work documents and programs are accessible from home. Employees in the office should not be relied upon to take time from their schedule to accommodate a teleworking employee. While occasional help may be needed, routine disruptions may be cause to deny further teleworking privileges.
- (F) Any employee with a rating of "needs improvement" or below on his/her last performance review shall be automatically denied for teleworking privileges.
- (G) Supervisors shall monitor performance and workflow of the teleworking employee and shall notify the Department of Finance & Administration of all teleworking arrangements.

9.19 EMPLOYEE TIMESHEETS

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

9.20 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt operations of the Organization. In extreme cases, these circumstances may require the closing of the work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid without requiring use of accrued leave. However, employees already on vacation or planned accrued leave prior to the emergency closing shall be charged their accrued leave. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. Employees should refer to the MetroPlan Orlando Continuity of Operations Plan (COOP) and the building's emergency plans for emergency procedures.

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SECTION 10.0

WORKERS' COMPENSATION & PERSONNEL SAFETY

10.1 WORKERS' COMPENSATION

- (A) As provided for in Florida Statutes Chapter 440.12(1), no Workers' Compensation payments shall be allowed for the first seven (7) calendar days of a work-related disability. An employee may use his/her ~~personal leave~~ paid time off during this period and charge against their accrued ~~personal leave~~ paid time off one (1) day for each day absent.
- (B) If the disability extends beyond seven (7) calendar days, on the eighth (8th) calendar day, the employee will receive Workers' Compensation payments at the rate of 66 2/3% of his/her average weekly wage (with a maximum amount as established under F.S. 440.12(2)(b)). The employee may elect to charge against his/her accrued ~~personal leave~~ paid time off, on a proportionate basis, the difference between the Workers' Compensation payment and his/her regular pay in order to receive full pay. After twenty-one (21) calendar days, Workers' Compensation is allowed to provide compensation for the first seven (7) calendar days.
- (C) If an employee wishes to use other accrued leave to supplement Workers' Compensation payments, the employee shall make a request in writing to his/her Department Director who shall notify the Department of Finance and Administration of the employee's request.
- (D) At no time will the combined total of Workers' Compensation payment, ~~personal leave~~ paid time off, and regular time exceed the amount of the employee's normal scheduled wage.
- (E) MetroPlan Orlando employees are covered by Workers' Compensation Insurance. MetroPlan Orlando reserves the right to determine from the attending physician's report when payment to employees may be terminated. All employees injured on the job must be drug screened when they arrive at their medical appointment as required by the Managed Care and Workers' Compensation Drug-Free Workplace Program.

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

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

10.2 PERSONNEL SAFETY - FIELDWORK

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

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

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SECTION 11.0

ABOLISHMENT OF POSITIONS AND REDUCTIONS IN FORCE

11.1 GENERAL

Positions may be abolished when they are no longer needed or as business conditions change. Positions may also be abolished or reduced for economic reasons when there is not a sufficient appropriation in the budget.

- (A) Employees who have been dismissed as a result of a position being abolished or a reduction in force shall be considered as eligible for the following special considerations:
- (1) Upon the effective date of termination, the employee will be paid for accrued ~~personal leave~~ paid time off, including any floating holidays on the books.
 - (2) All employer-paid insurance coverage will cease as of the last day of the pay period during which the actual termination occurred or according to the insurance plan document in place at the time of termination. Employees will have the option to continue coverage in accordance with existing COBRA Law or FLORIDA HEALTH INSURANCE COVERAGE CONTINUATON ACT as applicable.
 - (3) All monies owed MetroPlan Orlando for tuition reimbursement shall be waived.

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SECTION 12.0

FORMS OF DISCIPLINARY ACTION

12.1 GENERAL

Disciplinary action may include:

- (A) Reprimand, given orally or in writing
- (B) Suspension
- (C) Demotion
- (D) Reduction in compensation without change of classification or grade but not below the entrance rate for the classification.
- (E) Dismissal

All of the above listed forms of disciplinary action (except for oral reprimand) must be in writing and submitted on a "Disciplinary Action Record" form.

12.2 JUST CAUSE

The appointing authority (Department Director/Supervisor) may initiate disciplinary action against an employee with at least six (6) months' full-time employment, only for just cause. Just cause consists of but is not limited to:

- (A) The employee has been convicted of an act that violates the criminal laws of the State of Florida or has been convicted of a felony or of a misdemeanor involving moral turpitude.
- (B) The employee has willfully, wantonly, unreasonably, unnecessarily or through culpable negligence been guilty of brutality or cruelty to a person, provided the act committed was not necessarily done in self-defense or to protect the lives of others.
- (C) The employee has violated any of the principles of the merit system of these rules (i.e., consistently poor evaluations of job performance of Unsatisfactory or Needs Improvement).
- (D) The employee has willfully violated any lawful official regulation, order or policy or failed to obey proper direction made and given by a Superior Officer or Supervisor.
- (E) The employee has possessed, consumed, or is under the influence of alcoholic beverages or controlled substance (as described in Florida Statutes Chapter 893) while on duty.
- (F) The employee has been insubordinate, insolent or demonstrated disgraceful conduct. By way of example, insubordination occurs when an employee willfully disobeys or

disregards a supervisor's legitimate directive. Abusive language by employees toward supervisors and others can also be considered insubordination. Insolence shall be defined as acts or behaviors that are extremely disrespectful to a supervisor. Examples of insolence include, but are not limited to, refusing to comply with a supervisor's reasonable request; negatively affecting the work of others; sabotaging stakeholder relations; or challenging the status quo in a way that is harmful to the organization.

- (G) The employee is offensive in his/her conduct or language in public or toward the public, officials, or employees.
- (H) The employee is responsible for an intentional act or course of conduct violating duties or obligations of his/her position.
- (I) The employee is careless or negligent with the monies or other property of MetroPlan Orlando.
- (J) The employee has failed to pay or make reasonable provisions for the future of his/her debts to such an extent that such failure becomes detrimental to the reputation of MetroPlan Orlando service or the employee's ability to satisfactorily perform the duties of his/her position.
- (K) The employee has used or threatened to use, or attempted to use, personal or political influence in securing promotion, leave of absence, transfer, change in pay rate, or character of work.
- (L) The employee has induced or has attempted to induce an employee of MetroPlan Orlando to commit an unlawful act or to act in violation of any lawful departmental or official regulations or orders.
- (M) The employee has taken for his/her personal use from any person any fee, gift, or other valuable thing in the course of his/her work or in connection with it, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that afforded other persons.
- (N) The employee has engaged in outside activities on work time or has used MetroPlan Orlando property for personal gain.
- (O) The employee has failed to maintain a satisfactory attendance record. Proper use of ~~personal leave~~paid time off shall not constitute grounds for any disciplinary action.
- (P) The employee has violated a safety rule which resulted in or had the potential to damage MetroPlan Orlando property, vehicles or equipment, or result in an injury to a MetroPlan Orlando employee, other persons, or their property.
- (Q) The employee has refused to submit to alcohol/drug testing on the standards outlined in Section 15 of this handbook.
- (R) The employee was hired as a "provisional employee" and did not complete the provisional elements in the time allotted.

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

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

12.3 DISCIPLINARY HEARINGS

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

- (G) Upon receipt of the request for a disciplinary hearing from the employee, the Director of Finance and Administration shall set a hearing date and immediately notify the disciplined employee by registered or certified mail, hand delivery, or in person. Supervisory personnel shall also be notified.
- (H) Depending on the outcome of the aforementioned hearing, employees may request further appeal to the Executive Director provided they have attained six (6) months of service with MetroPlan Orlando and are no longer considered to be on introductory status.
- (I) Department Directors do not have the right to appeal disciplinary actions as part of management.

12.4 CAUSES FOR IMMEDIATE SUSPENSION OR DISMISSAL

If the retention of the employee would result in any of the following extraordinary situations, an appointing authority (Department Director/Supervisor) may immediately suspend an employee without pay or dismiss an employee pending a hearing date. The following are considered extraordinary situations:

- (A) The retention of the employee would result in damage to MetroPlan Orlando property.
- (B) The retention of the employee would be injurious to the employee himself/herself.
- (C) The retention of the employee would be injurious to fellow employees.
- (D) The retention of the employee would be injurious to the general public.
- (E) The retention of the employee would be detrimental to the interests of MetroPlan Orlando.

Any of the following situations may be utilized and are examples of the type of criteria to be utilized to immediately suspend or dismiss any employee:

- (1) Intoxication on the job.
- (2) Possession of and/or use of alcohol, a controlled substance, or illegal narcotics while on duty.
- (3) Possession of and/or use of a weapon while on duty or on Organization property at any time.
- (4) Commission of an act, which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida.
- (5) Brutality or cruelty to an employee or to the general public while on duty.
- (6) The employee has been absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).

In any of the above situations, a Disciplinary Action Record of the charges shall be furnished to the employee and the Department of Finance and Administration within twenty-four (24) hours after commencement of suspension or dismissal.

Employees will have the opportunity for a post-disciplinary hearing in accordance with the provisions of Section 12.3.

12.5 CAUSES FOR SUSPENSIONS/DISMISSAL DUE TO VIOLATION OF STATE LAW

When an employee has been suspended or dismissed as a result of committing an act which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida, and criminal charges are pending against said employee, and it is considered by the appointing authority (Department Director/Supervisor) that the retention of the employee would result in damage to MetroPlan Orlando, would be injurious to the employee himself/herself, to a fellow employee, or to the general public, or would be detrimental to the interests of MetroPlan Orlando or its government partners, then said employee may request the Department of Finance and Administration to postpone his/her scheduled disciplinary hearing until such criminal charges have been disposed of.

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SECTION 13.0

LETTERS OF RECOMMENDATION

13.1 GENERAL

It is the policy of MetroPlan Orlando not to issue "letters of recommendation" in the name of the Organization to any employee terminating employment with MetroPlan Orlando regardless of reason for termination.

All inquiries from external sources are to be referred to the Director of Finance and Administration.

MetroPlan Orlando will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Any exceptions to this policy shall only be by and at the discretion of the Executive Director and shall be letters of "reference," not "recommendation." Florida Statutes Chapter 768.095 allows an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee to be immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under Chapter 760.

This does not prohibit personal letters of "reference" written on non-Organization letterhead and not signed as an official of MetroPlan Orlando. However, reference letters should not be for staff under a direct line of supervision.

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SECTION 14.0

NON-DISCRIMINATION

14.1 GENERAL

MetroPlan Orlando recognizes that no person in the United States shall, on the basis of race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or promotion.

Regarding this non-discrimination policy, the Director of Finance and Administration shall be the contact person to coordinate efforts to comply with these regulations.

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SECTION 15.0

ALCOHOL/DRUG TESTING

15.1 PURPOSE

It is the purpose of this policy to establish and proclaim MetroPlan Orlando's intent to maintain a "DRUG FREE" workplace as described in Florida Statutes Chapter 440.101-101.1025 and Florida Administrative Code Rule 59A-24. In so doing, MetroPlan Orlando's general operating procedures prohibit the consumption, possession, or being under the influence of alcoholic beverages or controlled substances, as described in Florida Statutes Chapter 893, while on duty. In addition, it is the desire of MetroPlan Orlando to improve worker compensation cost control, increase productivity and safety, decrease absenteeism, decrease health care costs, and increase overall employee morale.

Alcohol/controlled substances (drugs) shall be defined as including distilled spirits, wine, malt beverages, intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of these substances or other drug described in Florida Statutes Chapter 893, as amended from time to time. It does not include any prescription drug or medication taken as directed by a licensed medical doctor's orders.

All current and/or potential future employees must abide by this policy and understand that it is a condition of employment to refrain from taking drugs. Employees who refuse to submit to a test for alcohol/drugs for any cause as specified in this section will be terminated and forfeit eligibility for medical and indemnity benefits in cases of work-related incidents. Refusal to submit to alcohol/drug testing may also result in forfeiture of unemployment and worker compensation benefits.

All current and/or potential future employees must notify MetroPlan Orlando in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after that conviction. As required by Federal grants, notification in writing of such conviction will be forwarded to the Federal Transit Administration (FTA) and to every project officer on whose project activity the convicted employee was working.

15.2 CAUSES FOR TESTING

In keeping with the philosophy of implementing a "DRUG FREE" workplace program, alcohol/drug testing shall be conducted in each of the following situations:

- (A) Job applicants being offered employment (subject to current laws)
- (B) All employees injured on the job must be drug screened when they arrive at their medical appointment as required by our Managed Care and Workers' Compensation Drug-Free Workplace Program.
- (C) Follow-up testing on a quarterly, semi-annual, or annual basis for two (2) years after an employee successfully completes a drug rehabilitation program.

(D) Reasonable suspicion which is defined as follows:

- (1) Observable phenomenon while at work such as direct observation of alcohol/drug use or of the physical symptoms or manifestations of being under the influence of alcohol/drugs.
- (2) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- (3) A report of drug use provided by a reliable and credible source, which has been independently corroborated.
- (4) Evidence that an individual has tampered with a drug test during their employment.
- (5) Information that an employee has caused or contributed to an accident/incident while at work applying the standard of reasonable suspicion as defined in Section 15.2 (D).

Reasonable suspicion alcohol/drug testing shall not be required except upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the employee.

Any employee involved in an accident with injuries shall be sent for drug testing.

- (6) Evidence that indicates the employee has used, possessed, sold, solicited, or transferred alcohol/drugs while working or while on the employer's premises, or while operating any MetroPlan Orlando vehicle, machinery, or equipment.
- (7) All facts supporting a reasonable suspicion drug testing must be promptly (within 24 hours) reduced to written format. The original will be kept confidential and maintained for one (1) year. A copy will be given to the employee upon request.

15.3 PROCEDURES FOR TESTING

The taking or collection of a specimen to be tested shall be coordinated by MetroPlan Orlando's designated Medical Review Officer (MRO) possessing the necessary credentials as follows:

- (A) Licensed physician or physician assistant.
- (B) Registered professional nurse, licensed practical nurse, or nurse practitioner.
- (C) Certified paramedic present at the scene of an accident for purposes of rendering emergency medical service or treatment.
- (D) Qualified person employed by a licensed laboratory.

The MRO or his/her designee shall be responsible for submission of specimen to a licensed laboratory for testing and for receiving the results of a drug test. Urine shall be used for the initial and confirmation tests for all drugs except alcohol. Blood will be used for the initial and confirmation tests for alcohol.

All testing result levels equal to or exceeding the Federal and/or State levels of positive results shall be reported as positive. All such test results shall be automatically subjected to confirmation testing.

15.4 CHALLENGING TEST RESULTS

It is the responsibility of the employee and/or applicant who wishes to “challenge” test results to do so by initiating the following procedure:

- (A) All test results are mailed/delivered by the testing laboratory to the Medical Review Officer. The MRO will provide a copy to the Director of Finance and Administration.

Drug testing information is confidential and cannot be released to the public, per Florida Statutes Chapter 440.102 (8).
- (B) Employees and/or applicants shall be contacted and verbally informed by the Medical Review Officer of positive (confirmed) test results. At least three attempts will be made by the MRO to contact the employee or applicant.
- (C) Within five (5) working days after receipt of a positive confirmed test result from the MRO, MetroPlan Orlando will inform the employee or applicant in writing of the positive test result, the consequences of such results, and the options (i.e., contacting the testing laboratory, filing a written explanation with the MRO, etc.) available to them.
- (D) Within 5 working days after receiving this notice, the employee or applicant may submit information to the employer explaining or contesting the result and explaining why it does not constitute a violation of the employer’s policy.
- (E) The Director of Finance and Administration shall, upon request of the employee and/or applicant, furnish a copy of the test results to him/her.
- (F) It is the responsibility of the employee and/or applicant to notify the testing laboratory of intent to challenge a test result.

The employee and/or applicant shall be permitted to have a portion of the specimen retested at their own expense at another laboratory licensed and approved by a Federal or Florida State agency. This independent test must be of equal or greater sensitivity for the drug in question.

This information shall be considered confidential and shall be retained by MetroPlan Orlando for one (1) year.

15.5 CONSEQUENCES OF CONFIRMED POSITIVE TEST RESULTS

- (A) Applicants, after a conditional offer of employment with MetroPlan Orlando, may be required to submit to an employment physical to include mandatory alcohol/drug

testing. Applicants who test positive (after confirmation) shall not be employed by MetroPlan Orlando.

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

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

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

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

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

15.6 VOLUNTARY REQUEST FOR TREATMENT

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

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

It is to be understood that these employees are expected to successfully complete the treatment program; furnishing proof of successful completion to the Director of Finance and

Administration, and that return to employment is contingent upon medical certification of fitness for duty and random testing for illegal drugs for a period not to exceed two (2) years.

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SECTION 16.0

AIDS POLICY

16.1 GENERAL

It is the policy of MetroPlan Orlando that employees with AIDS, ARC, or HIV shall not be excluded from attending to their customary employment as long as such employees are able to perform the essential requirements of the job, with or without a reasonable accommodation, and as long as said employment does not create a substantial risk of harm to the employee or to others.

Any person with AIDS, ARC, or HIV shall have every protection made available to handicapped persons under Section 504, Public Law No. 921-12 of the Rehabilitation Act of 1973.

No person may require an individual to take an HIV-related test as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job.

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SECTION 17.0

HARASSMENT/BULLYING

17.1 GENERAL

It is the policy of MetroPlan Orlando that all employees should be able to enjoy a work atmosphere free from any and all forms of discrimination or harassment, including but not limited to race, color, religion, sex (including gender presentation and sexual orientation), national origin, age, disability, genetic information, pregnancy, citizenship, familial status, veteran status, marital status, political belief, or any characteristic protected by law. Harassment and/or bullying of employees by other persons (such as vendors, clients, contractors or subcontractors, members of the public, etc.) or vice versa will not be tolerated and should be reported.

Retaliation is a very serious violation of our policy and should be reported immediately to the Director of Finance & Administration, the Executive Director, and your supervisor. There shall be no retaliation taken against any employee who reports harassment or bullying or who participates in an investigation. Anyone who violates this will be subject to disciplinary action, up to and including termination.

Harassment and bullying infringes on an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. No employee (male or female) should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical, from supervisors or coworkers.

Harassment refers to conduct that is offensive to the individual, harms morale, and interferes with the effectiveness of operations. Such conduct is prohibited and includes offensive sexual flirtations, advances, patting, pinching, touching, leering, obscene gestures or propositions, verbal abuse of a sexual nature, explicit or degrading verbal comments about another individual or his or her appearance, race, national origin, age, disability, the telling of sexual jokes, the display of sexually suggestive pictures or objects, or any offensive or abusive physical conduct.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates MetroPlan Orlando's Code of Conduct Policy in Section 7.0.

Other impermissible conduct includes the taking of any personnel actions on the basis of an employee's submission to or refusal of sexual overtures or reporting of other harassing behavior. No employee should so much as imply that an individual's "cooperation" will have any effect on the individual's employment, compensation, advancement, career development, or any other condition of employment.

MetroPlan Orlando will take immediate disciplinary action against any employee engaging in harassment. Such action may include, depending on the circumstances, suspension, demotion, or discharge.

Allegations of harassment involving any employee of MetroPlan Orlando shall be processed and handled in accordance with the following procedure.

INFORMAL PROCEDURE

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

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

FORMAL PROCEDURE

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

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

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

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SECTION 18.0

SOLICITATION

18.1 **GENERAL**

In an effort to assure a productive and harmonious work environment, persons not employed by MetroPlan Orlando may not solicit or distribute literature in the workplace at any time for any purpose.

MetroPlan Orlando recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work hours.

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious or political groups
- The sale of goods, services, or subscriptions outside the scope of official Organization business
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action Statements
- Employee Announcements
- Organization Announcements
- Workers' Compensation Insurance Information
- State Disability Insurance/Unemployment
- Insurance Information

If employees have a message of interest to the workplace, they may submit it to the Director of Finance and Administration for approval. The Director of Finance and Administration will post all approved messages.

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SECTION 19.0

FAMILY/MEDICAL LEAVE (FML)

19.1 PURPOSE

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

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

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

19.1 (A) MILITARY FAMILY LEAVE

- (A) Qualifying Reason for Leave

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

- (B) New Leave Entitlement

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

19.2 DEFINITIONS

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

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

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

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

19.3 DURATION OF LEAVE

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

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

19.4 EXHAUSTION OF ACCRUED LEAVE

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

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

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

19.5 **REQUIRED NOTICE**

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

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

19.6 **SUFFICIENT CERTIFICATION**

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

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

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

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

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

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

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

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

19.7 HEALTH INSURANCE BENEFITS

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

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

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

19.8 OTHER BENEFITS

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

19.9 RESTORATION TO POSITION

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

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

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

19.10 PAYROLL REPORTING

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

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

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

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

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SECTION 20.0

OVERVIEW OF TRAVEL POLICIES AND PROCEDURES

20.1 TRAVEL AND TRAINING REGULATIONS

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

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

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

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

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

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

Out of state conferences — Attendance at an out of state conference will be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. An exception can be made for a second (2) staff member to attend if they are part of a committee, panel, or presentation. Out of

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~~state conferences will not be used for certification maintenance only. Department directors may also consider seniority and request dates in their decision.~~

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

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

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REFERENCES: FS 112.061, FS 163.01

EFFECTIVE DATE: This procedure effective September 1~~30~~, 202~~5~~3.

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TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES TO IMPLEMENT PURCHASING POLICY 7 D

TRAVEL AND TRAINING REGULATIONS

MetroPlan Orlando's travel policy applies to all board members, appointed officials, advisory board members, employees, interns, and other authorized officials traveling on official business paid for by MetroPlan Orlando.

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

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

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

TRAVEL AUTHORIZATION

The Board Chairperson, or Vice Chair in his/her absence, must authorize travel of the Executive Director. The Board must authorize all travel by any board members, all committee members, and all community representatives, including but not limited to the Community Advisory Committee (CAC), Technical Advisory Committee (TAC), Municipal Advisory Committee (MAC), Transportation System Management & Operations Advisory Committee (TSMO), Transportation Disadvantaged Local Coordinating Board (TDLCB) members. The authorizing official for each employee traveling for the benefit of MetroPlan Orlando shall be the Executive Director. All travel will be authorized in advance by the appropriate authority. The number of individuals traveling to any one event shall be monitored and limited to provide for sufficient coverage of the event while maintaining continuing educational opportunities for staff and for benefit of the Organization. All such travel must comply with all policies stated herein.

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

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

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

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

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

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

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

TRAVEL/TRAINING GUIDELINES

All travel covered by this policy must be for the direct benefit of MetroPlan Orlando. A direct benefit to the Organization will promote the purposes of the Organization or will provide for training opportunities through continuing professional education; new technological and management training; or represent the interest of the Organization at Board and committee meetings of an organization in which the employee was authorized to hold an office. Accordingly, all employees and Board members are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel- Reimbursement Form and initiate a billing through the Department of Finance and Administration to the agency immediately upon return to work. A copy of the billing must accompany the final reconciliation submitted to the Department of Finance and Administration, and collection is the responsibility of the traveler.

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Revised September 104, 20252

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PRIOR/POST-TRAVEL ACCOUNTABILITY

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

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

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

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

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

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

GOVERNING REGULATIONS

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

(1) Transportation

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

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

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

- b. Taxicabs/Ride Share

Reimbursement for taxicabs or ride share services to and from airports, train stations, etc., will be made only when receipts are provided.

- c. Car Rentals

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

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

- d. Airline

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

Air travel will be reimbursed for economy or similar level fares from an Orlando area airport. Cost comparisons should be made for similar fares to determine the most economical option in that class. If the traveler decides to fly on a fare type above economy or from a more convenient airport, the

traveler shall reimburse MetroPlan Orlando for the additional costs. A comparison of flights on the same day and same time shall be conducted to compare prices and determine the additional costs due from the traveler.

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

e. Reimbursable Local Travel

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

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

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

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

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

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

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

(2) Lodging

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

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

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

- b. When traveling in the State of Florida, the advance check should be made payable to the hotel, motel, lodge, etc., to ensure exemption of sales tax. The Department of Finance & Administration will include the tax-exempt number on the check stub and submit a copy of the tax-exempt certificate to the vendor with the payment check. When lodging is not paid in advance, the traveler must seek exemption from payment of tax on rental of hotel rooms. All travelers will be provided a tax-exempt certificate. If the hotel does not honor the tax exemption, please indicate in your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the employee if exemption was available.
- c. Employees or any official travelling on MetroPlan business who live outside the ~~three-county~~three-county area shall not be reimbursed for lodging for events that ~~take~~take place within the county in which their home resides unless under extenuating circumstances and only with prior approval in writing by the Executive Director.

(3) Meals and Tips

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

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

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- b. Same day travel out of the area (that is beyond Orange, Seminole and Osceola Counties) by employees or elected officials, for MetroPlan Orlando business, is reimbursable for reasonable meal expenses, provided that the employee or official does not reside in the county where the business occurred. In cases where the traveler did not find it necessary to spend the night out of ~~town, but~~ ~~town but~~ was unable to return home by 8:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 6:00 a.m., reimbursement for breakfast is permitted. Employees engaged in constant, daily, routine travel are not reimbursed for meals. Meals are not reimbursed in the tri-county area unless part of a formal program registration fee. Same day out of area travel may be reimbursed using the local travel reimbursement form in place of the out of area travel form.
 - c. Reimbursement of \$100.00 per day, in lieu of the meals, tips, and lodging costs, may be authorized by the Executive Director, provided that the \$100.00 per day does not exceed the amount permitted in paragraph (3) for meals and tips, plus the estimated average daily cost of lodging for the individual reimbursed.
 - d. Meals provided as part of registration or by an airline should be reported on the Travel Reimbursement Form as meals furnished. Similarly, meals provided by a vendor should be reported as meals furnished, however, meals provided by a vendor must not exceed the limit stipulated in Employee Handbook Section 7.5(A). Snacks, hors d'oeuvres, or other items provided for consumption that do not constitute a meal will not be considered a furnished meal and per diem will still be available for that time period.
- (4) Other
- a. Registration fees for functions related to MetroPlan Orlando business may be reimbursed when an employee is expected to attend due to the nature of the position.
 - b. Telephone calls related to official business and paid for by the traveler may be claimed on the reimbursement voucher. The traveler must explain toll calls shown on the hotel bill or personal phone bill including the location, parties, and purpose. One three-minute personal call home per day is allowable for reimbursement. No other personal calls are reimbursable.
 - c. While entertainment on behalf of MetroPlan Orlando, under certain circumstances and conditions, clearly meets a public purpose, these instances are subject to planning and preparation and, thus, it is a specific policy of MetroPlan Orlando to require approval by the Board Chairperson or the Executive Director of the nature, purpose, and anticipated cost of entertainment to be undertaken with public funds. For purposes of this policy, "entertainment" means meals or social activities. When approval is granted, it is specifically required that the nature of the entertainment, those ~~present~~ ~~present~~, and a brief summary of the business ~~discussed~~ ~~discussed~~, be provided for inclusion in the Organization's records. These expenses shall be

reasonable and shall not include alcoholic beverages. The following exceptions/classification to this policy are stated and made a part hereof:

- (1) When MetroPlan Orlando agrees to reimburse a job applicant for expenses to come to an interview (airfare, lodging, and meals), the meal allowances applied will be consistent with the existing travel policy.
 - (2) While MetroPlan Orlando acknowledges that attendance and participation in professional association meetings constitutes a public purpose in relation to the training and education of its professionals, MetroPlan Orlando will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a *professional* and not social purpose, and the fee for the meal is at a standard rate per attendee.
- d. Out-of-state travel by personal or rental vehicle, in excess of 1,000 miles for the round trip, requires prior written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, "en-route" expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach air fare will not be reimbursed. Travel time in excess of the most advantageous mode of travel to MetroPlan Orlando will be chargeable as personal leave to the employee(s).



Board Action Fact Sheet

Meeting Date: September 10, 2025

Agenda Item: VIII. H. (Section 1)

Roll Call Vote: No

Action Requested:	Approval of updated Title VI Program: Nondiscrimination & Language Plan and updated Public Participation Plan
Reason:	Since the MetroPlan Orlando Board approved the Title VI and Public Participation plans in 2024, minor updates were required to align with the most recent information. The documents being presented for approval contain updated charts and graphs, correct problems with broken website links, and eliminate outdated information.
Summary/Key Information:	<p>The Title VI program ensures MetroPlan Orlando's commitment to welcome participation in the transportation planning process. A version of the plan approved by the MetroPlan Orlando Board in December 2024 became outdated when map sources from the federal government were changed. Certain parts of the Public Participation Plan, approved in May 2024, that referred to the Title VI plan also became outdated.</p> <p>The revised Title VI Program: Nondiscrimination & Language Plan and Public Participation Plan documents:</p> <ul style="list-style-type: none">• Update community demographic data for the three-county area.• Update maps and statistics identifying community characteristics, using the most recent Census data.• Correct outdated references, including website links.
MetroPlan Budget Impact:	None
Local Funding Impact:	None
Committee Action:	N/A
Staff Recommendation:	Recommends approval
Supporting Information:	<p>Title VI Program: Nondiscrimination and Language Plan: https://metroplanorlando.gov/wp-content/uploads/Title-VI-Non-Discrimination-and-Limited-English-Proficiency-Plan-Update-DRAFT-FOR-APPROVAL-1.pdf</p> <p>Public Participation Plan: https://metroplanorlando.gov/wp-content/uploads/Public-Participation-Plan-Update-DRAFT-FOR-APPROVAL.pdf</p>



Board Action Fact Sheet

Meeting Date: September 10, 2025

Agenda Item: VIII.I. (Section 1)

Roll Call Vote: No

Action Requested:	Approval to Extend the Sole Source Contract with the University of Florida to Update MetroPlan Orlando's Web-based Crash Database
Reason:	To provide web-based access to crash data and analytical tools to MetroPlan Orlando staff and partners through FY 2026. It is currently hosted at the University of Florida's Geoplan Center.
Summary/Key Information:	Improvement in access to crash data and analysis contribute to the fulfillment of the requirement to include safety as a planning factor that a metropolitan planning organization must address in its transportation planning process and will support MetroPlan Orlando's mission to make the roadways safer. This request is being handled in compliance with the Board-approved procedures for awarding sole source contracts. The sole source contract, which is permitted under our procurement rules since the contractor is another public entity, will be for a total amount of \$28,000. Funds are included in our approved FY 2026 budget for this purpose.
MetroPlan Budget Impact:	N/A
Local Funding Impact:	None
Committee Action:	CAC: N/A TSMO: N/A TAC: N/A MAC: N/A
Staff Recommendation:	Recommends approval
Supporting Information:	The Scope of Services for this project is located under section 1.

EXHIBIT “A”

FY 2025/2026 CRASH GEOSPATIAL DATABASE UPDATE, ANALYSIS AND REPORTING

1. PROJECT PURPOSE

The purpose of the **PROJECT** is twofold: a) assist METROPLAN ORLANDO with the annual update and maintenance of the crash database, and b) assist with the reporting and analysis of crashes.

The METROPLAN ORLANDO regional crash database is housed at the University of Florida under *Signal4 Analytics* - a statewide crash data system, hosted at the University of Florida’s GeoPlan Center. The development and maintenance of Signal4 Analytics is funded by the State through a grant from the Florida Traffic Records Coordinating Committee (TRCC). The state funding covers daily acquisition of the crash data from the Florida Department of Highway Safety and Motor Vehicles (FLHSMV), processing and loading of crash data daily, automated geocoding, new features and software updates, training, and site hosting. While these are valuable services for METROPLAN ORLANDO users, there are items of a local nature that are not covered in the scope of work of the state grant.

First, UF will continue to interactively geocode crashes on public roads for this fiscal year. Second, the University of Florida team will assist METROPLAN ORLANDO staff to develop custom statistics and analysis to support METROPLAN ORLANDO’s mission to improve traffic safety.

2. PROJECT TASKS

TASK 1 - INTERACTIVE GEOCODING OF CRASH DATA

The purpose of this task is to continue to interactively geocode long and short form crashes on public roads for the METROPLAN ORLANDO area. This is so that the Metroplan mapped crash locations are reliable and available in a timely fashion for query and analysis.

The table below shows the numbers of crashes that have needed manual geocoding in the past three years. The number is determined by subtracting the crashes mapped by officers and those mapped confidently by the computer from the total crashes. These are the crashes that will need manual geocoding.

Table 1 - Crash Geocoding Trends

A	B	C	D	E
Year	Total Crashes	Officer Mapped	Computer Confident	Manual Geocoding (B-C-D)
Est 7/1/2024-6/30/2025	67,982	33,376	10,600	24,006
7/1/2023-6/30/2024	65,144	26,487	11,191	27,466
7/1/2022-6/30/2023	66,164	12,141	16,525	37,498
7/1/2021-6/30/2022	66,882	8,813	17,399	40,670

As shown in column E of the table above, the number of crashes requiring manual geocoding has continued to decline, largely due to the increased use of the Signal4 geolocation tool by law enforcement. This year, the number is estimated to reach its lowest level yet—approximately 24,000. Based on this trend, we project that around 21,000 crashes will require interactive review and geolocation by UF editors in the coming year. From this figure, it is expected that approximately 95-96% of all the crashes

on public roads will be successfully geocoded. The remaining 4-5% typically remain unmapped due to insufficient location information provided in the crash report.

TASK 2 - REPORTING AND ANALYSIS

The UF team will support the METROPLAN ORLANDO staff with custom queries and analysis that METROPLAN ORLANDO staff may need. This may include supporting staff with quarter reporting on crash data; critical reporting on nuances in the data; and an annual crash data analysis report to support staff recommendations. Other examples of reporting and analysis may include information to support staff efforts to achieve Vision Zero, address equity issues, or improve bike/ped safety challenges to name a few. The UF team will assist staff with analytical support to advocate for traffic safety initiatives to reduce fatalities and injuries. This effort may lead to policies and practices to improve road behavior that reduces the probability of crashes.

3. BUDGET

This is a fixed cost project. The estimated budget needed to accomplish the proposed tasks is shown in Table 2 below. It includes salaries and benefits, travel, and the University of Florida indirect cost. The total cost is \$28,000.

Table 2 - Estimated Budget

Budget Item	Annual Salary	Effort in Months	Project Salary	Fringe%	Fringe Amount	Total
SALARIES						
Principal Investigator	\$ 178,500	0.12	\$ 1,785	33.5%	\$ 598	\$ 2,383
Assistant Research Scientist	\$ 87,150	1	\$ 7,263	33.5%	\$ 2,433	\$ 9,695
Undergrad Student Assistants	\$ 22,815	6.7	\$ 12,738	0.9%	\$ 115	\$ 12,853
TOTAL SALARIES						\$ 24,931
TRAVEL						\$ 524
TOTAL DIRECT COST						\$ 25,455
UF 10% INDIRECT COST						\$ 2,545
TOTAL COST						\$ 28,000

Salaries: The annual salary for each position is shown in the Annual Salary column. The student salary is for part time positions. The third column shows the estimated effort on this project in months and the corresponding salary amount is shown in the fourth column followed by the fringe benefits. The roles and effort for each position are explained below:

- The **Principal Investigator** (faculty) will devote his time to overseeing the entire project. The PI will provide direction and leadership and coordinate all components of the project and coordinate with METROPLAN ORLANDO staff.
- The **Assistant Research Scientist** (faculty) will perform queries and conduct analysis as needed by METROPLAN ORLANDO staff and provide training and supervision for the undergraduate students.
- The **Undergraduate Student Assistants** will be responsible for conducting interactive geocoding.

Travel: Travel is required to meet with METROPLAN ORLANDO staff to discuss project progress and/or present updates to the METROPLAN ORLANDO committees. One trip is estimated for both faculty members.

UF F&A Cost: This is the University of Florida Facilities and Administrative (F&A) Cost - also known as Indirect Costs (IDC). The University of Florida charges a standard 10% of the total project direct cost for this funding source. Details about this requirement can be found at <http://research.ufl.edu/dsp/proposals/budgeting/fa-rates-idc.html>

4. PAYMENT SCHEDULE

METROPLAN ORLANDO will be billed in two lump sums, semi-annually, in the amount of \$14,000 each. Progress reports are due with each invoice.

Supporting the Expedited Completion of Improvements to the I-4 St. Johns River Bridge

WHEREAS, three major projects of true regional significance – SunRail, the Wekiva Parkway and the I-4 Master Plan – that have a profound impact on Central Florida’s transportation system were recently completed; and

WHEREAS, these three projects demonstrate our regional resolve to work with various partners and across jurisdictional boundaries in a cooperative manner for the long-term benefit of our region; and

WHEREAS, I-4 serves critical interstate, intrastate and regional needs and is considered the backbone of Central Florida’s regional transportation system; and

WHEREAS, the original I-4 Master Plan was adopted by local planning agencies over three decades ago, and has been revised over time to provide additional highway and transit capacity in this critical corridor; and

WHEREAS, an innovative component of the I-4 Master Plan was the introduction of managed lanes in the corridor – a new approach to tolling in Central Florida – with these lanes being tolled for the purpose of improving the flow of traffic and providing an additional funding source for the project; and

WHEREAS, improvements to I-4 using traditional Strategic Intermodal System (SIS) funding is a major component of the Year 2045 Long Range Transportation Plan that was adopted by the MetroPlan Orlando Board in December 2020; and

WHEREAS, improvements to I-4 have consistently been included on MetroPlan Orlando’s Prioritized Project Lists (approved annually by the MetroPlan Orlando Board, most recently in July 2025) as the top-ranked projects for National Highway System (NHS) Funded Projects; and

WHEREAS, the initial segment of the ultimate configuration concept is constructed between just south of Kirkman Road in Orange County to just north of SR 434 in Seminole County; and

WHEREAS, the movement of freight and goods in Central Florida is heavily dependent on the efficient operation of the I-4 Corridor; and

WHEREAS, FDOT has identified the I-4 Corridor as the most critical corridor in the state; and

WHEREAS, the truck parking shortage within the I-4 Corridor has been identified as the most important issue for commercial truck drivers leading the FDOT to complete a truck parking study that identified locations for additional truck parking within the I-4 Corridor, and

WHEREAS, the Florida Department of Transportation is now working on extending the I-4 improvements, including managed toll lanes, from the terminus just north of SR 434 in Seminole County to SR 472 in Volusia County; and:

WHEREAS, the St. Johns River Bridge, included in Segment 4, is a critical component of the I-4 improvements extending from east of US 17/92 to east of SR 472 in Volusia County and is unfunded,

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that we support the FDOT in their pursuit of **additional new funds** and/or creative funding mechanisms to expedite the completion of Segment 4, including managed lanes over the St. Johns River Bridge; and

BE IT FURTHER RESOLVED that updates will be expected from the Florida Department of Transportation as major milestones are reached and additional information becomes available that will impact the I-4 improvements; and

BE IT FURTHER RESOLVED that the MetroPlan Orlando Board applauds the Florida Department of Transportation for the work they have done to advance the I-4 improvements that will accelerate meeting the mobility needs and economic development interests of Central Florida.

CERTIFICATE

The undersigned, duly qualified serving in the role as Chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Honorable Bob Dallari, Chairman
MetroPlan Orlando Board

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
The 10th day of September, 2025**

ATTEST:

Lisa Smith
Senior Board Services Coordinator

Declaring October 10, 2025, as “Put the Brakes on Fatalities Day®” in the Orlando Metropolitan Area

Whereas, October 10, 2025, is the Twenty-fifth Annual Put the Brakes on Fatalities Day® and

Whereas, traffic crashes across America caused an estimated **42,339 fatalities in 2020; 46,980 fatalities in 2021; 46,027 fatalities in 2022; 44,762 fatalities in 2023; 44,680 fatalities in 2024 and 42,520 fatalities through May 31st, 2025; and**

Whereas, traffic crashes throughout Florida caused 3,346 fatalities in 2020; 3,752 fatalities in 2021; 3,560 fatalities in 2022; 3,383 in 2023; 3,190 in 2024; and through August 31, 2025, we have lost 1,246 lives due to traffic crashes; and

Whereas, traffic crashes here in the MetroPlan Orlando planning area caused 271 fatalities in 2020; 312 fatalities in 2021; 333 fatalities in 2022; 302 fatalities in 2023; 248 fatalities in 2024 and through August 31, 2025, we have lost 102 lives due to traffic crashes; and

Whereas, MetroPlan Orlando recognizes the importance of integrating Safety Conscious Planning into the metropolitan transportation planning process; and

Whereas, a solvable distraction is unrestrained/unsafely restrained children; and

Whereas, spinal cord damage, internal bleeding and death are more likely in auto accidents involving young children if parents do not use a booster seat; and

Whereas, a young child is four times as likely to experience an injury to the head and neck and three times as likely to experience an abdominal injury when restrained with a seat belt vs. a booster seat; and

Whereas, a booster seat gives the child a much greater chance of surviving a crash injury-free; and

Whereas, Florida's children deserve to be protected; and

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that October 10, 2025, is designated as



“PUT THE BRAKES ON FATALITIES DAY®”

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 10th day of September 2025.

CERTIFICATE

The undersigned, duly qualified serving in the role as chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Honorable Bob Dallari, Chairperson

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
10th Day of September 2025**

ATTEST:

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary

Declaring October 15, 2025 “Blind Americans Equality Day and White Cane Awareness Day” in the Orlando Metropolitan Area

WHEREAS, by joint resolution, approved on October 6, 1964 (Public Law 88-628, as amended), Congress designated October 15 of each year as “White Cane Safety Day” to recognize the contributions of Americans who are blind or have impaired vision; and

WHEREAS, statewide, more than 3.2 million Floridians experience visual impairment—including over one million who are legally blind—with projections suggesting this number may double in the decades ahead; and

WHEREAS, the Orlando–Kissimmee–Sanford metropolitan statistical area is now home to approximately 2.94 million residents, making it the third-largest MSA in Florida and one of the fastest-growing in the United States; and

WHEREAS, for those living with visual impairment, tools such as the white cane, guide dogs, and inclusive transportation services remain vitally important to self-reliance and full participation in community life; and

WHEREAS, the region’s commitment to safety for the traveling public is further emphasized by Vision Zero Central Florida, a coordinated planning effort which seeks to eliminate traffic deaths and serious injuries in Central Florida by 2050, is being led by MetroPlan Orlando; and

WHEREAS, making roads safer directly benefits travelers with vision impairment, reducing barriers to independence, mobility, and safety, and aligning with the broader goal of safe transportation for all; and

WHEREAS, in 2011 “White Cane Safety Day” was renamed “Blind Americans Equality Day” by Presidential proclamation, reaffirming our nation’s commitment to fair access and opportunity for Americans who are blind or visually impaired;

WHEREAS, the white cane is not only a vital tool for independence and safe travel for people who are blind or visually impaired, but also serves as a visible symbol of awareness, reminding the public of the rights, safety, and dignity of white cane users as they navigate our communities; and

WHEREAS, this proclamation calls upon public officials, business and community leaders, educators, librarians, and Americans across the country to observe this day with appropriate ceremonies, activities, and programs to celebrate and recognize the accomplishments and contributions of blind and visually impaired Americans; and

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that October 15, 2025 is designated as

“Blind Americans Equality Day and White Cane Awareness Day”

CERTIFICATE

The undersigned, duly qualified serving in the role as chairperson 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, Chairperson

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
10th day of September 2025.**

ATTEST:

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary



Board Action Fact Sheet

Meeting Date: September 10, 2025
Agenda Item: VIII.M. (Section 1)
Roll Call Vote: No

Action Requested: Approval to Award a Sole Source Contract to Citian in the amount of \$150,000.

Reason: MetroPlan Orlando requires a cloud-based software platform to aid in reducing the overall number of crashes and the number of fatal and serious crashes.

Summary/Key Information: Based on MPO staff research and review, only the Citian CRASH™ Software as a Service addresses the required out-of-the-box specifications. This request is being handled in compliance with the Board-approved procedures for awarding sole source contracts.

MetroPlan Budget Impact: Funds are budgeted for this project.

Local Funding Impact: No impact to local funding

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

Staff Recommendation: Recommends approval

Supporting Information: Staff memo describing requirements and research review is provided under section 1.

MEMORANDUM

Date: August 22, 2025

To: Jason Loschiavo, Director of Finance & Administration

From: Alex Trauger, Director of Transportation Planning & Development

CC: Gary Huttman, Executive Director

Subject: Sole Source Procurement of Citian CRASH Software as a Service

This memorandum describes MetroPlan Orlando's traffic safety and analytics needs, required specifications and sole source justification for Citian's CRASH™ (Crash Reduction through Analysis of Safety Hazards) Software as a Service.

Required turn-key specifications within one web-based application:

- Crash history map – with full filtering, data cross-factor correlations, crash diagrams, and drill-down abilities.
- Detailed profiles for every crash event, roadway, and intersection in the MetroPlan Orlando three-county planning area.
- Data refinement for all traffic crash data in the MetroPlan Orlando region.
- Complex geographic query selection.
- Collaboration and cross-team sharing of all analyses and records.
- Multi-level customizable query tool with live results, collaboration, and import/export.
- Customizable dashboards to create live-updated data summaries and focus areas.
- Live updated reporting feeds for common federal and local reports.
- Predictive methods for network screening and hazard location identification.
- Detailed statistical crash analysis to identify outlier crash behaviors.
- Planning level benefit-cost analysis for implementation of new countermeasures.
- Fully customizable settings in low-code environment: change construction costs, and crash costs.
- Editable collision diagrams for any custom study area.
- Customizable user permissions.
- Full data activity logs for oversight and transparency.
- Public-facing dashboards with custom levels of information sharing.
- Go-live environment in under 3 months with rolling customizations as needed.

Based on MPO staff research and review, only the Citian CRASH™ Software as a Service addresses the required out-of-the-box specifications. The CRASH™ software system is uniquely tailored to meet the various daily and long-term needs of MetroPlan Orlando's and local government partners' traffic safety efforts and provide exceptional value to MetroPlan Orlando in reducing the overall number of crashes and the number of fatal and serious crashes. No other product available in the marketplace provides this unique combination of locational intelligence and AI-based data analytics. CRASH offers cloud-hosted traffic safety technology to

refine, augment, and visualize MetroPlan Orlando's historical and current crash data; a standardized suite of safety planning and data analytical tools, including socio-demographic analysis of crash patterns, custom query capabilities, and customizable live dashboards available for all of MetroPlan Orlando's policymakers, public agency traffic engineers, and safety planners . The CRASH™ software will assist regional safety efforts to identify, address and prioritize crash hotspots; and Citian's proprietary crash data refinement and predictive analytical engine will accelerate MetroPlan Orlando's reporting and benchmarking requirements and make data-driven decisions easier and more efficient. CRASH™ further provides MetroPlan Orlando with the latest cybersecurity and software functionality through the software's proprietary cloud-hosted SaaS platform, ensuring MetroPlan Orlando works with the most up-to-date national, state and local engineering standards and best practices, computing power, data science, and data security practices.

Consistent with the Purchasing Policy and adopted Unified Planning Work Program, it is the recommendation of MetroPlan Orlando staff, to enter a Sole Source contract with Citian, 99 M Street SE, Washington, DC 20003, for a one-year period with two one-year optional extensions, as described in the attached proposal.

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Section 2



Board Action Fact Sheet

Meeting Date: September 10, 2025

Agenda Item: IX.A (Section 2)

Roll Call Vote: Yes

Action Requested: FDOT requests approval of an amendment to the FY 2025/26 – FY 2029/30 Transportation Improvement Program (TIP) to include projects with funds rolling forward into FY 2025/26.

Reason: This request is being made to ensure that the projects shown in the TIP are consistent with the projects shown in FDOT's Five Year Work Program.

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

- This amendment is a routine procedure that is done every year.
- The projects shown in the attached FDOT Roll Forward Report (*which includes SunRail projects on a separate page*) had funds originally programmed in a prior year and were therefore not included in FDOT's FY 2025/26 – FY 2029/30 Adopted Five-Year Work Program (April 2025) that was used to develop the TIP adopted by the Board on July 9th.
- The funding for these projects was not previously committed and is now being automatically rolled forward to FY 2025/26 in FDOT's Adopted FY 2025/26 – FY 2029/30 Five-Year Work Program.
- This amendment does **not** affect the cost or schedule for the projects included in the Roll Forward Report.

MetroPlan Budget Impact: None

Local Funding Impact: None

Committee Action:

TSMO:	To be taken up on August 22, 2025
TAC:	To be taken up on August 22, 2025
CAC:	To be taken up on August 27, 2025
MAC:	To be taken up on September 4, 2025

Staff Recommendation: Recommends approval.

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

- FDOT letter and Roll Forward Report dated July 10, 2025
- Proposed Board Resolution No. 25-07



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

07/10/2025 | 7:33 AM EDT

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

RE: Request to Amend Fiscal Year (FY) 2026-2030 Transportation Improvement Program (TIP) – Annual Roll Forward

Dear Mr. Huttman:

The purpose of this letter is to request MetroPlan Orlando amend the FY 2026-2030 TIP with the Annual Roll-Forward Report. The Roll Forward report reconciles differences between the TIP and Florida Department of Transportation's (FDOT) Adopted Five-Year Work Program. This annual process is routine and assists the MPO with identifying projects using federal funds that were not authorized during the previous state fiscal year (FY 2025). These projects have automatically "rolled forward" in the FDOT Adopted Five-Year Work Program as of July 1, 2025. This amendment ensures that year one of the TIP matches year one of FDOT's Adopted Five-year Work Program.

The reason for this amendment is to ensure projects with federal funding can be authorized prior to the new Federal Fiscal Year (FFY) beginning on October 1 each year. Until then, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) continue to recognize the FY 2025 – 2029 TIP as the effective document. Adopting the Roll Forward Report and amending it into the FY 2026-2030 TIP ensures projects will continue to be authorized without interruption.

The affected projects are listed in the attached Roll-Forward Report dated July 7, 2025. The MPO is requested to add this report to the FY 2026-2030 TIP in its entirety. A separate report for commuter rail projects is also attached.

If you have any questions, feel free to contact the Liaison Group at D5-MPOLiaisons@dot.state.fl.us.

Sincerely,

DocuSigned by:

9DBC1D0E3EB04EE...

Jon Scarfe
MPO Liaison Administrator, FDOT

c: Alex Trauger, MetroPlan
Jason Sartorio, MetroPlan
Melissa McKinney, FDOT
D5-Work Program

Amendment to the FY 2025/26 – 2029/30 Transportation Improvement Program

WHEREAS, the Orlando Urbanized Area Metropolitan Planning Organization (MPO), dba 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 2025/26 – FY 2029/30 Transportation Improvement Program (TIP) in accordance with the MetroPlan Orlando Internal Operating Procedures; and

WHEREAS, the requested amendments are described as follows:

- Incorporating projects with funding that rolled forward from a prior year into the FY 2025/26 – FY 2029/30 TIP, to ensure that the TIP is consistent with FDOT's FY 2025/26 – FY 2029/30 Adopted Five Year Work Program; and

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

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Florida Department of Transportation's amendment to the FY 2025/26 – FY 2029/30 TIP be approved as requested.

CERTIFICATE

The undersigned, duly qualified serving in the role as chairman of the MetroPlan Orlando Board, certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Commissioner Bob Dallari, Chair

**Passed and duly adopted by the MetroPlan Orlando Board at its meeting on:
10th day of September 2025**

ATTEST:

Lisa Smith
Sr. Board Services Coordinator & Recording Secretary

Section 3



September 10, 2025

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

From: Gary Huttman, Executive Director

Subject: Executive Director's Report for September

- I attended the Florida Greenways & Trails Foundation Board meetings on July 10 & 11
- I participated in a follow up call with the Florida Greenways & Trails Foundation regarding the proposed Lake to Lake Regional Trail on July 15
- I participated in a MPO Director's call on July 17 for the Regional TSMO Program
- Staff attended the CFX Public Hearing on July 17 for the SR 417 Connector to the Orlando Sanford Airport
- I attended the Daryl Carter Interchange Ribbon Cutting Event on July 18
- I met with Secretary Tyler and the FDOT Leadership Team on July 18 to discuss upcoming MetroPlan priorities
- Staff attended the 2025 Legislative Wrap Up (virtually) on July 22 with members of Gray Robinson
- Staff attended the Florida Metropolitan Planning Meeting on July 23
- I attended the MPOAC Executive Committee meeting on July 24
- I attended the MPOAC Directors & Governing Board meeting on July 24
- I met with the Forward Pinellas Executive Director on July 24 to discuss the MetroPlan Orlando Peer Exchange with the Hillsborough, Pascoe & Pinellas MPOs scheduled for October 27 at the MetroPlan Orlando Office.
- Staff attended the CFCRC meeting on July 24
- Staff attended the MCO Master Planning Kick Off meeting on July 25
- I chaired the UCF Planning Advisory Board meeting on July 30
- I met with Commissioner Dallari on August 7 to discuss MetroPlan Orlando business
- I attended the Osceola County Office of Sustainability meeting on August 8
- I met with FDOT Leadership on August 11
- I met with the MetroPlan Orlando Board Personnel Committee on August 13 for my annual evaluation
- I attended the TDLCB meeting on August 14
- I attended the 2050 MTP Technical Workshop on August 14
- I attended the Orlando State of the City Event on August 19
- I attended the Lake Mary City Commissioner meeting on August 21

- I attended the TSMO Committee meeting on August 22
- I attended the TAC meeting on August 22
- I participated in the Four Corners transportation meeting on August 22
- I attended the CAC meeting on August 27
- Staff attended the CFCRC meeting on August 28
- I met with Commissioner Uribe on September 3 for a MetroPlan Orlando agenda review
- I attended the MAC meeting on September 4
- I met with Commissioner Dallari on September 4 for a MetroPlan Orlando agenda review
- I met with Commissioner Janer on September 4 for a MetroPlan Orlando Quarterly meeting and agenda review
- I met with Commissioner Semrad on September 5 for a MetroPlan Orlando agenda review
- I met with Mayor Demings on September 5 for a MetroPlan Orlando agenda review
- I met with Mayor Espinosa on September 8 for a MetroPlan Orlando agenda review
- I met with Council Member Gilbert on September 8 for a MetroPlan Orlando agenda review
- I met with FDOT Leadership on September 8
- I met with Commissioner Moore on September 8 for a MetroPlan Orlando agenda review

FDOT

- I continue regular monthly meetings with FDOT leadership

Association of Metropolitan Planning Organizations

- I continue to participate in regularly scheduled meetings of the AMPO Policy Committee
- I participated with the selected panel members for the 2025 Annual Meeting Session on Arterial Management and Connected Vehicles
- I submitted comments on the reauthorization of the next federal transportation bill

National Association of Regional Councils

- I continue to participate in regularly scheduled meetings of the NARC Executive Directors Council
- I continue to participate in regularly scheduled meetings of the Major Metros Group as topics of discussion are relevant to MetroPlan Orlando
- I submitted comments on the reauthorization of the next federal transportation bill



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Orange, Osceola, and Seminole Counties Project Status Update as of July 2, 2025

The following is a brief status update on major FDOT road construction projects in Orange, Osceola, and Seminole counties as of July 5th. The next cutoff date is August 5, 2025. Information is also available on www.cflroads.com. For questions, please contact Jonathan Scarfe at 386-943-5791 or via email at D5-MPOLiaisons@dot.state.fl.us.

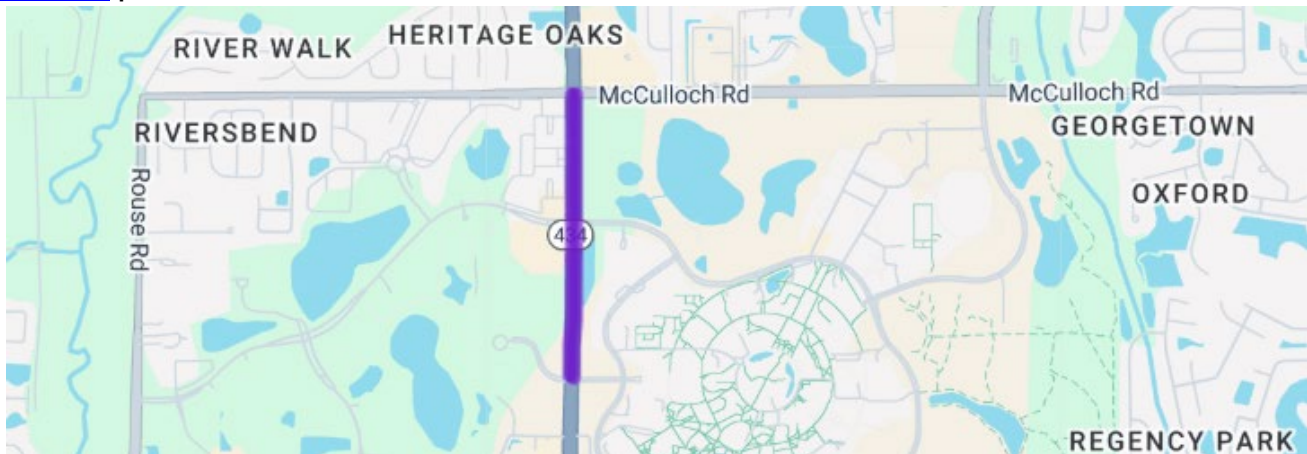
ORANGE COUNTY

ORANGE COUNTY UPCOMING PROJECTS:

None to report.

ORANGE COUNTY CURRENT PROJECTS:

448799-1 | S.R. 434 from Centaurus Boulevard to McCulloch Road



- Contract: T5846
- Contractor: American Design Engineering Construction, Inc.
- Construction Cost: \$1.4 million
- Project Start: June 2025
- Estimated Completion: Summer 2025
- **Description:** The purpose of this project is to resurface Alafaya Trail (State Road (S.R.) 434) from Centaurus Boulevard to McCulloch Road (Seminole County line).

Update: The contractor is currently placing MOT devices in preparation for milling and resurfacing work.

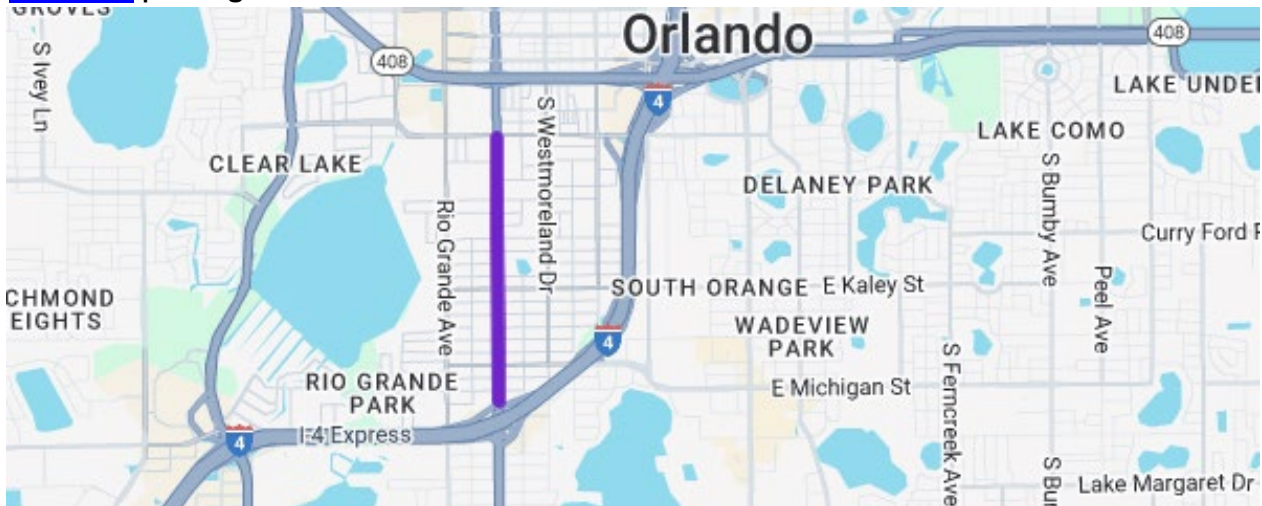
[447610-1](#) | U.S. 441 from Wadsworth Road to Lake County Line



- Contract: T5838
- Contractor: Masci General Contractors, Inc.
- Construction Cost: \$7.7 million
- Project Start: April 2025
- Estimated Completion: Late 2025
- **Description:** The purpose of this project is to implement operational and safety enhancements along U.S. 441 from Wadsworth Road to the Lake County line, between the cities of Apopka and Mount Dora. The project plans to resurface this segment of U.S. 441 to extend the life of the existing roadway. To enhance safety, the project includes modifications at the intersection of U.S. 441 and County Road (C.R.) 500A, which involves removing the left turn from eastbound C.R. 500A to northbound U.S. 441 and realigning the left turn from northbound U.S. 441 to westbound C.R. 500A. Pedestrian improvements are also planned at the Stoneybrook Hills Parkway intersection, including new crosswalks and pedestrian signals, as well as enhanced lighting.

Update: The contractor continues to work on median widening and drainage installation. Concrete curb and gutter installation will commence concurrently with other construction activities in the coming weeks.

[437575-1](#) | Orange Blossom Trail Phase 2A from 30th Street to Gore Street

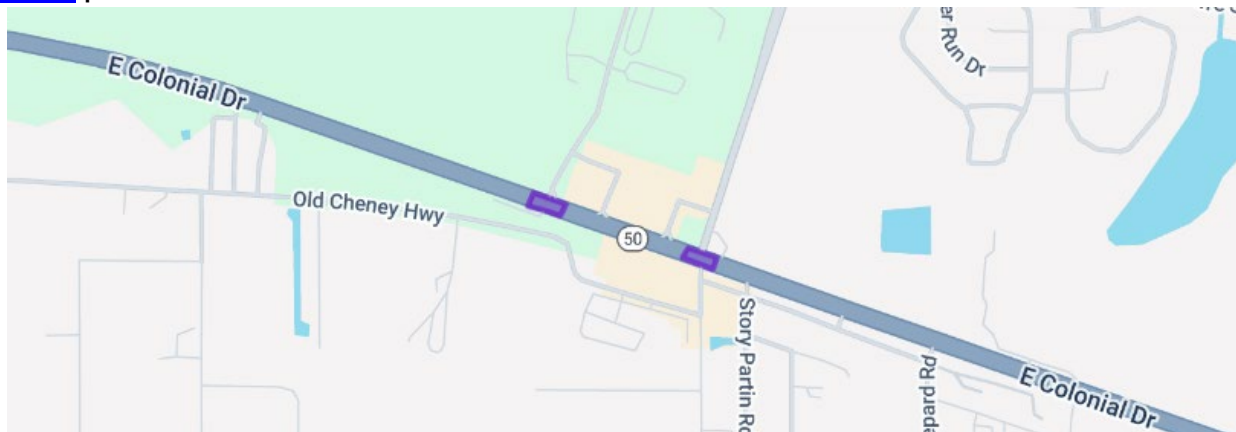


- Contract: T5804
- Contractor: Chinchor Electric, Inc.
- Construction Cost: \$2.3 million
- Project Start: January 2025

- Estimated Completion: Summer 2025
- **Description:** This project aims to construct new mast-arm signals at Michigan Street. Curb ramps and pedestrian poles will also be upgraded to meet the Americans with Disability Act (ADA) criteria.

Update: The contractor is finalizing punch list items and signal work.

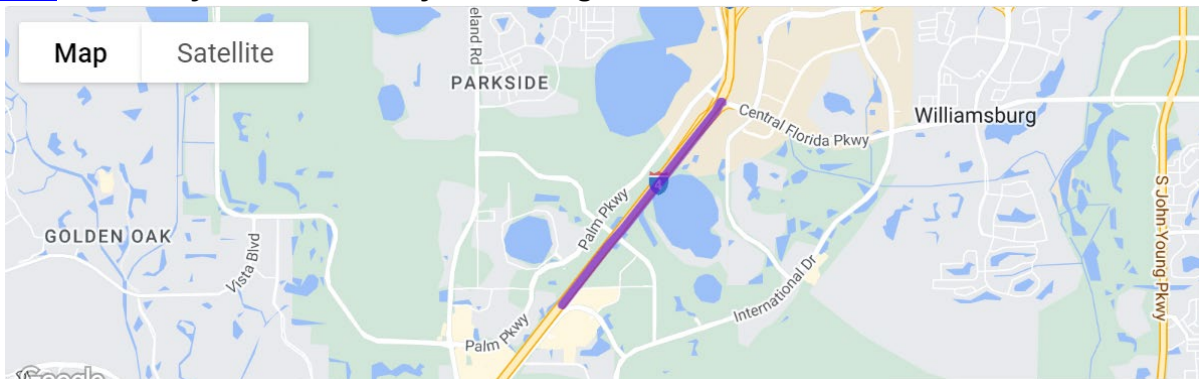
[452932-1](#) | S.R. 50 at Corner School Drive and Chuluota Road



- Contract: E52F4
- Contractor: Garcia Civil Contractors
- Project Cost: \$1.6 million
- Project Start: January 2025
- Estimated Completion: Summer 2025
- **Description:** The project incorporates safety improvements at the intersections of Corner School Drive and Chuluota Road with Colonial Drive (State Road (S.R.) 50) in east Orange County. Proposed improvements include installing a new signal at the intersection of Corner School Drive and Colonial Drive and adding new pedestrian signals and crosswalks. At the intersection of Chuluota Road and Colonial Drive, new crosswalks and pedestrian signals will be added to the existing signal. New accessible ramps will be constructed at both intersections and intersection lighting will be included.

Update: The contractor has mowed the corridor and continues work on curb and traffic separators. Paving at the intersections is currently scheduled for late July, pending favorable weather. The contractor has also performed drill shaft repairs to address elevation concerns.

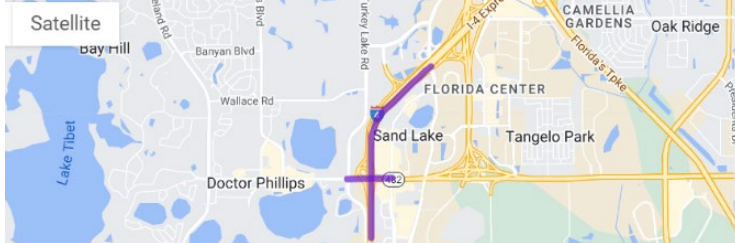
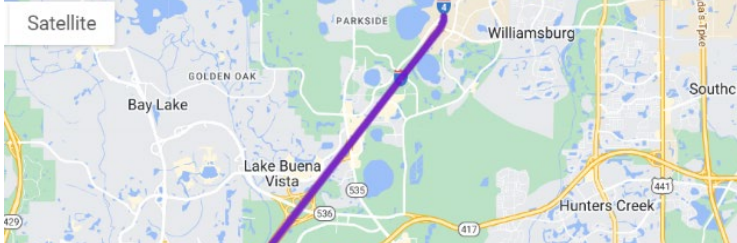
[441113-1](#) I-4 at Daryl Carter Parkway Interchange



- Contract T5724
- Contractor: Superior Construction Company Southeast, LLC
- Project Cost: \$83 million

- Project Start: November 2022
- Estimated Completion: Summer 2025
- **Description:** This project will convert the Daryl Carter Parkway overpass, between Central Florida Parkway and State Road 535, into a diverging diamond interchange. The interchange will give motorists an alternate route to reach retailers and restaurants in the Lake Buena Vista area. Three new ramps connecting Interstate 4 (I-4) to Daryl Carter Parkway will be built: exit ramps from both directions of I-4 to Daryl Carter Parkway and an entrance ramp to eastbound I-4. The project includes drainage improvements for Big Sand Lake, project 441113-3.
- **Update:** Crews opened the new traffic pattern on the overpass March 19. Crews are preparing to tie in the ramps (westbound I-4 exit ramp, eastbound I-4 exit ramp, and eastbound I-4 entrance ramp) to complete the conversion into a diverging diamond interchange (DDI) in mid-July. Crews conducted tests on the wrong-way vehicle detection systems on July 2 and 3. A ribbon cutting will be held on 7/18/25.

[444315-1](#) & [444315-3](#) | I-4 at Sand Lake Road Interchange

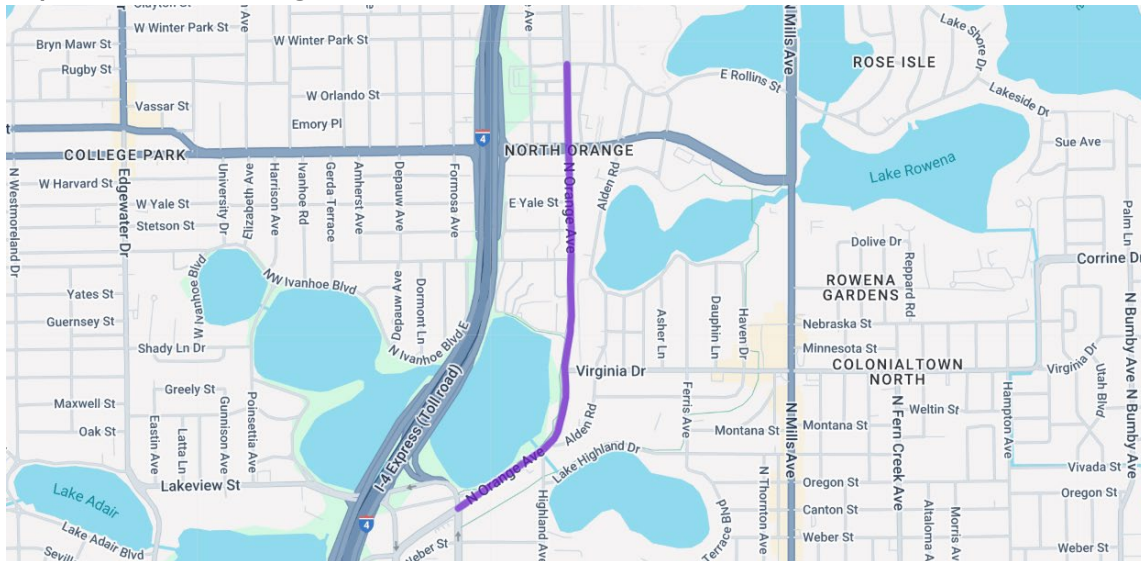
444315-1	444315-3
	
<p>Description: This project will convert the Sand Lake Road and I-4 interchange into a diverging diamond interchange. The Diverging Diamond Interchange (DDI) is a type of interchange in which the two directions of traffic at an interchange cross to the opposite side of the road on both sides of the bridge. A DDI eliminates several traffic conflict points by moving drivers to the side of the road where they can turn left without having to cross in front of oncoming traffic. These improvements will help to accommodate future projected traffic demand and improve driver safety and efficiency.</p> <p>For the most up-to-date information and status on this project log onto https://i4beyond.com/project-designs/sand-lake-road-interchange-improvements/</p> <p>Click on the link to learn more about using a Diverging Diamond Interchange: Diverging Diamond Interchange (DDI) Video.</p>	<p>Description: The project will construct a single buffer separated express lane on I-4 in the westbound direction from west of State Road (S.R.) 528 to west of Central Florida Parkway. The project will also add the final striping, friction course and tubular markers for the full length of the single buffer express lane on I-4 in the westbound direction from west of S.R. 528 to west of S.R. 536</p> <p>For the most up-to-date information and status on this project log onto https://i4beyond.com/project-designs/sand-lake-road-interchange-improvements/</p>

- Contract E59A6
- Contractor: Lane Construction Corp.
- Project Cost: \$218 million
- Project Start: April 2023
- Estimated Completion: Late 2027

Update: The project has been extended to December 2027. Crews shifted motorists to a new westbound I-4 exit ramp to Sand Lake Road on May 17. On June 26, pedestrian traffic was shifted

to the sidewalk on the north side of Sand Lake Road. Crews anticipate completing the new westbound I-4 lanes on July 17.

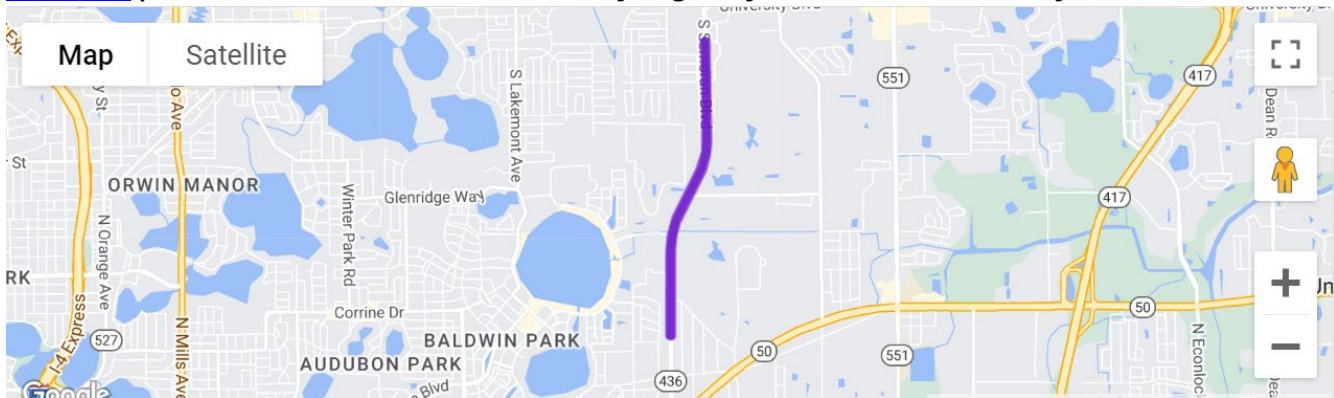
445220-1 | S.R. 527 from Magnolia Avenue to north of Rollins Street



- Contract: E50F4
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$4 million
- Project Start: January 2025
- Estimated Completion: Fall 2025
- **Description:** The purpose of the project is to make safety and operational improvements along North Orange Avenue (State Road (S.R.) 527) from Magnolia Avenue to Rollins Street in Orlando. The project plans to reconfigure the roadway to include a single travel lane in each direction and use the existing outside travel lanes for additional on-street parking. In some areas, the curb line will be extended, and in other areas floating islands will be built to help define the on-street parking and help to encourage safer driving speeds along the corridor. Pedestrian safety improvements are also planned. Additionally, the roadway will be repaved to extend the service life of the existing roadway. Drainage modifications and upgraded pedestrian curb ramps to comply with current Americans with Disabilities Act (ADA) standards are also planned.

Update: The contractor is working on utility improvements, dewatering, and pedestrian facilities. There have been several delays due to utility conflicts. The raised intersection at Highland Avenue was installed.

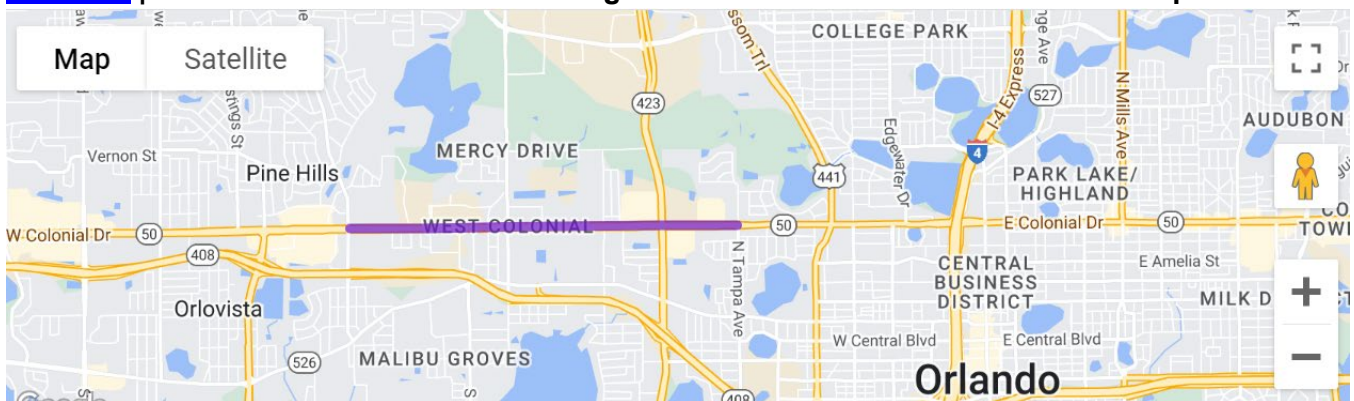
[445303-1](#) | S.R. 436 from north of Old Cheney Highway to south of University Park Drive



- Contract E57B5
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$11 million
- Project Start: November 2023
- Estimated Completion: Summer 2025
- **Description:** This project plans to construct improvements along State Road (S.R.) 436, from north of Old Cheney Highway to north of University Park Drive in Orlando. This project will repave the roadway and implement strategies to increase safety for all users along the project corridor. Safety improvements include speed management enhancements such as lane width reduction, a barrier curb, right turn lane elimination, driveway modifications, and traffic-calming landscaping. The project will also focus on cyclist safety with separate and designated bicycle facilities and particular emphasis on pavement markings. A midblock crossing with a Pedestrian Hybrid Beacon (PHB) will also be installed at University Park Drive.

Update: The contractor has completed final punch list items. A concurrent landscaping project conducted by FDOT Maintenance has recently started and is expected to be finalized by early 2026. Final acceptance of this project corridor is expected for mid-July.

[445694-1](#) | Colonial Drive/Martin Luther King Boulevard from Pine Hills Road to Tampa Avenue

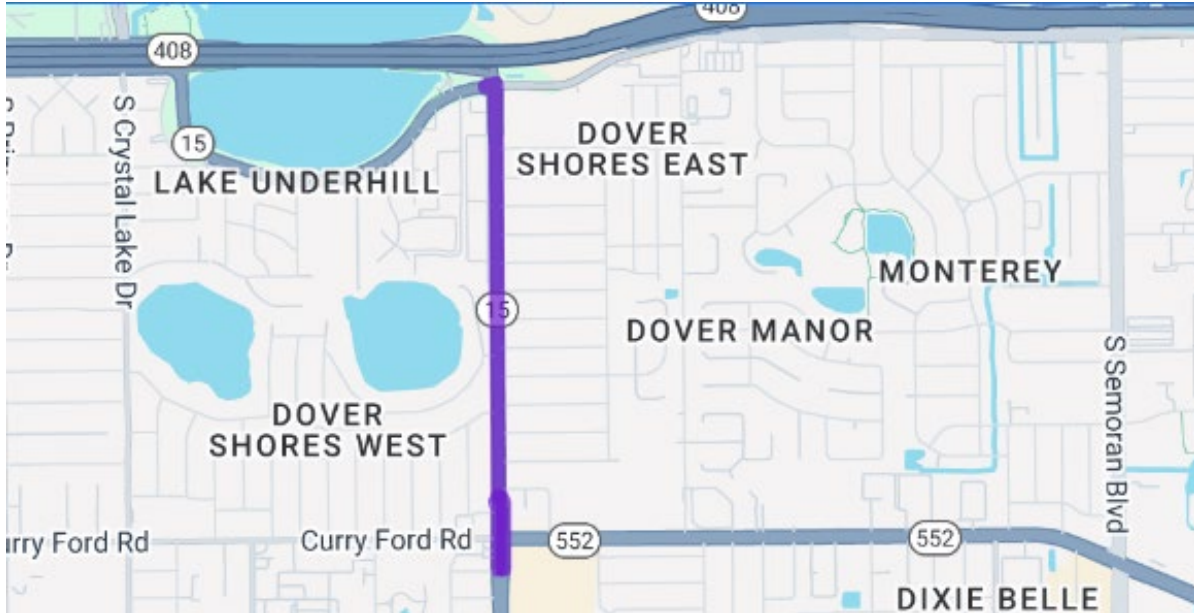


- Contract T5798
- Contractor: Watson Civil Construction, Inc.
- Project Cost: \$15 million
- Project Start: April 2024
- Estimated Completion: Fall 2025
- **Description:** This Florida Department of Transportation (FDOT) project is intended to enhance safety and operations along the corridor of Colonial Drive (State Road (S.R.) 50) between Pine Hills Road and Tampa Avenue. The project will improve crosswalk conditions and install new

signal improvements. Additionally, the project will modify several existing median openings along the corridor to improve safety and operations.

Update: The contractor is continuing work on paving, installing black base, clean-up, signage, and landscaping medians.

447090-1 | S.R. 15 from Devonshire Lane to Lake Underhill Road



- Contract: E57B8
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$4 million
- Project Start: November 2024
- Estimated Completion: Summer 2025
- **Description:** The goal of this project is to provide improvements along Conway Road (State Road (S.R.) 15) from Devonshire Lane to Lake Underhill Road in Orlando. In addition to resurfacing the travel lanes, the project provides some safety enhancements, including a separate bicycle lane and medians in certain locations to help reduce left turn and angle crashes.

Update: The project has reached Phase 3, so the lanes have been shifted to one travel lane each way. Medians are being constructed to outline the left turn lanes. The contractor continues to work on paving, roadway markings, signage, and median separators. The contractor has finished paving the S.R. 408 on and off ramps.

<u>447607-1</u> S.R. 50 at Highland Avenue	<u>447717-1</u> S.R. 50 at North Fern Creek Avenue and Primrose Drive

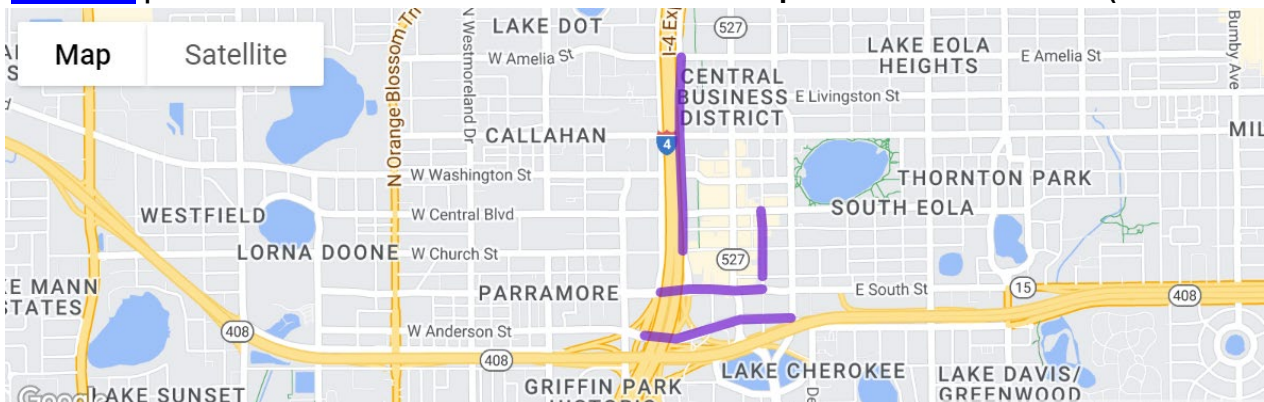
- **Description:** The project will reconstruct the existing traffic signal at the intersection of East Colonial Drive (State Road 50) and Highland Avenue with upgraded signal poles and signal heads. The project also proposes reconstructing and extending the curb on all four corners to help define the on-street parking and reduce pedestrian crossing distances at the intersection. The curb reconstruction also includes modifications to more easily accommodate large vehicles making turns onto Highland Avenue. Other safety improvements include reconstructing the sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing sidewalk connections to bus pads. Necessary drainage modifications are also planned. Goes with 447717-1.

- **Description:** This project will reconstruct the existing traffic signals at the intersections of Colonial Drive (State Road (S.R.) 50) and North Fern Creek Avenue and Colonial Drive at Primrose Drive with upgraded signal poles and signal heads. Pedestrian safety improvements include reconstructing the curbs on all four corners, reconstructing sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing a new bus pad at Primrose Drive. Goes with 447607-1.

- Contract T5817
- Contractor: Chinchor Electric, Inc.
- Combined Project Cost: \$5 million
- Project Start: November 2024
- Estimated Completion: Summer 2025

Update: The contractor is working on conduit and pull box installation. They also worked on installing overhead mast arms, fiber optic, and poles.

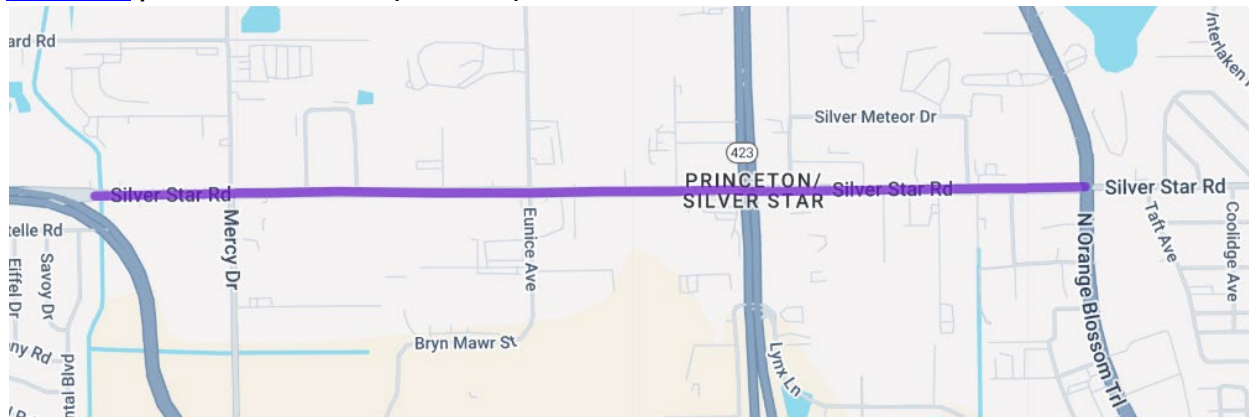
[447807-1](#) | Smart Orlando Downtown Advance Traffic Operations Performance (SODA TOP)



- Contract E59A5
- Contractor: Sice, Inc.
- Project Cost: \$974,000
- Project Start: June 2022
- Estimated Completion: Summer 2025
- **Description:** This is a design-build Intelligent Transportation Systems (ITS) project to install hardware and software to provide Transit Signal Priority (TSP) operation for signalized intersections and LYNX Buses in Orange County.

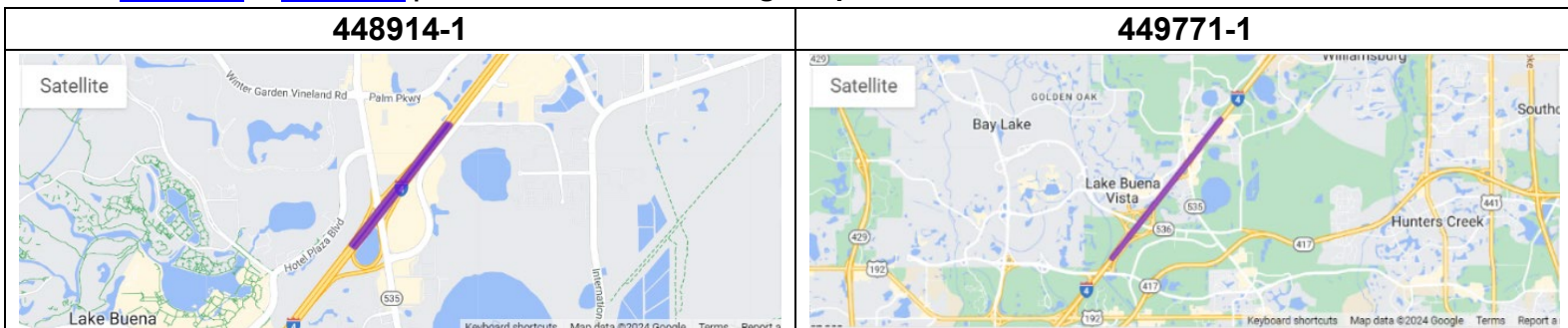
Update: The South Street reconfiguration is awaiting completion confirmation from the City of Orlando; it is open to the public.

[448801-1](#) | Silver Star Road (S.R. 416) from S.R. 438 to U.S. 441



- Contract E53F6
 - Contractor: Jr. Davis Construction Co., Inc.
 - Construction Cost: \$4.9 million
 - Project Start: December 2024
 - Estimated Completion: Fall 2025
 - **Description:** This project intends to implement operational and safety improvements along Silver Star Road (State Road (S.R.) 416) from Princeton Street (S.R. 438) to Orange Blossom Trail (U.S. 441). In addition to repaving the roadway, the project will install a raised traffic separator along Silver Star Road east of the John Young Parkway (S.R. 423) intersection, as well as channelizing islands at the Hansrob Road and the Wawa driveway, which will restrict left turns onto Silver Star Road at these locations. Traffic signal and pedestrian signal upgrades at Princeton Street, Eunice Avenue, and Mercy Drive are also proposed. Pedestrian and bicycle safety improvements along the project corridor are also planned. These include constructing a new crosswalk on Silver Star Road near Princeton Street (S.R. 438), filling in sidewalk gaps and improving bicycle connectivity along the paved shoulders where possible, providing bus stops, and reconstructing curb ramps to meet current Americans with Disabilities Act (ADA) standards. Lighting improvements are proposed at the signalized crosswalks at Princeton Street, Eunice Avenue, and Mercy Drive, as well as new signing and pavement marking features.
- Update:** The contractor is continuing to work on milling and paving operations, sodding, sidewalk, ADA and safety enhancements. The contractor has moved to complete these operations at the east end of John Young Parkway.

[448914-1](#) & [449771-1](#) | I-4 at S.R. 535 Interchange Improvements



Description: This project will partially reconstruct the Interstate 4 (I-4) and Apopka-Vineland Road (State Road (S.R.) 535) interchange to enhance safety and improve access to and from westbound I4.

Planned improvements include:

- Constructing a new loop ramp from northbound Apopka-Vineland Road to westbound I4. The ramp will enhance safety and mobility by eliminating the need for motorists to turn left across traffic.
- Realigning the westbound I4 entrance ramp from southbound Apopka-Vineland Road, improving traffic flow and giving motorists more time to merge onto I4.
- Lengthening the westbound I4 exit ramp to Apopka-Vineland Road to reduce backups onto the I4 mainline.
- Milling and resurfacing Apopka-Vineland Road and extending storage for left- and right-turn lanes.

This project will be constructed in conjunction with FPID 449771-1.

Please visit to www.i4beyond.com/project-designs/interim-improvements-to-i-4-and-county-road-c-r-532-in-osceola-county/

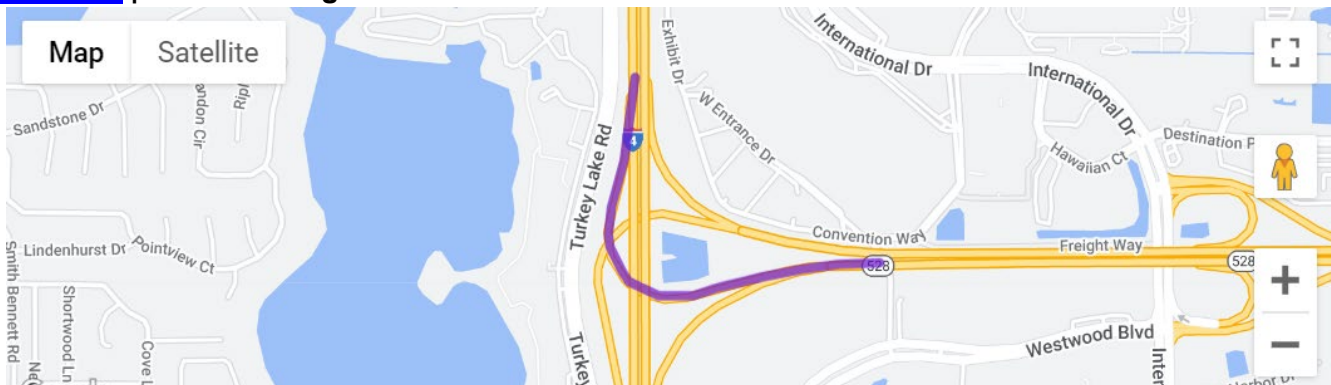
Description: This project will add a single, buffer-separated, westbound managed lane to Interstate 4 (I-4) from west of State Road (S.R.) 536 to west of Daryl Carter Parkway. The complete managed lane will be built in three separate projects extending from west of S.R. 536 to west of Sand Lake Road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

This project will be constructed in conjunction with FPID 448914-1.

To learn more, please visit to www.i4beyond.com/public-meeting/i4-at-apopka-vineland-road-s-r-535-interchange-public-meeting/.

- Contract E55B8
- Contractor: Lane Construction Corp.
- Project Cost: \$102 million
- Project Start: October 2023
- Estimated Completion: Summer 2028
- **Update:** The project has been extended until 2028. Crews began pile driving near the I-4 and Apopka-Vineland Road interchange early on March 10. They will complete pile driving near the interchange by the end of June. In July, crews anticipate welding near the loop ramp (Crossroads).

448915-1 | I-4 Interchange at S.R. 528



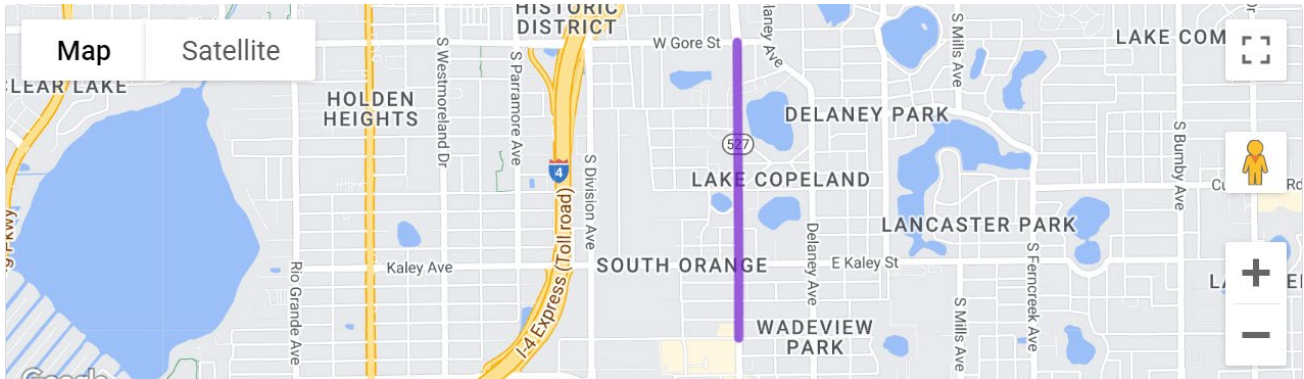
- Contract E58B1
- Contractor: Adaptive Consulting Engineers
- Project Cost: \$20 million
- Project Start: January 2024
- Estimated Completion: Early 2026

- **Description:** The purpose of this project is to add capacity to the I-4 westbound on-ramp to eastbound State Road 528 (the Beachline Expressway) by widening the ramp from one to two lanes.

Update: Crews are removing barrier walls and demolishing the older left lane and westbound exit ramp to S.R. 528 as traffic utilizes the new right lane and westbound exit ramp. Crews anticipate a concrete pour in mid-July that will require the westbound I-4 exit ramp to eastbound S.R. 528 to close overnight.

ORANGE COUNTY RECENTLY COMPLETED PROJECTS:

441145-1 | S.R. 527 (S. Orange Avenue) from Grant Street to Gore Street



- Contract T5760
- Contractor: Hubbard Construction Company
- Project Cost: \$4.7 million
- Project Start: January 2024
- Estimated Completion: Summer 2025
- **Description:** The purpose of this job is to resurface State Road 527 (S. Orange Avenue) from Grant Street to Gore Street. In addition to repaving the roadway, the project plans to extend curb lines in certain areas to better define on-street parking and improve sight lines for traffic turning onto Orange Avenue from side streets. Short, raised traffic separators are also planned within the existing center two-way left turn lane at four locations: south of Lake Beauty Drive, south of Copeland Drive, near Underwood Street and north of Annie Street. Improved crosswalks and new pedestrian lighting are planned, along with decorative sidewalk & crosswalk features in conjunction with the Pulse Memorial.

Update: The project received final acceptance on 6/27/25.

OSCEOLA COUNTY

OSCEOLA COUNTY UPCOMING PROJECTS:

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



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

[453058-1](#) | U.S. 192 from E of Harmony Square Drive to Nova Avenue



- Contract E56F7
- Contractor: Middlesex Paving, LLC
- Project Cost: \$6.6 million
- Project Start: July 2025
- Estimated Completion: Early 2026
- **Description:** The purpose of the project is to resurface U.S. 192 from Harmony Square Drive to Nova Avenue near Harmony in Osceola County.

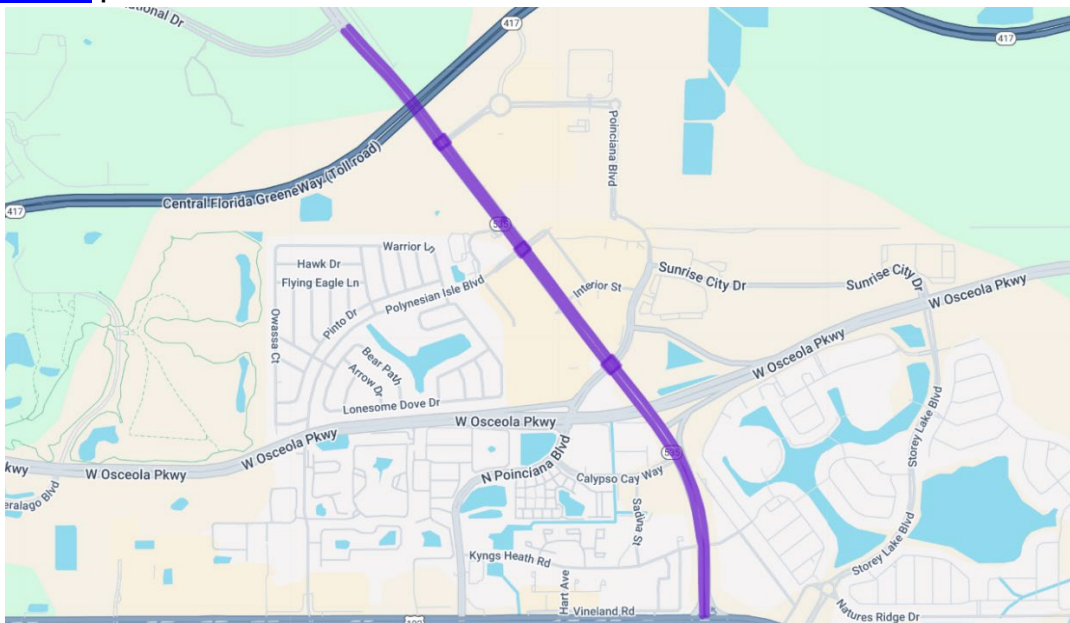
[448783-1](#) | U.S. 192 from Bamboo Lane to Main Street



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

OSCEOLA COUNTY CURRENT PROJECTS:

[445299-1](#) | S.R. 535 from north of U.S. 192 to south of International Drive



- Contract: T5823
- Contractor: The Middlesex Corporation
- Construction Cost: \$ 11.9 million
- Project Start: November 2024
- Estimated Completion: Fall 2025
- **Description:** This project intends to resurface State Road (S.R.) 535 from north of U.S. 192 to south of International Drive and implement operational and safety improvements along the corridor. The intersection at Poinciana Boulevard will also be modified to allow traffic on S.R. 535 to turn right or go straight through the intersection. S.R. 535 traffic desiring to turn left onto the side street would go through the intersection, make a U-turn and then turn right onto the side street. Traffic from the side streets can go straight through the intersection or turn right or left onto S.R. 535. Other safety improvements such as curb reconstruction to shorten pedestrian crossing distances, and turn lane and traffic signal upgrades, are planned at Kyngs Heath Road, Osceola Parkway eastbound on-ramp, Poinciana Boulevard and LBV Factory Stores Drive. The project will add a third left turn lane from southbound S.R. 535 onto eastbound U.S. 192. Pedestrian crosswalks and upgrade pedestrian signals, as well as enhanced lighting at signalized intersections, are also planned.

Update: The contractor is continuing work on pedestrian facility improvements, cabinet installation, sodding, paving, and traffic signalization.

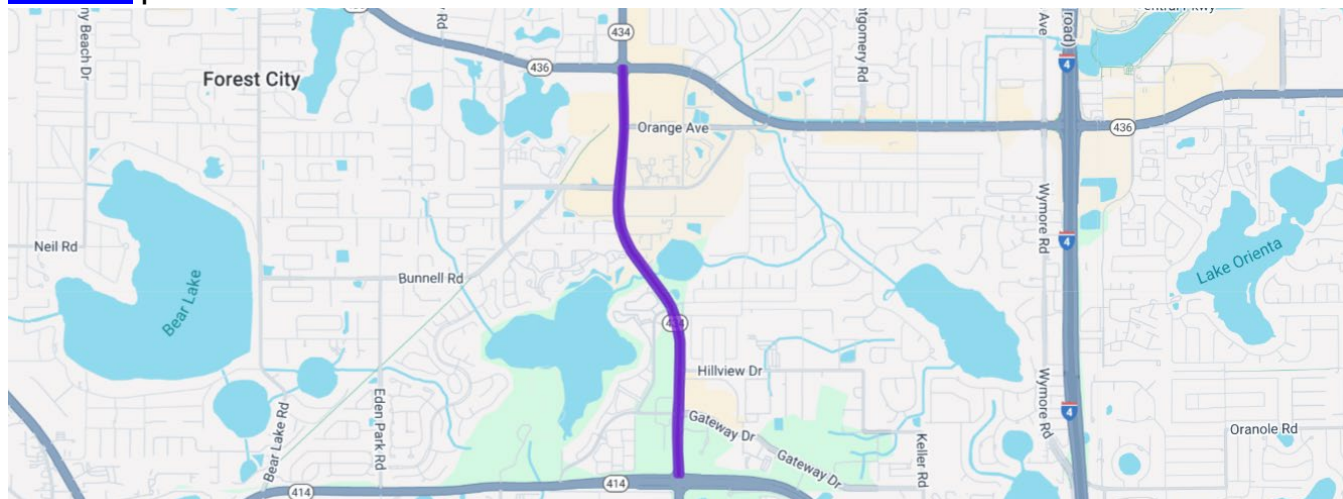
OSCEOLA COUNTY RECENTLY COMPLETED PROJECTS:

None to report.

Seminole County

SEMINOLE COUNTY UPCOMING PROJECTS:

450576-1 | S.R. 434 from S.R. 414/Maitland Boulevard to S.R. 436



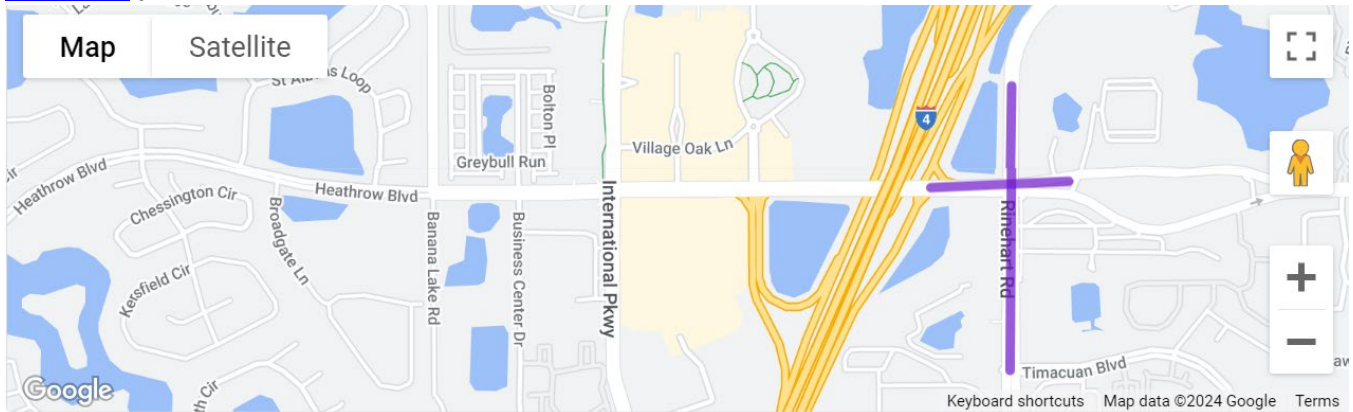
- Contract: E56F2
- Contractor: Jr. Davis Construction Company, Inc.
- Construction Cost: \$6.9 million
- Project Start: July 2025
- Estimated Completion: Early 2025

- **Description:** The purpose of this project is to resurface a segment of State Road (S.R.) 434 from S.R. 414 (Maitland Boulevard) to S.R. 436 to maintain the roadway. The project will also include new signing and pavement markings and upgrading some pedestrian curb ramps as needed to comply with current Americans with Disabilities Act (ADA) standards.

Update: The preconstruction meeting was scheduled for July 8.

SEMINOLE COUNTY CURRENT PROJECTS:

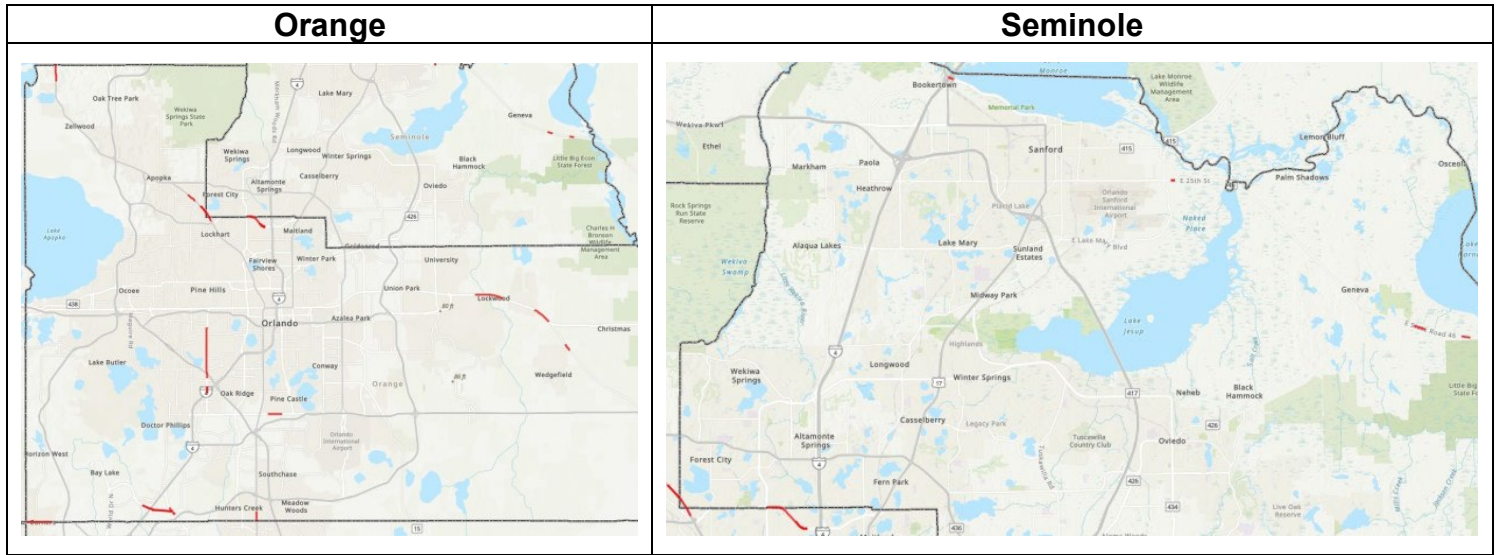
242592-6 | C.R. 46A and Rinehart Road Intersection



- **Contract:** E57B3
- **Contractor:** Atlantic Civil Constructors Corporation
- **Construction Cost:** \$9.8 million
- **Project Start:** October 2023
- **Estimated Completion:** Summer 2025
- **Description:** The purpose of the County Road (C.R.) 46A (H.E. Thomas Parkway) and Rinehart Road intersection improvement project is to increase traffic efficiency while reducing congestion onto the Interstate 4 (I-4) and C.R. 46A interchange. The proposed enhancements will increase capacity at the intersection by modifying select existing turn lanes and adding new turn lanes. Construction began in the fall of 2023 and is anticipated to reach completion in 2025. For the most up-to-date project information, please visit: [C.R. 46A and Rinehart Road intersection project](#).

Update: Crews will address any outstanding issues and accept the project. The contractor anticipates completion of this project in late July.

452229-1 | SWRS - Districtwide Rumble Stripes Bundle 5A



- Contract: T5826
- Contractor: McShea Contracting, LLC
- Project Cost: \$2.5 million
- Project Start: January 2025
- Estimated Completion: Summer 2025
- **Description:** The purpose of this project is to enhance safety along select segments of state roadways in Brevard, Orange, and Seminole counties by installing rumble striping along the center and outside travel lane lines. The rumble stripes help to alert drivers if the vehicle moves outside the travel lane by creating vibration and noise. The roadways to be included will have speed limits of 50 mph or greater with flush shoulders, and which do not already have auditory or vibratory pavement markings. Roadways included are:

Brevard County

- U.S. 1:
 - From south of East University Boulevard to the Indian River County line
 - From south of Cheney Highway (S.R. 50) to Miller Cove Road
 - From south of Cuyler Street to south of Oak Grove Road
- S.R. A1A:
 - A 2,000-foot-long section east of the S.R. 401 interchange
 - From Coconut Point Park to Sebastian Inlet North
- S.R. 405:
 - From north of Foley Road to east of Angela Lane
- S.R. 520:
 - From west of I-95 to east of S.R. A1A
- S.R. 524:
 - From north of S.R. 520 to London Boulevard

Orange County

- S.R. 500/U.S. 441:

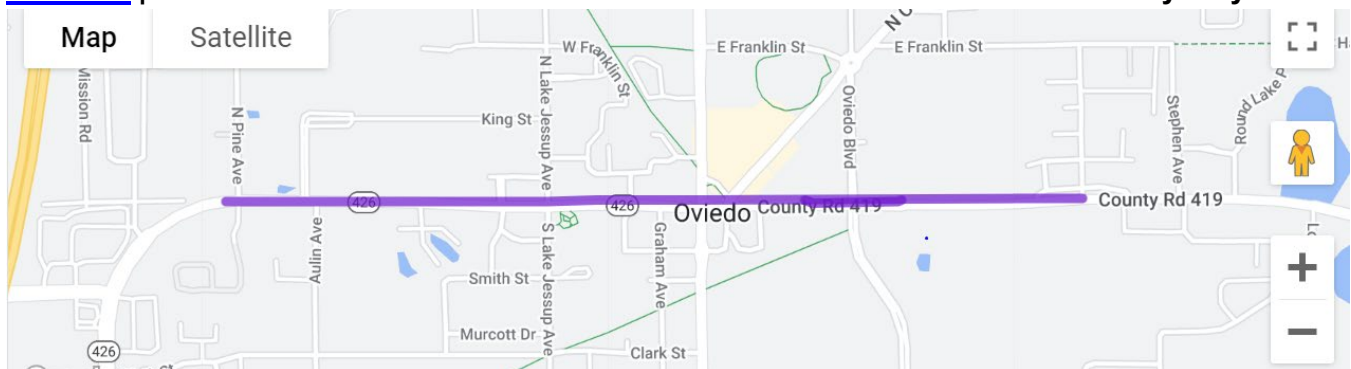
- From the Orange County line to north of Maitland Boulevard (S.R. 414)
- From south of Hunters Creek Boulevard to the Osceola County line
- S.R. 414:
 - From Forest City Road (S.R. 434) to the I-4 Interchange
- S.R. 50:
 - From east of North Avalon Park Boulevard to the S.R. 520 Interchange
- S.R. 520:
 - From Macon Parkway to Maxim Parkway
- S.R. 435:
 - From north of Westgate Drive to the I-4 Interchange
- S.R. 482:
 - From west of Horizon Park Drive to west of Sunport Drive
- S.R. 530:
 - From the Osceola County line to west of S.R. 429
- S.R. 536:
 - From west of the I-4 Interchange to Apopka-Vineland Road
- S.R. 435:
 - From south of Lake Bryan Beach Boulevard to International Drive South

Seminole County

- S.R. 46:
 - From east of East Lake Mary Boulevard to east of Rest Haven Road
- S.R. 500/U.S. 441:
 - From east of the Orange County line to Palm Avenue
- S.R. 15/600:
 - From the I-4 Interchange to Monroe Road

Update: Final acceptance is currently pending; expected to be received on July 8.

415030-6 | Oviedo Ultimate S.R. 426/C.R. 419 from Pine Avenue to Adeline B. Tinsley Way

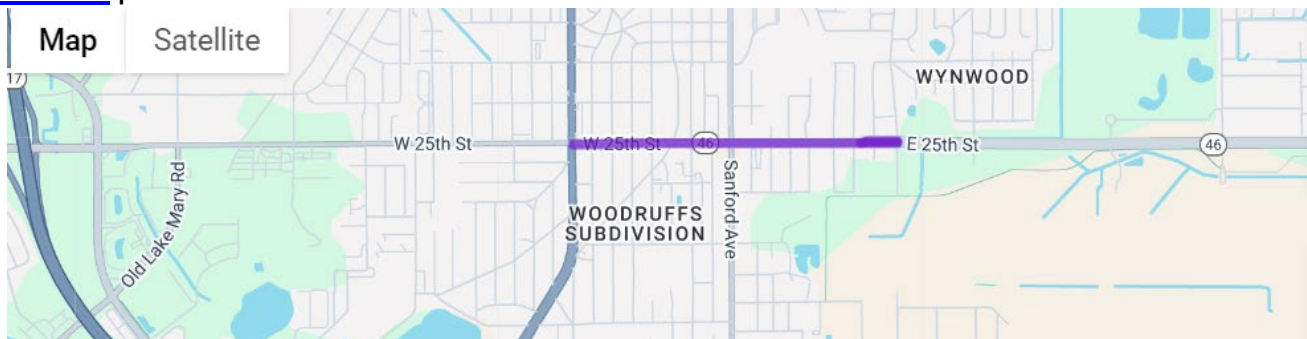


- Contract: T5736
- Contractor: Masci General Contractors, Inc.
- Construction Cost: \$21 million
- Project Start: January 2022
- Estimated Completion: Summer 2025

- **Description:** The proposed improvements to State Road 426/County Road 419 begin at Pine Avenue and extend east to Adeline B. Tinsley Way for 1.4 miles. The proposed improvements include widening the two-lane roadway to a four-lane divided urban roadway. It will consist of two travel lanes in each direction, separated by a 22-foot-wide raised grassed median, bike lanes, and sidewalks on both sides. This project will also include improvements to Lake Jessup Avenue and Oviedo Boulevard. Improvements to stormwater ponds for drainage and flood control are included in this project, as well. In addition, a pedestrian hybrid beacon (PHB) is being installed at Oviedo High School to aid students in crossing S.R. 426. This PHB will stop traffic in both directions when activated and has been proven to reduce pedestrian crashes by 55% and reduce serious injury and fatal crashes by 15%.

Update: The contractor performed minor asphalt repairs on westbound S.R. 426, in addition to completing final punch list items such as a final mowing and litter pickup cycle. Final acceptance is pending and is likely to be received in mid-July.

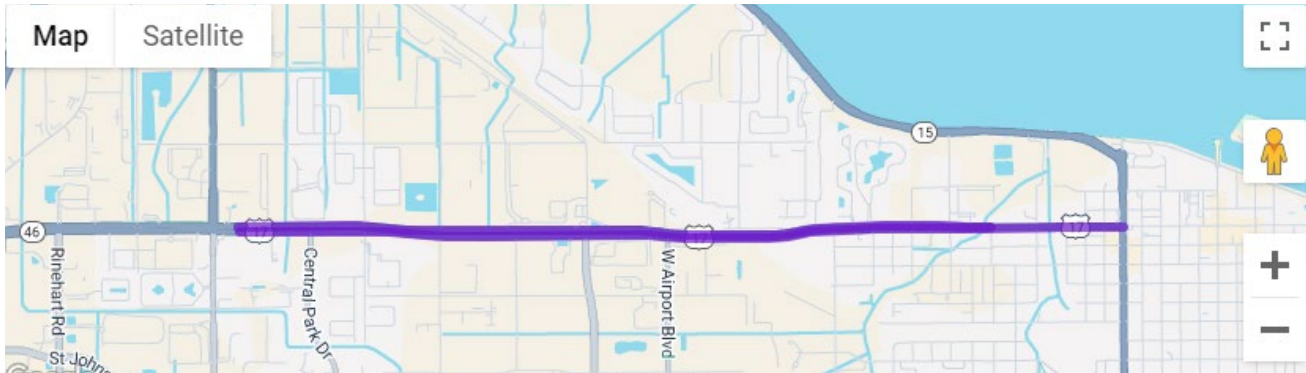
445316-1 | S.R. 46 from U.S. 17-92 to Mellonville Avenue



- Contract: E57B2
- Contractor: Masci General Contractors, Inc.
- Project Cost: \$5.7 million
- Project Start: September 2024
- Estimated Completion: Fall 2025
- **Description:** This project will improve safety and operations along State Road (S.R.) 46 from French Avenue (U.S. 17-92) to Mellonville Avenue in Sanford. The project proposes widening the sidewalk on the westbound side of S.R. 46 to 10 feet to enhance pedestrian mobility and accommodate bicycles. The sidewalk on the eastbound side of S.R. 46 will remain. The wider sidewalk is possible by changing the travel lane widths. The proposed widths are 11 feet for the outside lanes and 10 feet for inside lanes. A 6-foot-wide bicycle lane will also be added along eastbound S.R. 46, creating connectivity to the existing bicycle lane on Mellonville Avenue. To enhance safety, sections of raised, grassed or landscaped medians are included. The medians enhance safety by reducing the possibility of left turn and angle crashes at intersections.

Update: All project work has been completed, with only minor punch list items remaining. A final walkthrough of the project corridor is scheduled for Friday, July 11, with final acceptance anticipated in mid-July.

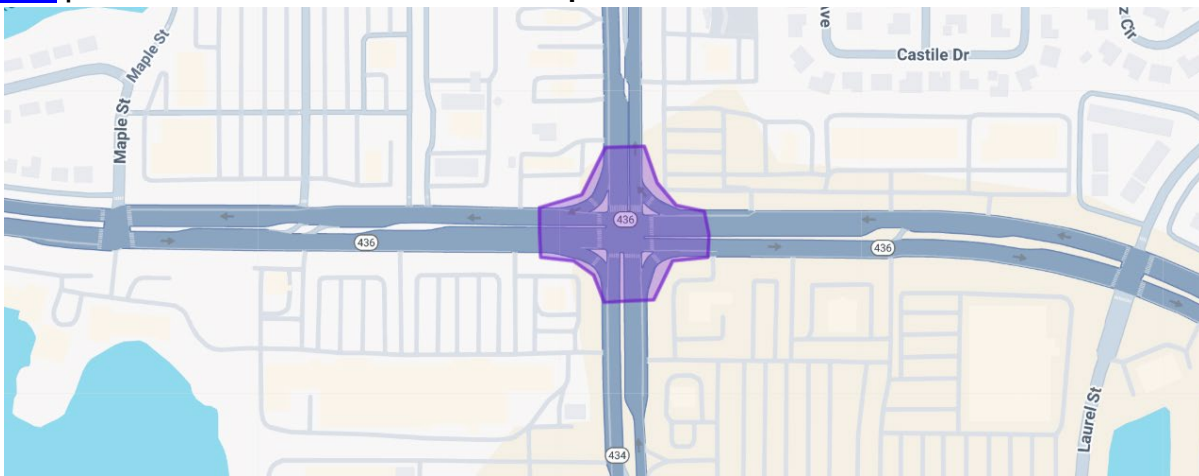
[447103-1](#) | S.R. 46 from east of Monroe Road/Upsala Road to French Avenue



- Contract: T5824
- Contractor: Masci General Contractors, Inc.
- Project Cost: \$16.7 million
- Project Start: September 2024
- Estimated Completion: Spring 2026
- **Description:** The Florida Department of Transportation (FDOT) will resurface State Road (S.R.) 46 from east of Monroe Road/ Upsala Road (County Road 15) to French Avenue (U.S. 17-92). In addition to resurfacing the roadway, the project recommends replacing the existing center two-way left turn with a raised median to enhance safety and help encourage slower driving speeds. Safety improvements will be made to pedestrian and transit facilities. Curb ramps will be reconstructed to current ADA criteria and new sidewalk will be constructed to fill gaps, providing a continuous route through the project limits. Some on-street parking will be eliminated to provide 7-foot-wide buffered bicycle lanes. New midblock crossings, along with new sidewalk to fill gaps and upgraded pedestrian curb ramps, are also planned. Existing lighting will be retrofitted to current criteria at three intersections: Central Park Dr/Old England Loop, Martin Luther King Jr. Boulevard/Rand Yard Road, and Airport Boulevard/West First Street. Obsolete driveways are to be removed to improve pedestrian mobility.

Update: The contractor is continuing friction course paving on the outside lanes and shoulders in both directions. Final sign installation, grading, sod placement, and other restorative activities remain in progress. Additionally, thermoplastic striping east of the bridge is ongoing. In July, the contractor will be performing drill shaft work for a new mast arm at Persimmon Avenue.

[447411-1](#) | S.R. 436 at S.R. 434 Intersection Improvement

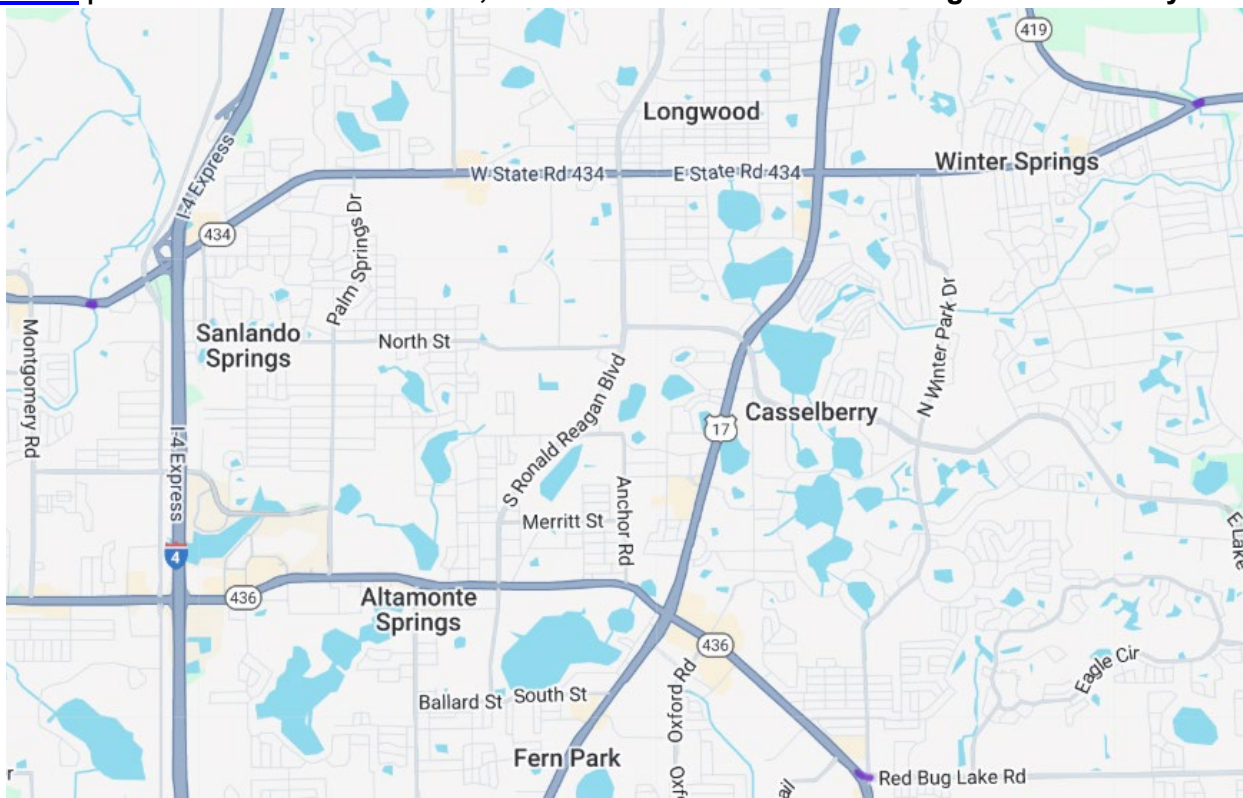


- Contract: E51F5

- Contractor: Alexander Design + Build, LLC
- Project Cost: \$2.7 million
- Project Start: November 2024
- Estimated Completion: Summer 2025
- **Description:** The purpose of the project is to construct operational and safety improvements at the intersection of State Road (S.R.) 436 and S.R. 434. This project plans to reconstruct and upgrade the existing traffic signal, including new mast arm signal poles. The project also proposes removing the free flow right turn lanes and bringing all turning movements under signal control. Pedestrian crosswalk and signal upgrades, as well as turn lane widening are included.

Update: The contractor has completed concrete demolition on the existing northeast pedestrian island in preparation for the installation of the new traffic signal and pedestrian landing. The drilled shafts have also been installed at both the northwest and northeast corners of the intersection.

[449845-1](#) | S.R. 419 Gee Creek Culvert, S.R. 434 Little Wekiva River Bridge & S.R. 436 Flyover



- Contract: E53F7
- Contractor: Bridge Masters Construction, LLC
- Construction Cost: \$925,000
- Project Start: March 2025
- Estimated Completion: Summer 2025
- **Description:** The purpose of this project is to rehabilitate and maintain three bridges. The first bridge is a culvert on State Road (S.R.) 419 above Gee Creek. At this location, the culvert will be cleaned and repaired. Another protective layer of concrete will be sprayed onto the culvert as a preventative measure. The second bridge is on S.R. 434 over the Little Wekiva River. Multiple repairs will occur at this location, including waterproofing the bridge deck to protect it from cracking. Finally, joint seal replacements are planned for the flyover spanning S.R. 436 to Red Bug Lake Road.

Update: Shotcrete application at the Gee Creek culvert is ongoing, with completion projected for mid to late July, pending favorable weather conditions. The contractor has finished applying the epoxy coating to S.R. 434 bridge deck, in addition to completing their work on the S.R. 436 flyover.

RECENTLY COMPLETED:

None to report.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Orange, Osceola, and Seminole Counties Project Status Update as of August 5, 2025

The following is a brief status update on major FDOT road construction projects in Orange, Osceola, and Seminole counties as of August 5th. The next cutoff date is September 5, 2025. Information is also available on www.cflroads.com. For questions, please contact Jonathan Scarfe at 386-943-5791 or via email at D5-MPOLiaisons@dot.state.fl.us.

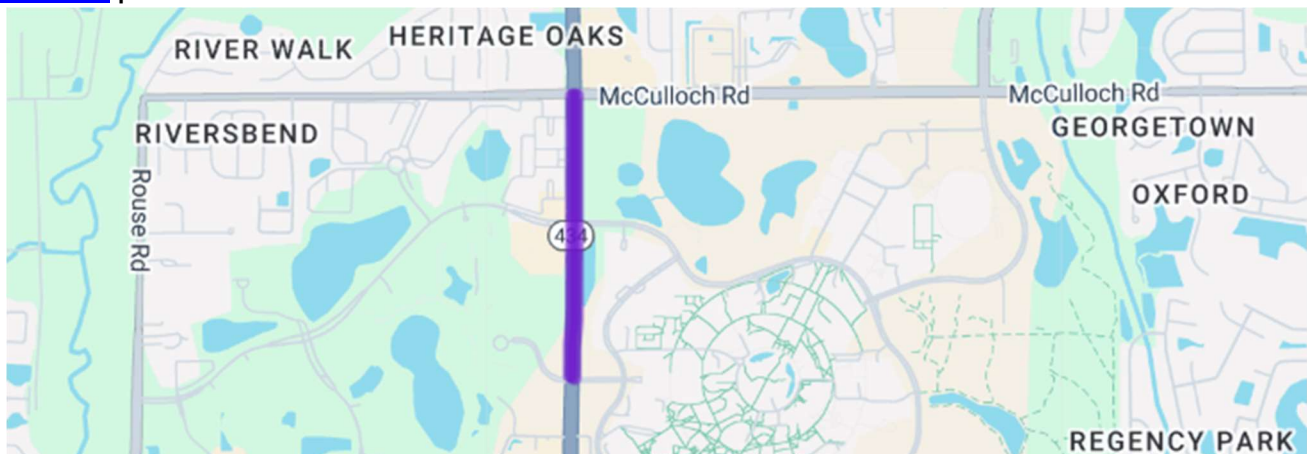
ORANGE COUNTY

ORANGE COUNTY UPCOMING PROJECTS:

None to report.

ORANGE COUNTY CURRENT PROJECTS:

[448799-1](#) | S.R. 434 from Centaurus Boulevard to McCulloch Road



- Contract: T5846
- Contractor: American Design Engineering Construction, Inc.
- Construction Cost: \$1.4 million
- Project Start: June 2025
- Estimated Completion: Summer 2025
- **Description:** The purpose of this project is to resurface Alafaya Trail (State Road (S.R.) 434) from Centaurus Boulevard to McCulloch Road (Seminole County line).

Update: The contractor has completed milling and resurfacing along the corridor and is currently focusing on electrical and signal loop work.

[447610-1](#) | U.S. 441 from Wadsworth Road to Lake County Line



- Contract: T5838
- Contractor: Masci General Contractors, Inc.
- Construction Cost: \$7.7 million
- Project Start: April 2025
- Estimated Completion: Late 2025
- **Description:** The purpose of this project is to implement operational and safety enhancements along U.S. 441 from Wadsworth Road to the Lake County line, between the cities of Apopka and Mount Dora. The project plans to resurface this segment of U.S. 441 to extend the life of the existing roadway. To enhance safety, the project includes modifications at the intersection of U.S. 441 and County Road (C.R.) 500A, which involves removing the left turn from eastbound C.R. 500A to northbound U.S. 441 and realigning the left turn from northbound U.S. 441 to westbound C.R. 500A. Pedestrian improvements are also planned at the Stoneybrook Hills Parkway intersection, including new crosswalks and pedestrian signals, as well as enhanced lighting.

Update: The contractor has officially shifted to Phase II of construction, updating the MOT configuration as they work to bring the roadway into its intended alignment. Work continues on median widening, drainage installation, and right turn lane widening.

[437575-1](#) | Orange Blossom Trail Phase 2A from 30th Street to Gore Street

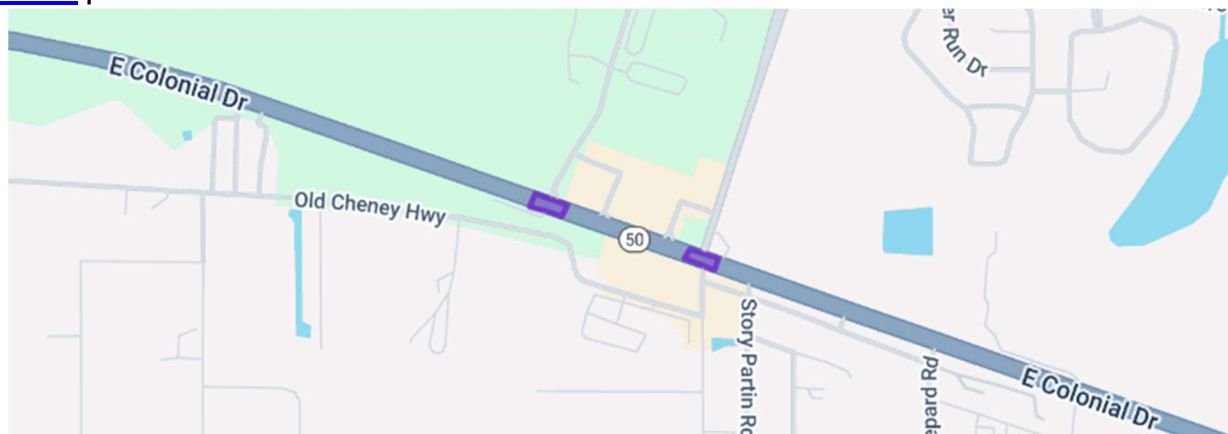


- Contract: T5804
- Contractor: Chinchor Electric, Inc.
- Construction Cost: \$2.3 million
- Project Start: January 2025

- Estimated Completion: Summer 2025
- **Description:** This project aims to construct new mast-arm signals at Michigan Street. Curb ramps and pedestrian poles will also be upgraded to meet the Americans with Disability Act (ADA) criteria.

Update: The contractor is finalizing punch list items and signal work.

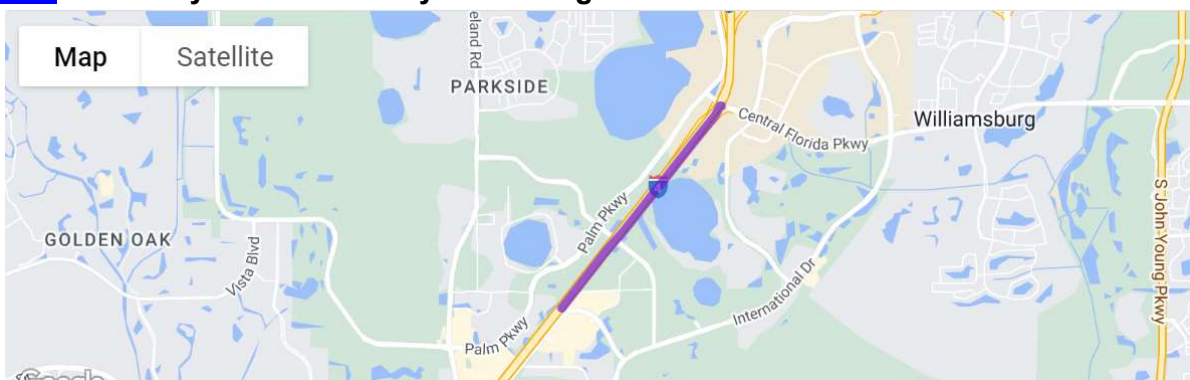
[452932-1](#) | S.R. 50 at Corner School Drive and Chuluota Road



- Contract: E52F4
- Contractor: Garcia Civil Contractors
- Project Cost: \$1.6 million
- Project Start: January 2025
- Estimated Completion: Summer 2025
- **Description:** The project incorporates safety improvements at the intersections of Corner School Drive and Chuluota Road with Colonial Drive (State Road (S.R.) 50) in east Orange County. Proposed improvements include installing a new signal at the intersection of Corner School Drive and Colonial Drive and adding new pedestrian signals and crosswalks. At the intersection of Chuluota Road and Colonial Drive, new crosswalks and pedestrian signals will be added to the existing signal. New accessible ramps will be constructed at both intersections and intersection lighting will be included.

Update: The contractor has erected the mast arms for the new traffic signals at Corner School Drive and continues to perform sidewalk construction and asphalt paving work along the corridor.

[441113-1](#) | I-4 at Daryl Carter Parkway Interchange

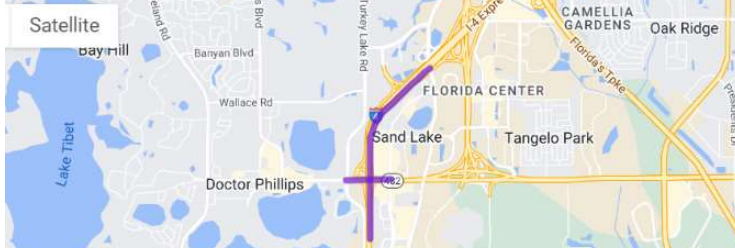
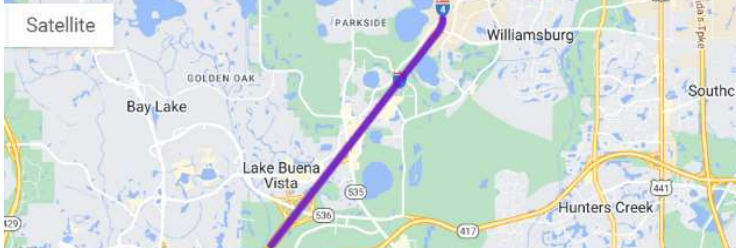


- Contract T5724
- Contractor: Superior Construction Company Southeast, LLC
- Project Cost: \$83 million
- Project Start: November 2022

- Estimated Completion: Summer 2025
- **Description:** This project will convert the Daryl Carter Parkway overpass, between Central Florida Parkway and State Road 535, into a diverging diamond interchange. The interchange will give motorists an alternative route to reach retailers and restaurants in the Lake Buena Vista area. Three new ramps connecting Interstate 4 (I-4) to Daryl Carter Parkway will be built: exit ramps from both directions of I-4 to Daryl Carter Parkway and an entrance ramp to eastbound I-4. The project includes drainage improvements for Big Sand Lake, project 441113-3.

Update: Crews opened the ramps to Daryl Carter Parkway on July 19, transforming the overpass into a diverging diamond interchange (DDI). Crews are conducting project-wide cleanup and punch list items and anticipate having all project items complete in August.

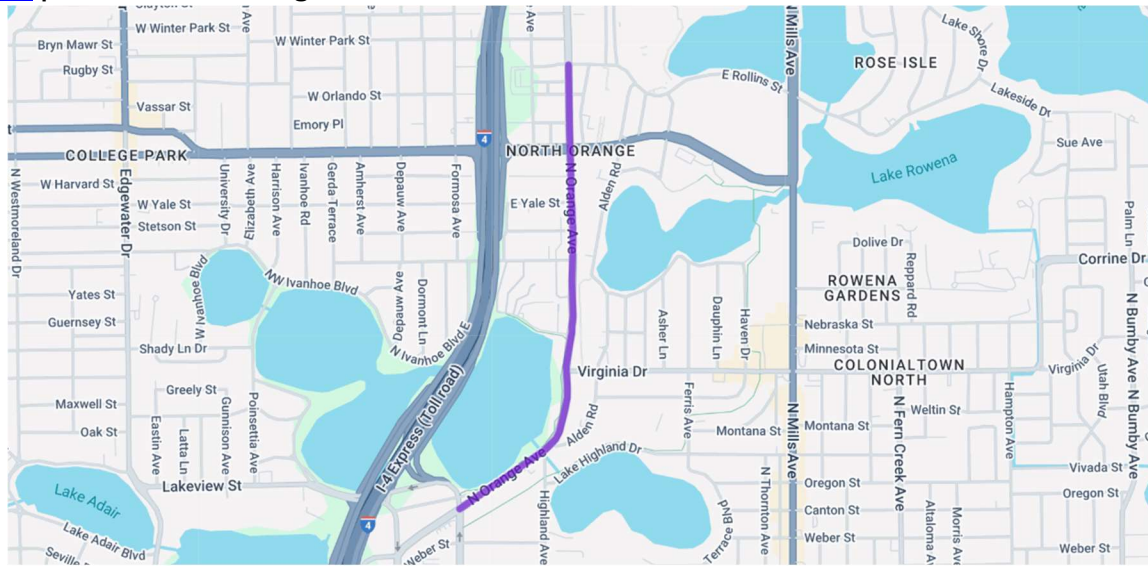
[444315-1](#) & [444315-3](#) | I-4 at Sand Lake Road Interchange

444315-1	444315-3
	
<p>Description: This project will convert the Sand Lake Road and I-4 interchange into a diverging diamond interchange. The Diverging Diamond Interchange (DDI) is a type of interchange in which the two directions of traffic at an interchange cross to the opposite side of the road on both sides of the bridge. A DDI eliminates several traffic conflict points by moving drivers to the side of the road where they can turn left without having to cross in front of oncoming traffic. These improvements will help to accommodate future projected traffic demand and improve driver safety and efficiency.</p> <p>For the most up-to-date information and status on this project log onto https://i4beyond.com/project-designs/sand-lake-road-interchange-improvements/</p> <p>Click on the link to learn more about using a Diverging Diamond Interchange: Diverging Diamond Interchange (DDI) Video.</p>	<p>Description: The project will construct a single buffer separated express lane on I-4 in the westbound direction from west of State Road (S.R.) 528 to west of Central Florida Parkway. The project will also add the final striping, friction course and tubular markers for the full length of the single buffer express lane on I-4 in the westbound direction from west of S.R. 528 to west of S.R. 536</p> <p>For the most up-to-date information and status on this project log onto https://i4beyond.com/project-designs/sand-lake-road-interchange-improvements/</p>

- Contract E59A6
- Contractor: Lane Construction Corp.
- Project Cost: \$218 million
- Project Start: April 2023
- Estimated Completion: Late 2027

Update: The project has been extended to December 2027. Crews completed the shift to the new westbound I-4 lanes on July 31. Work on the aesthetic pylon and MSE walls continues. The complete I-4 and Sand Lake Road interchange will be closed for bridge demolition of the former westbound I-4 bridge over Sand Lake Road from August 3 to 27, Sunday through Friday nights, from 10 p.m. to 5 a.m.

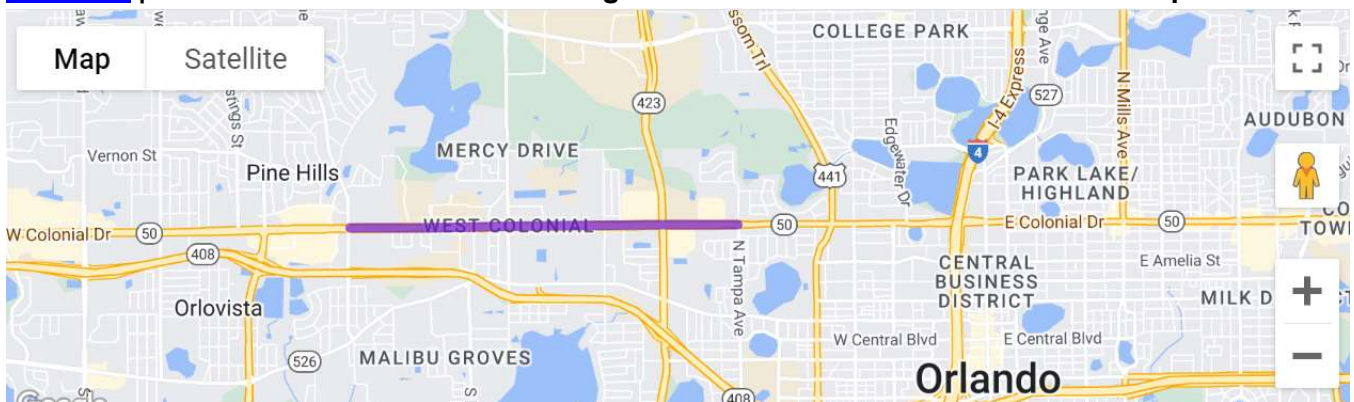
[445220-1](#) | S.R. 527 from Magnolia Avenue to north of Rollins Street



- Contract: E50F4
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$4 million
- Project Start: January 2025
- Estimated Completion: Fall 2025
- **Description:** The purpose of the project is to make safety and operational improvements along North Orange Avenue (State Road (S.R.) 527) from Magnolia Avenue to Rollins Street in Orlando. The project plans to reconfigure the roadway to include a single travel lane in each direction and use the existing outside travel lanes for additional on-street parking. In some areas, the curb line will be extended, and in other areas floating islands will be built to help define the on-street parking and help to encourage safer driving speeds along the corridor. Pedestrian safety improvements are also planned. Additionally, the roadway will be repaved to extend the service life of the existing roadway. Drainage modifications and upgraded pedestrian curb ramps to comply with current Americans with Disabilities Act (ADA) standards are also planned.

Update: The contractor has completed Phase One and transitioned into Phase Two, which includes work on North Ivanhoe Boulevard. This phase began Monday, July 21, and is expected to continue through Friday, Aug. 16 for drainage and utility work.

[445694-1](#) | Colonial Drive/Martin Luther King Boulevard from Pine Hills Road to Tampa Avenue



- Contract T5798

- Contractor: Watson Civil Construction, Inc.
- Project Cost: \$15 million
- Project Start: April 2024
- Estimated Completion: Fall 2025
- **Description:** This Florida Department of Transportation (FDOT) project is intended to enhance safety and operations along the corridor of Colonial Drive (State Road (S.R.) 50) between Pine Hills Road and Tampa Avenue. The project will improve crosswalk conditions and install new signal improvements. Additionally, the project will modify several existing median openings along the corridor to improve safety and operations.

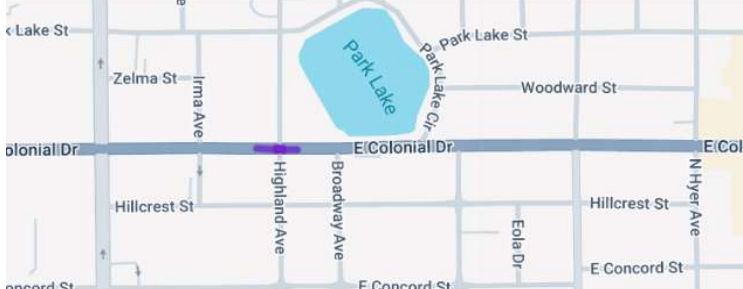
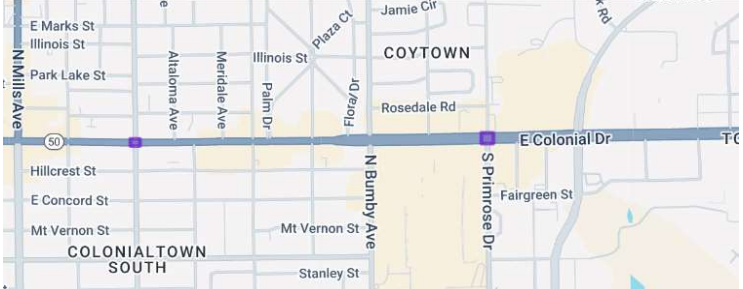
Update: The contractor is continuing work on milling and resurfacing, striping, and signage.

447090-1 | S.R. 15 from Devonshire Lane to Lake Underhill Road



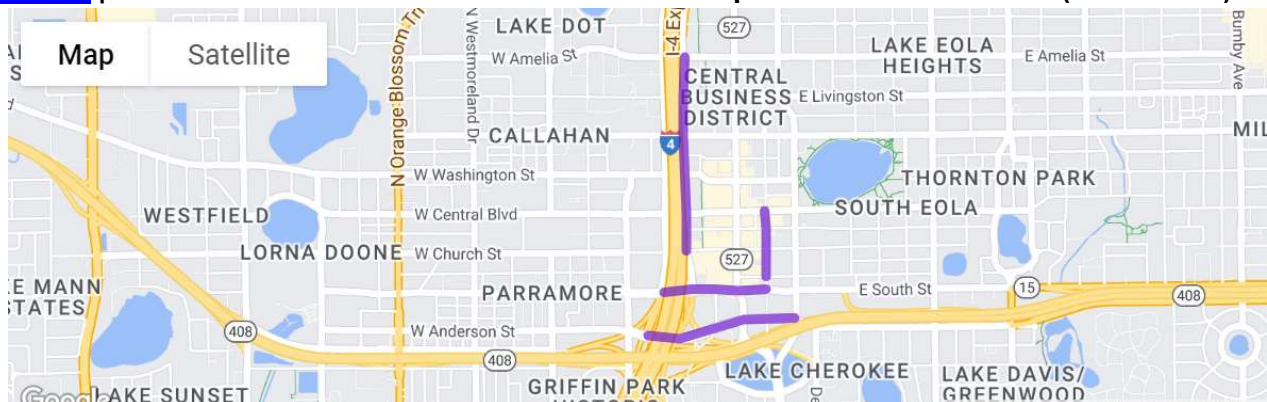
- Contract: E57B8
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$4 million
- Project Start: November 2024
- Estimated Completion: Summer 2025
- **Description:** The goal of this project is to provide improvements along Conway Road (State Road (S.R.) 15) from Devonshire Lane to Lake Underhill Road in Orlando. In addition to resurfacing the travel lanes, the project includes safety enhancements such as a separate bicycle lane and medians in certain locations to help reduce left-turn and angle crashes.

Update: The contractor is working on final striping, signage, and punch list items.

447607-1 S.R. 50 at Highland Avenue	447717-1 S.R. 50 at North Fern Creek Avenue and Primrose Drive
	
<ul style="list-style-type: none"> Description: The project will reconstruct the existing traffic signal at the intersection of East Colonial Drive (State Road 50) and Highland Avenue with upgraded signal poles and signal heads. The project also proposes reconstructing and extending the curb on all four corners to help define the on-street parking and reduce pedestrian crossing distances at the intersection. The curb reconstruction also includes modifications to more easily accommodate large vehicles making turns onto Highland Avenue. Other safety improvements include reconstructing the sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing sidewalk connections to bus pads. Necessary drainage modifications are also planned. Goes with 447717-1. 	<ul style="list-style-type: none"> Description: This project will reconstruct the existing traffic signals at the intersections of Colonial Drive (State Road (S.R.) 50) and North Fern Creek Avenue and Colonial Drive at Primrose Drive with upgraded signal poles and signal heads. Pedestrian safety improvements include reconstructing the curbs on all four corners, reconstructing sidewalk curb ramps in accordance with current Americans with Disabilities Act (ADA) standards, upgrading pedestrian signals, and constructing a new bus pad at Primrose Drive. Goes with 447607-1.

- Contract T5817
 - Contractor: Chinchor Electric, Inc.
 - Combined Project Cost: \$5 million
 - Project Start: November 2024
 - Estimated Completion: Summer 2025
- Update:** The contractor is installing curb and sidewalk, pads, conduit, and signal cable.

[447807-1](#) | Smart Orlando Downtown Advance Traffic Operations Performance (SODA TOP)

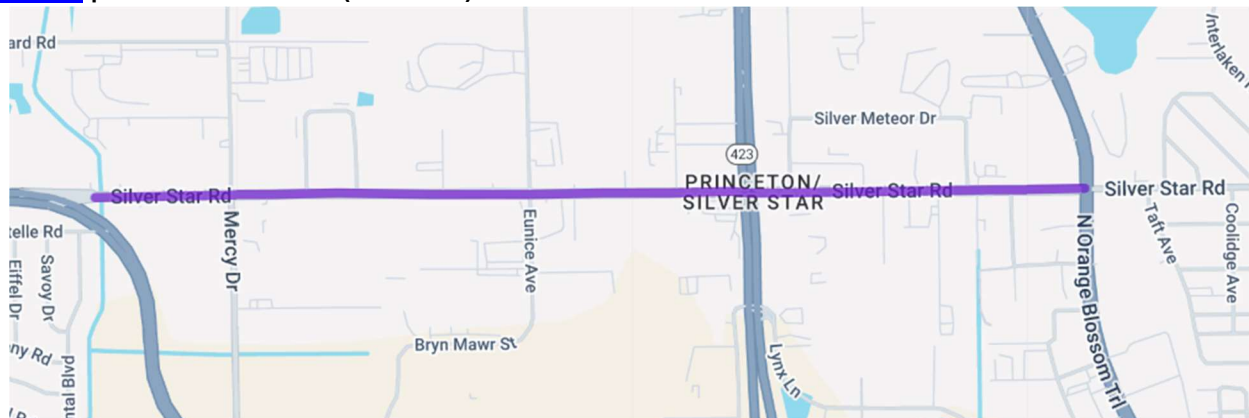


- Contract E59A5
- Contractor: Sice, Inc.

- Project Cost: \$974,000
- Project Start: June 2022
- Estimated Completion: Fall 2025
- **Description:** This is a design-build Intelligent Transportation Systems (ITS) project to install hardware and software to provide Transit Signal Priority (TSP) operation for signalized intersections and LYNX Buses in Orange County.

Update: The South Street reconfiguration is awaiting completion confirmation from the City of Orlando, but is open to the public.

[448801-1](#) | Silver Star Road (S.R. 416) from S.R. 438 to U.S. 441

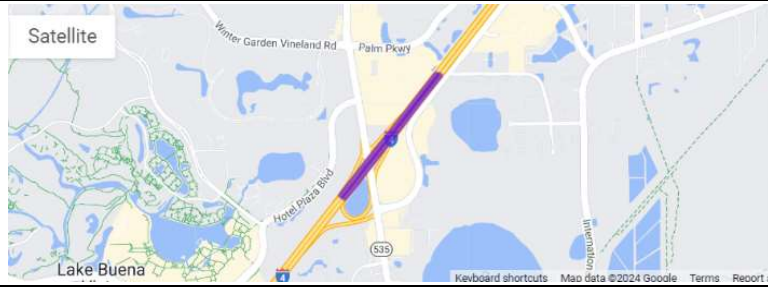


- Contract E53F6
- Contractor: Jr. Davis Construction Co., Inc.
- Construction Cost: \$4.9 million
- Project Start: December 2024
- Estimated Completion: Fall 2025
- **Description:** This project intends to implement operational and safety improvements along Silver Star Road (State Road (S.R.) 416) from Princeton Street (S.R. 438) to Orange Blossom Trail (U.S. 441). In addition to repaving the roadway, the project will install a raised traffic separator along Silver Star Road east of the John Young Parkway (S.R. 423) intersection, as well as channelizing islands at the Hansrob Road and the Wawa driveway, which will restrict left turns onto Silver Star Road at these locations. Traffic signal and pedestrian signal upgrades at Princeton Street, Eunice Avenue, and Mercy Drive are also proposed. Pedestrian and bicycle safety improvements along the project corridor are also planned. These include constructing a new crosswalk on Silver Star Road near Princeton Street (S.R. 438), filling in sidewalk gaps and improving bicycle connectivity along the paved shoulders where possible, providing bus stops, and reconstructing curb ramps to meet current Americans with Disabilities Act (ADA) standards. Lighting improvements are proposed at the signalized crosswalks at Princeton Street, Eunice Avenue, and Mercy Drive, as well as new signing and pavement marking features.

Update: The contractor is continuing to work on milling and paving operations, sodding, sidewalk, and ADA and safety enhancements. The contractor is also working on signalization and installing permanent signs.

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

448914-1



Description: This project will partially reconstruct the Interstate 4 (I-4) and Apopka-Vineland Road (State Road (S.R.) 535) interchange to enhance safety and improve access to and from westbound I4.

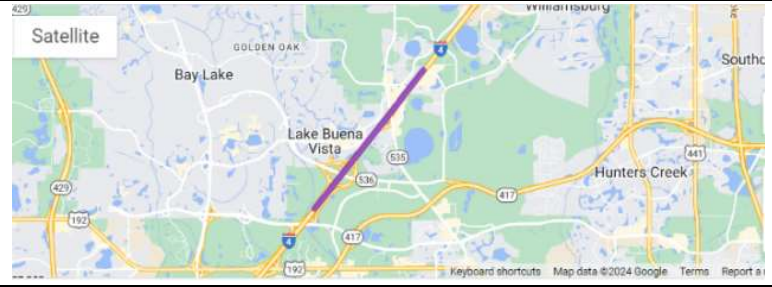
Planned improvements include:

- Constructing a new loop ramp from northbound Apopka-Vineland Road to westbound I4. The ramp will enhance safety and mobility by eliminating the need for motorists to turn left across traffic.
- Realigning the westbound I4 entrance ramp from southbound Apopka-Vineland Road, improving traffic flow and giving motorists more time to merge onto I4.
- Lengthening the westbound I4 exit ramp to Apopka-Vineland Road to reduce backups onto the I4 mainline.
- Milling and resurfacing Apopka-Vineland Road and extending storage for left- and right-turn lanes.

This project will be constructed in conjunction with FPID 449771-1.

Please visit to www.i4beyond.com/project-designs/interim-improvements-to-i-4-and-county-road-c-r-532-in-osceola-county/

449771-1



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

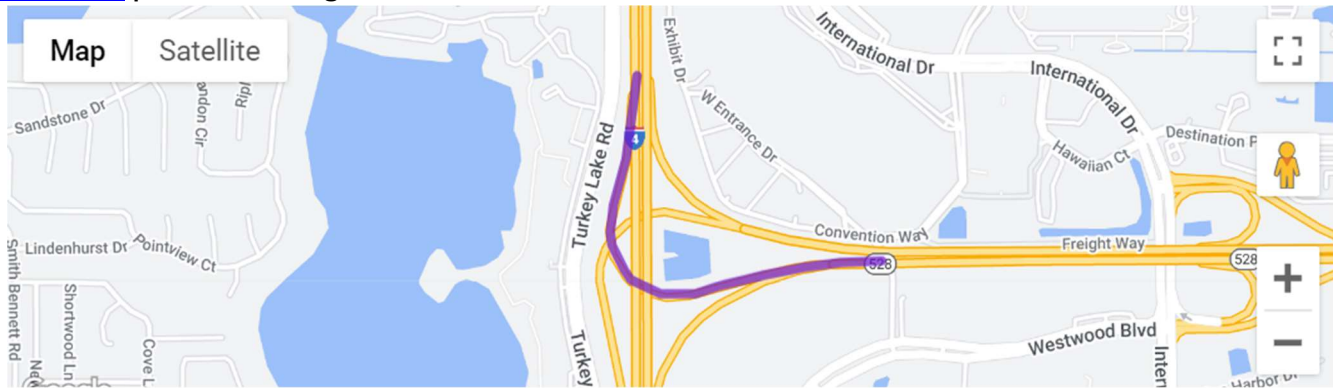
This project will be constructed in conjunction with FPID 448914-1.

To learn more, please visit to www.i4beyond.com/public-meeting/i4-at-apopka-vineland-road-s-r-535-interchange-public-meeting/.

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

Update: The project has been extended until 2028. Crews will continue pile driving near the interchange and shifted to the new westbound I-4 exit ramp to S.R. 535 by Aug. 10.

[448915-1](#) | I-4 Interchange at S.R. 528

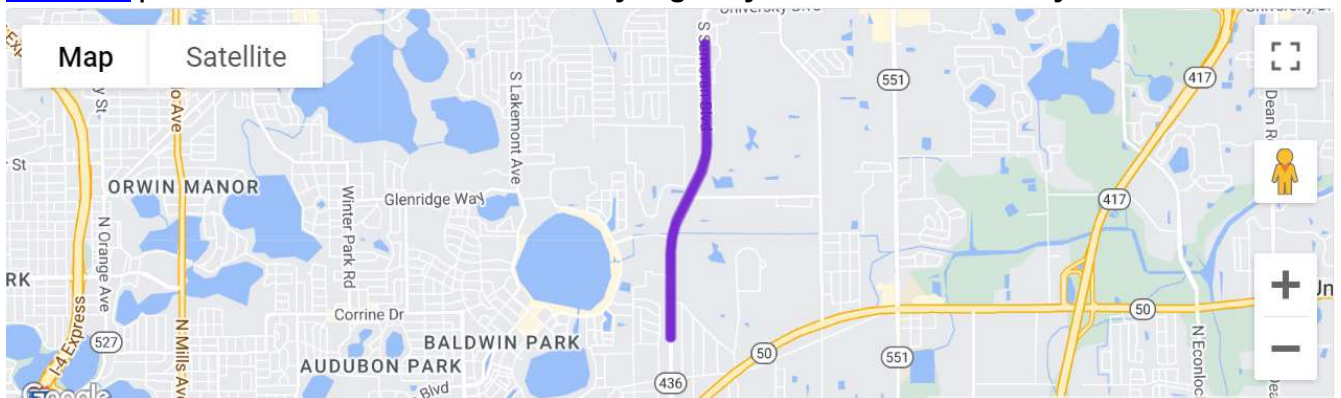


- Contract E58B1
- Contractor: Adaptive Consulting Engineers
- Project Cost: \$20 million
- Project Start: January 2024
- Estimated Completion: Early 2026
- **Description:** The purpose of this project is to add capacity to the I-4 westbound on-ramp to eastbound State Road 528 (the Beachline Expressway) by widening the ramp from one to two lanes.

Update: Crews are removing barrier walls and demolishing the old left lane and westbound exit ramp to S.R. 528 while traffic utilizes the new right lane and westbound exit ramp. Crews completed a deck pour on July 30 as they continue to work on widening the ramp. There are no more planned overnight full closures that require detours on this project.

ORANGE COUNTY RECENTLY COMPLETED PROJECTS:

[445303-1](#) | S.R. 436 from north of Old Cheney Highway to south of University Park Drive



- Contract E57B5
- Contractor: Ranger Construction Industries, Inc.
- Construction Cost: \$11 million
- Project Start: November 2023
- Estimated Completion: Complete
- **Description:** This project plans to construct improvements along State Road (S.R.) 436, north of Old Cheney Highway to north of University Park Drive in Orlando. This project will repave the roadway and implement strategies to increase safety for all users along the project corridor. Safety improvements include speed management enhancements such as lane width reduction, a barrier curb, right turn lane elimination, driveway modifications, and traffic-calming

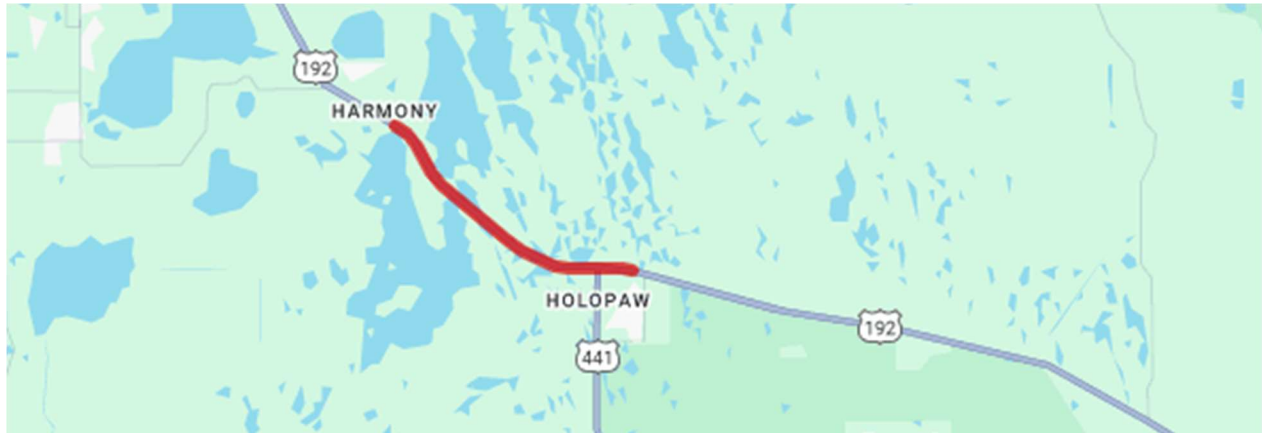
landscaping. The project will also focus on cyclist safety with separate and designated bicycle facilities and particular emphasis on pavement markings. A midblock crossing with a Pedestrian Hybrid Beacon (PHB) will also be installed at University Park Drive.

Update: The project received final acceptance on 8/1.

OSCEOLA COUNTY

OSCEOLA COUNTY UPCOMING PROJECTS:

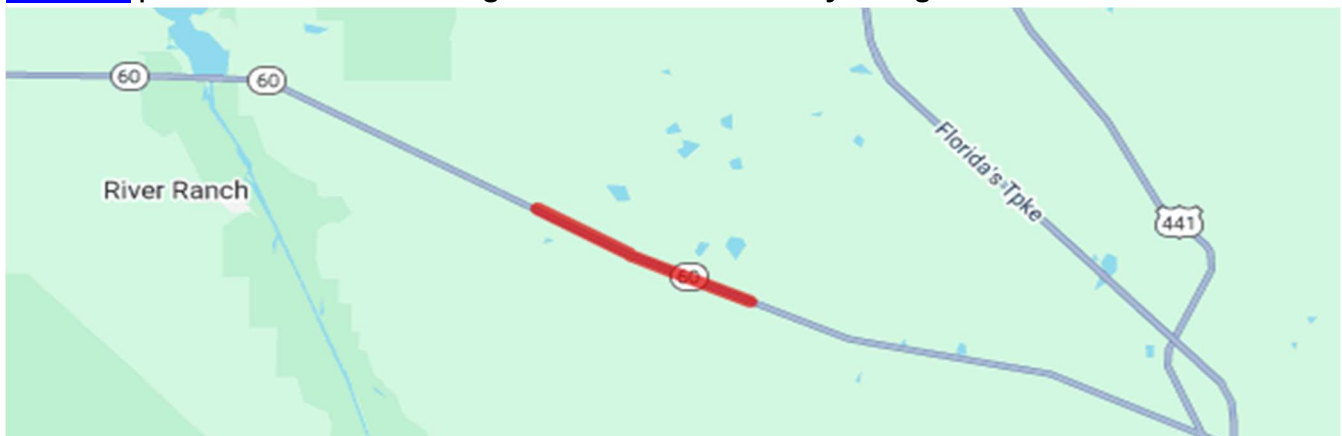
[453058-1](#) | U.S. 192 from E of Harmony Square Drive to Nova Avenue



- Contract E56F7
- Contractor: Middlesex Paving, LLC
- Project Cost: \$6.6 million
- Project Start: August 2025
- Estimated Completion: Early 2026
- **Description:** The purpose of the project is to resurface U.S. 192 from Harmony Square Drive to Nova Avenue near Harmony in Osceola County.

OSCEOLA COUNTY CURRENT PROJECTS:

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

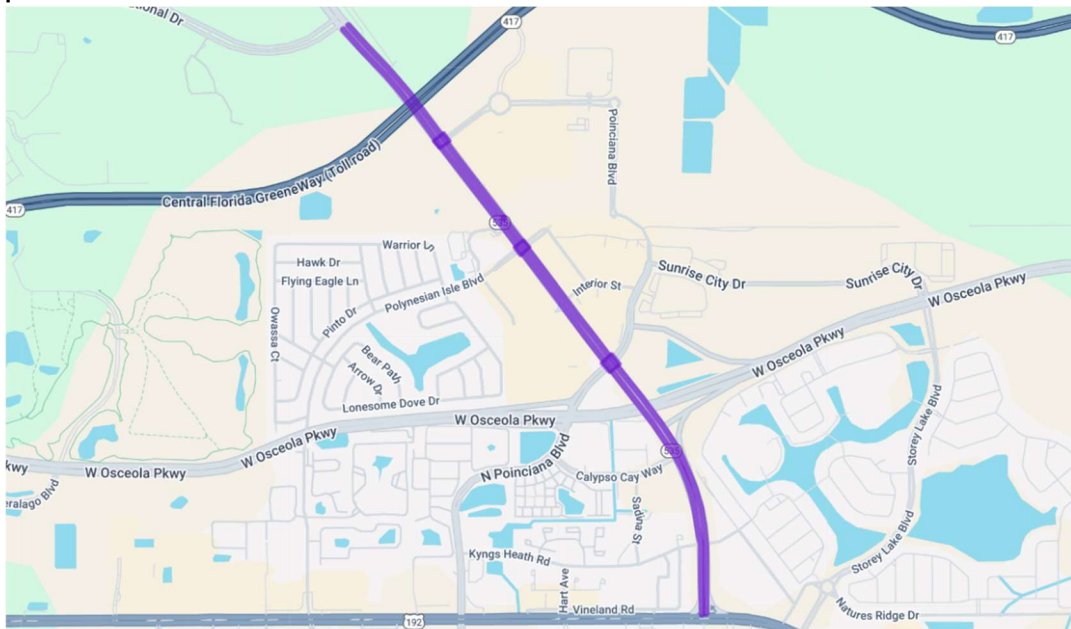


- Contract T5836

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

Update: The contractor began working on the shoulders and drainage ponds.

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



- Contract: T5823
- Contractor: The Middlesex Corporation
- Construction Cost: \$ 11.9 million
- Project Start: November 2024
- Estimated Completion: Fall 2025
- **Description:** This project intends to resurface State Road (S.R.) 535 from north of U.S. 192 to south of International Drive and implement operational and safety improvements along the corridor. The intersection at Poinciana Boulevard will also be modified to allow traffic on S.R. 535 to turn right or go straight through the intersection. S.R. 535 traffic desiring to turn left onto the side street would go through the intersection, make a U-turn and then turn right onto the side street. Traffic from the side streets can go straight through the intersection or turn right or left onto S.R. 535. Other safety improvements such as curb reconstruction to shorten pedestrian crossing distances, and turn lane and traffic signal upgrades, are planned at Kyngs Heath Road, Osceola Parkway eastbound on-ramp, Poinciana Boulevard and LBV Factory Stores Drive. The project will add a third left turn lane from southbound S.R. 535 onto eastbound U.S. 192. Pedestrian crosswalks and upgrade pedestrian signals, as well as enhanced lighting at signalized intersections, are also planned.

Update: The contractor is continuing work on pedestrian facility improvements, cabinet installation, sodding, paving, and traffic signalization, including the new mast arm at the intersection of Interior Street.

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



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

Update: The contractor is working on driveways, sidewalks, and pedestrian signalization.

OSCEOLA COUNTY RECENTLY COMPLETED PROJECTS:

None to report.

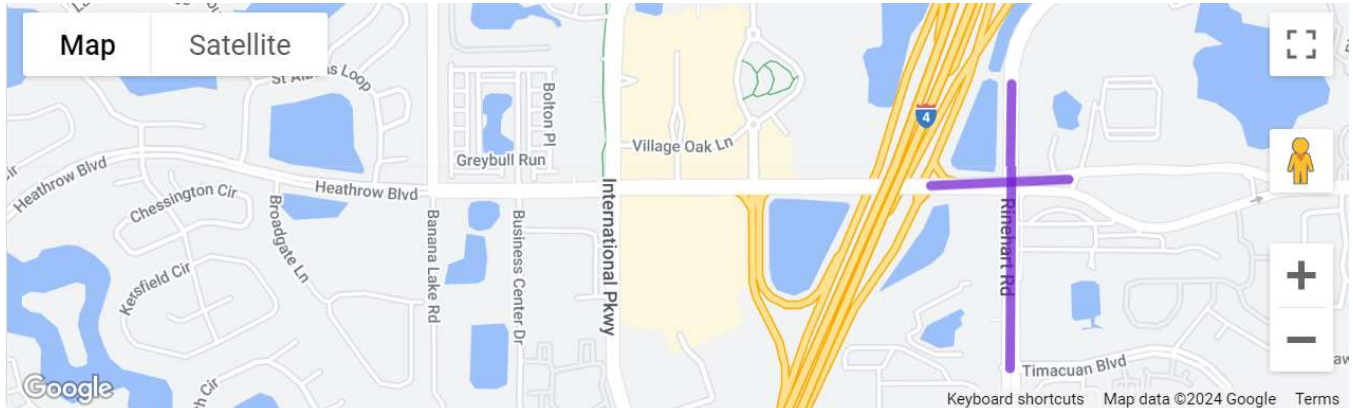
Seminole County

SEMINOLE COUNTY UPCOMING PROJECTS:

None to report.

SEMINOLE COUNTY CURRENT PROJECTS:

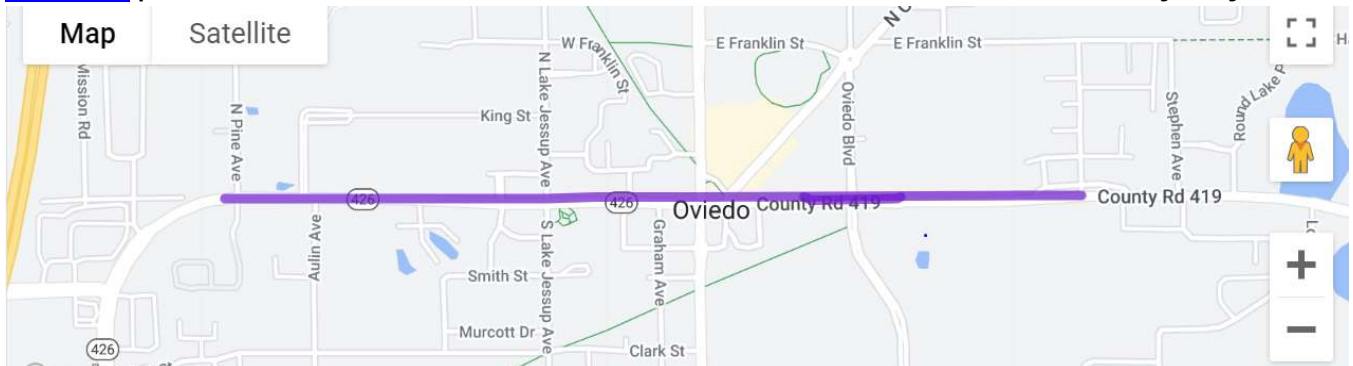
242592-6 | C.R. 46A and Rinehart Road Intersection C.R. 46A and Rinehart Road Intersection



- Contract: E57B3
- Contractor: Atlantic Civil Constructors Corporation
- Construction Cost: \$9.8 million
- Project Start: October 2023
- Estimated Completion: Fall 2025
- **Description:** The purpose of the County Road (C.R.) 46A (H.E. Thomas Parkway) and Rinehart Road intersection improvement project is to increase traffic efficiency while reducing congestion onto the Interstate 4 (I-4) and C.R. 46A interchange. The proposed enhancements will increase capacity at the intersection by modifying select existing turn lanes and adding new turn lanes. Construction began in the fall of 2023 and is anticipated to reach completion in 2025. For the most up-to-date project information, please visit: [C.R. 46A and Rinehart Road intersection project](#).

Update: Crews are awaiting documentation. The contractor anticipates completion of this project in September.

415030-6 | Oviedo Ultimate S.R. 426/C.R. 419 from Pine Avenue to Adeline B. Tinsley Way

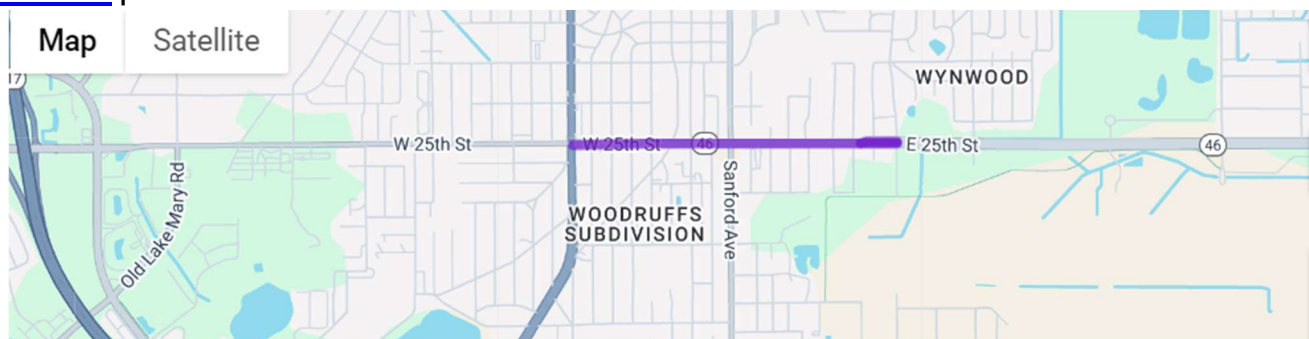


- Contract: T5736

- Contractor: Masci General Contractors, Inc.
- Construction Cost: \$21 million
- Project Start: January 2022
- Estimated Completion: Summer 2025
- **Description:** The proposed improvements to State Road 426/County Road 419 begin at Pine Avenue and extend east to Adeline B. Tinsley Way for 1.4 miles. The proposed improvements include widening the two-lane roadway to a four-lane divided urban roadway. It will consist of two travel lanes in each direction, separated by a 22-foot-wide raised grassed median, bike lanes, and sidewalks on both sides. This project will also include improvements to Lake Jessup Avenue and Oviedo Boulevard. Improvements to stormwater ponds for drainage and flood control are included in this project, as well. In addition, a pedestrian hybrid beacon (PHB) is being installed at Oviedo High School to aid students in crossing S.R. 426. This PHB will stop traffic in both directions when activated and has been proven to reduce pedestrian crashes by 55% and reduce serious injury and fatal crashes by 15%.

Update: Fiber optic and signalization work has been completed by the contractor and accepted by Seminole County. Additionally, the contractor continues their work on the final mowing and cleanup cycle, as well as completing minor street lighting repairs. Final acceptance of the project is currently expected within the next two weeks.

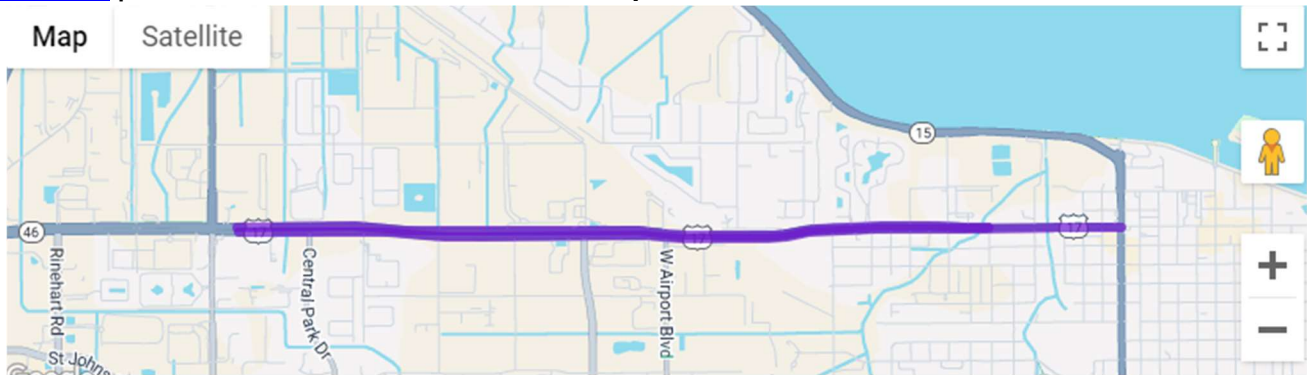
[445316-1](#) | S.R. 46 from U.S. 17-92 to Mellonville Avenue



- Contract: E57B2
- Contractor: Masci General Contractors, Inc.
- Project Cost: \$5.7 million
- Project Start: September 2024
- Estimated Completion: Fall 2025
- **Description:** This project will improve safety and operations along State Road (S.R.) 46 from French Avenue (U.S. 17-92) to Mellonville Avenue in Sanford. The project proposes widening the sidewalk on the westbound side of S.R. 46 to 10 feet to enhance pedestrian mobility and accommodate bicycles. The sidewalk on the eastbound side of S.R. 46 will remain. The wider sidewalk is possible by changing the travel lane widths. The proposed widths are 11 feet for the outside lanes and 10 feet for inside lanes. A 6-foot-wide bicycle lane will also be added along eastbound S.R. 46, creating connectivity to the existing bicycle lane on Mellonville Avenue. To enhance safety, sections of raised, grassed or landscaped medians are included. The medians enhance safety by reducing the possibility of left turn and angle crashes at intersections.

Update: Outstanding punch list items, such as concrete repairs, ramp adjustments, tree replacement, mulching, and signage corrections, have been completed. A few minor tasks remain, with the contractor likely to finalize them in the coming weeks. Final acceptance of the project is currently expected for the end of August.

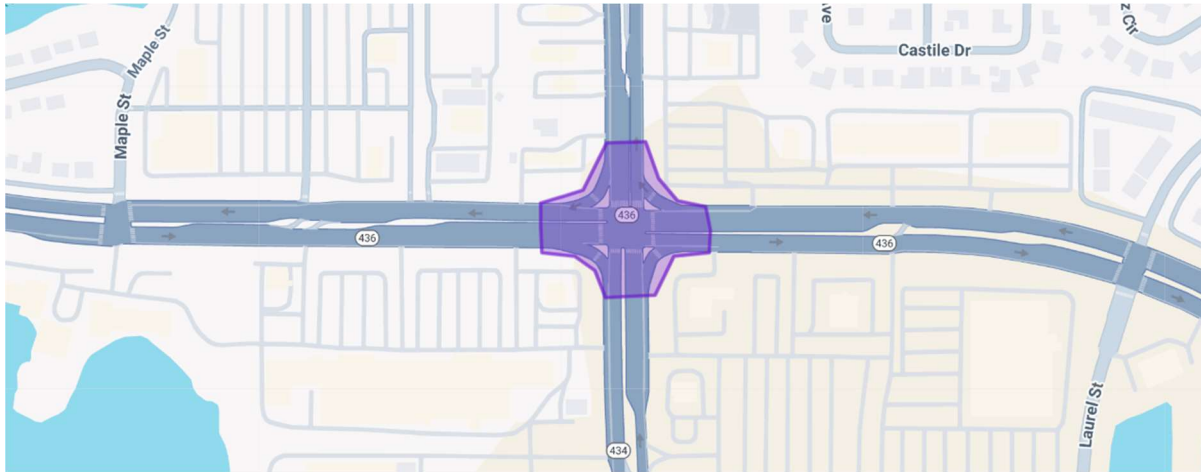
[447103-1](#) | S.R. 46 from east of Monroe Road/Upsala Road to French Avenue



- Contract: T5824
- Contractor: Masci General Contractors, Inc.
- Project Cost: \$16.7 million
- Project Start: September 2024
- Estimated Completion: Spring 2026
- **Description:** The Florida Department of Transportation (FDOT) will resurface State Road (S.R.) 46 from east of Monroe Road/ Upsala Road (County Road 15) to French Avenue (U.S. 17-92). In addition to resurfacing the roadway, the project recommends replacing the existing center two-way left turn with a raised median to enhance safety and help encourage slower driving speeds. Safety improvements will be made to pedestrian and transit facilities. Curb ramps will be reconstructed to current ADA criteria and new sidewalk will be constructed to fill gaps, providing a continuous route through the project limits. Some on-street parking will be eliminated to provide 7-foot-wide buffered bicycle lanes. New midblock crossings, along with new sidewalk to fill gaps and upgraded pedestrian curb ramps, are also planned. Existing lighting will be retrofitted to current criteria at three intersections: Central Park Dr/Old England Loop, Martin Luther King Jr. Boulevard/Rand Yard Road, and Airport Boulevard/West First Street. Obsolete driveways are to be removed to improve pedestrian mobility.

Update: Drilled shaft work at Persimmon Avenue was completed in early July, marking the completion of all drilled shaft installations along the corridor. The contractor is currently awaiting FPL coordination to complete electrical connections before proceeding with mast arm installation. Friction course paving continues in the outside lanes and shoulders in both directions west of the bridge, with completion anticipated in early to mid-August. Final sign installation, grading, sod placement, and other restorative work are also ongoing.

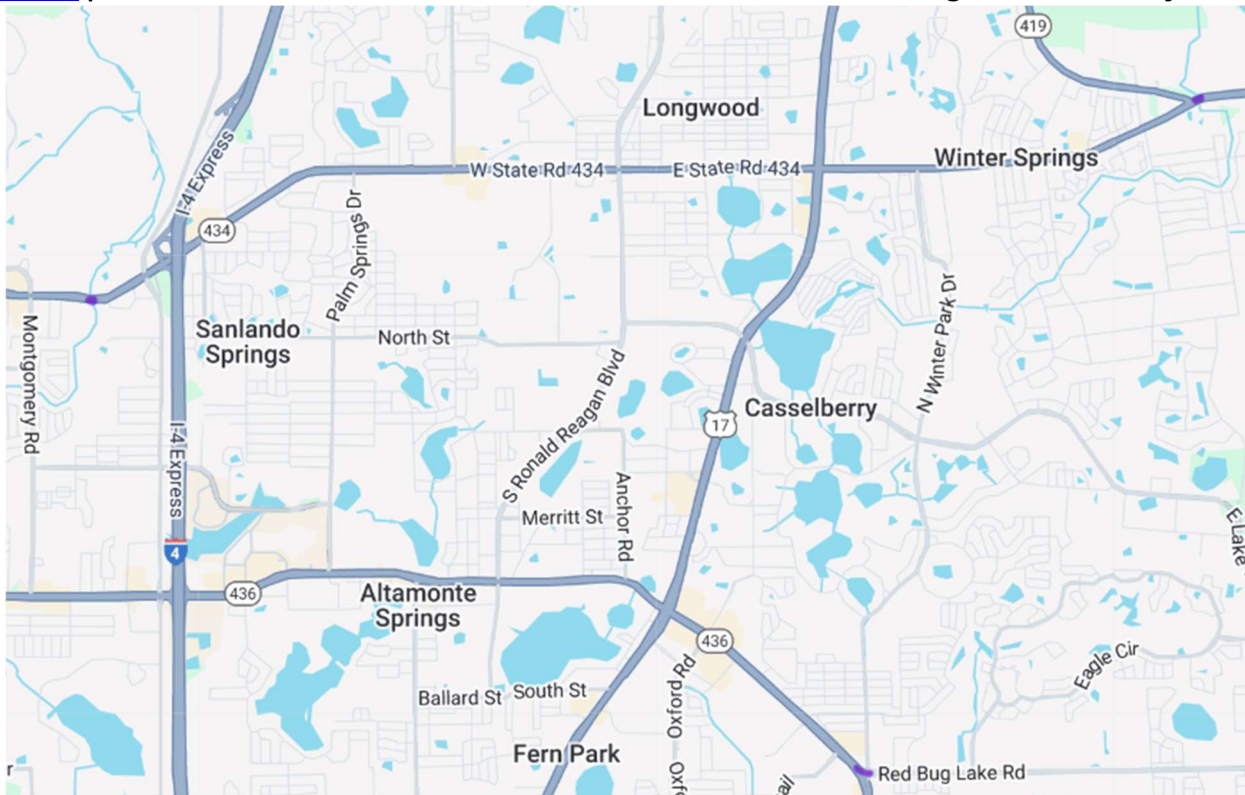
[447411-1](#) | S.R. 436 at S.R. 434 Intersection Improvement



- Contract: E51F5
- Contractor: Alexander Design + Build, LLC
- Project Cost: \$2.7 million
- Project Start: November 2024
- Estimated Completion: Summer 2025
- **Description:** The purpose of the project is to construct operational and safety improvements at the intersection of State Road (S.R.) 436 and S.R. 434. This project plans to reconstruct and upgrade the existing traffic signal, including new mast arm signal poles. The project also proposes removing the free flow right turn lanes and bringing all turning movements under signal control. Pedestrian crosswalk and signal upgrades, as well as turn lane widening are included.

Update: The contractor has installed curb and performed formwork for sidewalks, with actual concrete sidewalk pouring occurring this week. They also continue to install ped pole and light pole bases, along with fiber and lighting pull boxes. The MOT configuration is scheduled to change in mid-August as crews shift to begin concrete demolition in preparation for drilled shaft work at the southeastern corner of the intersection.

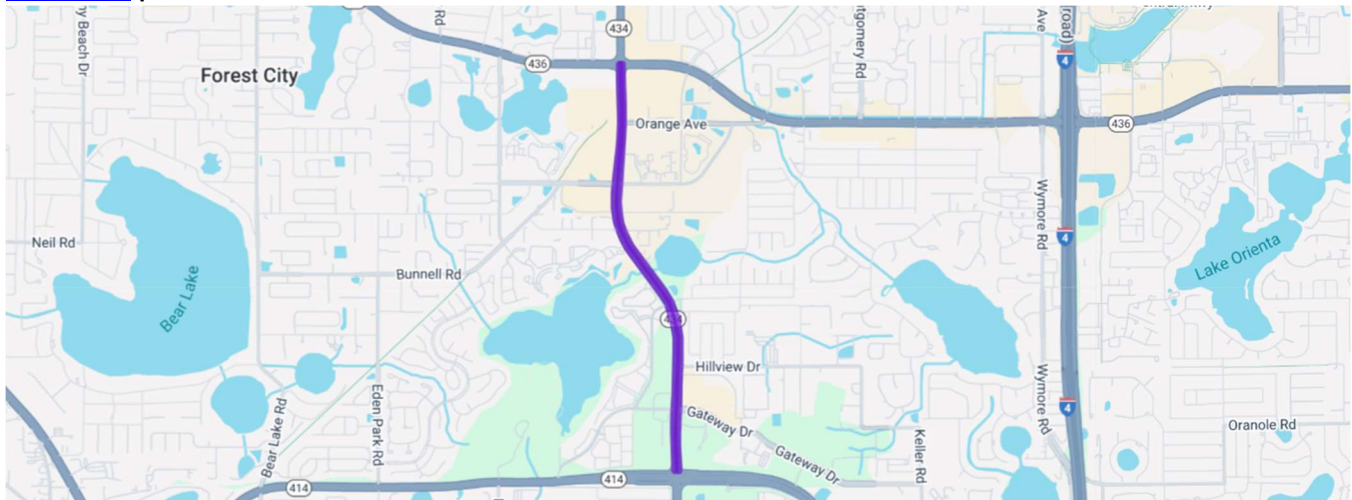
449845-1 | S.R. 419 Gee Creek Culvert, S.R. 434 Little Wekiva River Bridge & S.R. 436 Flyover



- Contract: E53F7
- Contractor: Bridge Masters Construction, LLC
- Construction Cost: \$925,000
- Project Start: March 2025
- Estimated Completion: Summer 2025
- **Description:** The purpose of this project is to rehabilitate and maintain three bridges. The first bridge is a culvert on State Road (S.R.) 419 above Gee Creek. At this location, the culvert will be cleaned and repaired. Another protective layer of concrete will be sprayed onto the culvert as a preventative measure. The second bridge is on S.R. 434 over the Little Wekiva River. Multiple repairs will occur at this location, including waterproofing the bridge deck to protect it from cracking. Finally, joint seal replacements are planned for the flyover spanning S.R. 436 to Red Bug Lake Road.

Update: Shotcrete application at the Gee Creek culvert is progressing, with completion anticipated by mid to late August, weather permitting. While recent inclement weather has caused some delays, work continues to advance steadily.

450576-1 | S.R. 434 from S.R. 414/Maitland Boulevard to S.R. 436

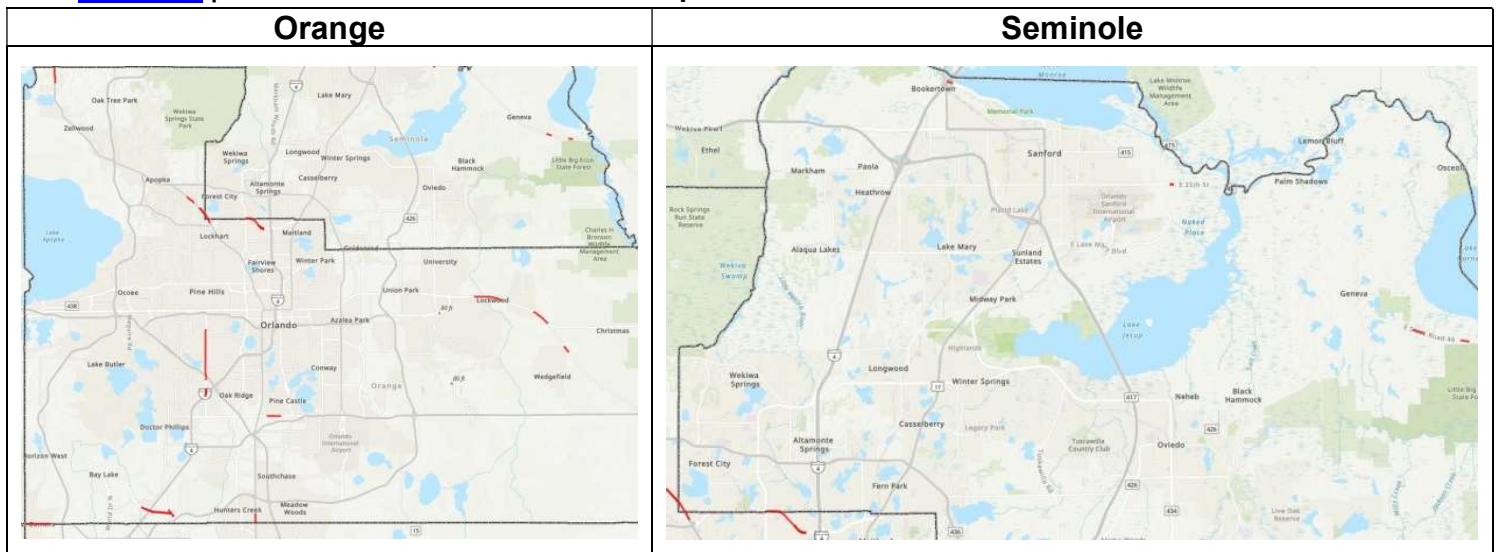


- Contract: E56F2
- Contractor: Jr. Davis Construction Company, Inc.
- Construction Cost: \$6.9 million
- Project Start: July 2025
- Estimated Completion: Early 2026
- **Description:** The purpose of this project is to resurface a segment of State Road (S.R.) 434 from S.R. 414 (Maitland Boulevard) to S.R. 436 to maintain the roadway. The project will also include new signing and pavement markings and upgrading some pedestrian curb ramps as needed to comply with current Americans with Disabilities Act (ADA) standards.

Update: The contractor has begun milling and paving structural course on the inside and outside lanes of the roadway in both directions, starting on the southernmost extent of the corridor and working their way towards the northern terminus of the project limits. The contractor has also begun installing conduit bores, with tie-in bores for pedestals and sidewalk pouring scheduled for the coming weeks.

RECENTLY COMPLETED:

452229-1 | SWRS - Districtwide Rumble Stripes Bundle 5A



- Contract: T5826
- Contractor: McShea Contracting, LLC
- Project Cost: \$2.5 million
- Project Start: January 2025
- Estimated Completion: Complete
- **Description:** The purpose of this project is to enhance safety along select segments of state roadways in Brevard, Orange, and Seminole counties by installing rumble striping along the center and outside travel lane lines. The rumble stripes help to alert drivers if the vehicle moves outside the travel lane by creating vibration and noise. The roadways to be included will have speed limits of 50 mph or greater with flush shoulders, and which do not already have auditory or vibratory pavement markings. Roadways included are:

Brevard County

- U.S. 1:
 - From south of East University Boulevard to the Indian River County line
 - From south of Cheney Highway (S.R. 50) to Miller Cove Road
 - From south of Cuyler Street to south of Oak Grove Road
- S.R. A1A:
 - A 2,000-foot-long section east of the S.R. 401 interchange
 - From Coconut Point Park to Sebastian Inlet North
- S.R. 405:
 - From north of Foley Road to east of Angela Lane
- S.R. 520:
 - From west of I-95 to east of S.R. A1A
- S.R. 524:
 - From north of S.R. 520 to London Boulevard

Orange County

- S.R. 500/U.S. 441:
 - From the Orange County line to north of Maitland Boulevard (S.R. 414)
 - From south of Hunters Creek Boulevard to the Osceola County line
- S.R. 414:
 - From Forest City Road (S.R. 434) to the I-4 Interchange
- S.R. 50:
 - From east of North Avalon Park Boulevard to the S.R. 520 Interchange
- S.R. 520:
 - From Macon Parkway to Maxim Parkway
- S.R. 435:
 - From north of Westgate Drive to the I-4 Interchange
- S.R. 482:
 - From west of Horizon Park Drive to west of Sunport Drive
- S.R. 530:
 - From the Osceola County line to west of S.R. 429
- S.R. 536:
 - From west of the I-4 Interchange to Apopka-Vineland Road

- S.R. 435:
 - From south of Lake Bryan Beach Boulevard to International Drive South

Seminole County

- S.R. 46:
 - From east of East Lake Mary Boulevard to east of Rest Haven Road
- S.R. 500/U.S. 441:
 - From east of the Orange County line to Palm Avenue
- S.R. 15/600:
 - From the I-4 Interchange to Monroe Road

Update: The project received final acceptance on 7/8.

Memorandum

August 14, 2025

To: MetroPlan Orlando Advisory Committee Members

From: Mighk Wilson, Senior Planner

Subject: August 2025 Bicycle & Pedestrian Activity Update

City of Casselberry

As part of its latest Citywide Road Rehabilitation project, the City of Casselberry has constructed several new raised crosswalks, new sidewalks, and new crosswalks in various locations. Work also includes microsurfacing and selective repaving and is anticipated to wrap up in fall 2025. In addition, the City recently awarded construction of the federally funded US 17-92 to Sunset Drive Trail Connection Project, which is the final piece of a one-mile pedestrian loop around Lake Concord. Construction is anticipated to begin in early Fall 2025 and conclude in January 2026.

Orange County

West Orange Trail Phase 4B
Limits: Rock Springs Road to Wekiva Springs
Park along Welch Road
Under Design

West Orange Trail Phase 4D
Limits: Kelly Park to Neighborhood Lakes West
Trailhead
Under Design

Pine Hills Trail Phase 2C
Limits: Bonnie Brae Circle to Clarcona-Ocoee
Road
Under Design

Little Econ Trail Phase 3C
Limits: Bridge over SR 436
Under Design

Horizon West Trail Phase 1A
Limits: Tiny Road to Stoneybrook Parkway
Under Design

Lake Apopka Connector Trail
Limits: Damon Road to Magnolia Park
Under Construction

Pine Hills Trail Phase 2A
Limits: Belco Drive to Bonnie Brae Circle
Under Construction

Air Quality Monitoring: Ozone Attainment Status

January - August

As of August 14, 2025

Seminole State College (#C117-1002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2025	62	11-Apr
2024	63	8-May
2023	63	5-May
2022	62	3-Apr

2024 3-Year Attainment Average: 63

2025 Year-to-Date 3-Year Running Average: 63

Change 0

Osceola Co. Fire Station - Four Corners (#C097-2002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2025	62	16-Apr
2024	69	30-May
2023	61	5-May
2022	62	22-Apr

2024 3-Year Attainment Average: 64

2025 Year-to-Date 3-Year Running Average: 64

Change 0

Lake Isle Estates - Winter Park (#095-2002)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2025	66	23-May
2024	65	24-Apr
2023	69	10-Jun
2022	60	3-May

2024 3-Year Attainment Average: 65

2025 Year-to-Date 3-Year Running Average: 67

Change 2

Skyview Drive (#L095-0010)		
Year	Fourth Highest 8-Hour Average (Displayed in Parts per Billion)	Date
2025	65	16-May
2024	68	18-Apr
2023	66	6-Sep
2022	62	3-May

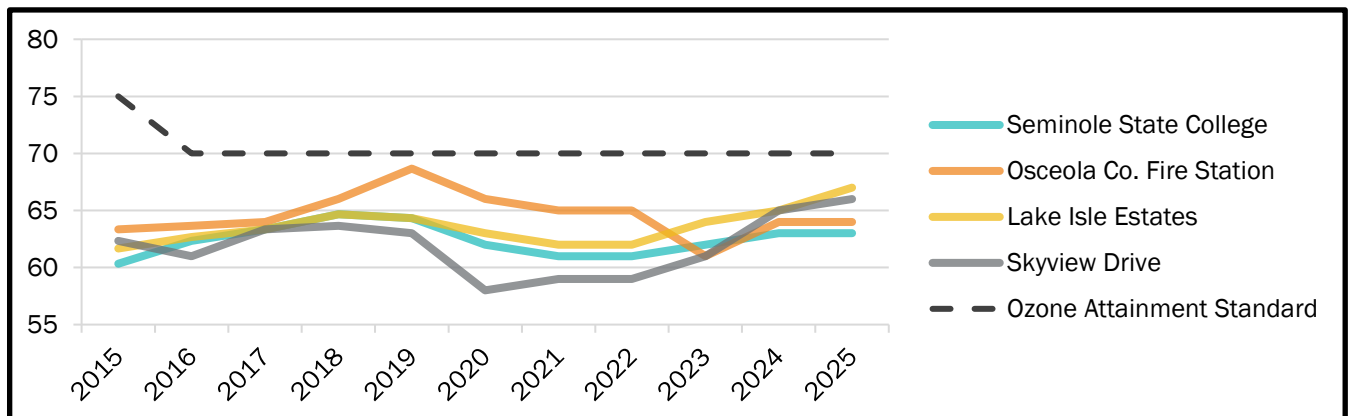
2024 3-Year Attainment Average: 65

2025 Year-to-Date 3-Year Running Average: 66

Change 1

10-Year Historic Ozone Attainment Status

(Displayed in Parts per Billion)



Source: Florida Department of Environmental Protection

Air Quality Monitoring: Particulate Matter 2.5 Attainment Status

As of August 14, 2025

Lake Isle Estates - Winter Park (#095-2002)		
Year	Daily Average PM _{2.5} (micrograms per cubic meter)	Date
2025	18	25-Jul
2024	44	1-Jan
2023	34	3-Oct
2022	19	10-Aug

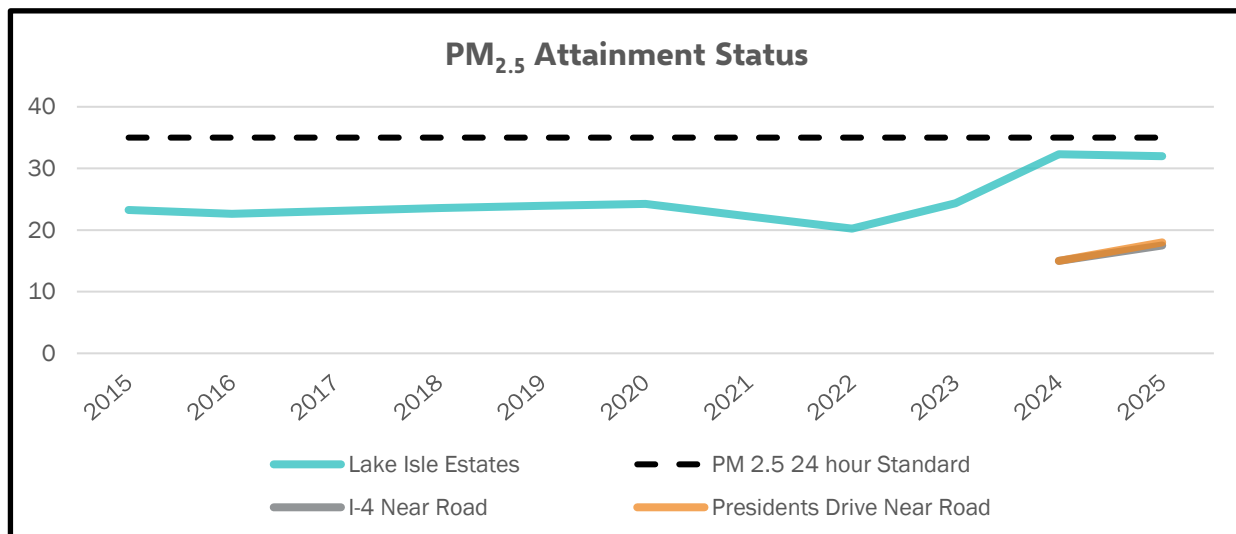
I-4 Near Road (#095-0009)		
Year	Daily Average PM _{2.5} (micrograms per cubic meter)	Date
2025	20	5-Jun
2024	15	3-Dec

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

PM_{2.5} 24 hour NAAQ Standard 35
 98th percentile, 3 year average - 2025 18
 98th percentile, 3 year average - 2024 15
 Change 3

Presidents' Drive Near Road (#095-0011)		
Year	Daily Average PM _{2.5} (micrograms per cubic meter)	Date
2025	21	5-Jun
2024	15	8-Aug

PM_{2.5} 24 hour NAAQ Standard 35
 98th percentile, 3 year average - 2025 18
 98th percentile, 3 year average - 2024 15
 Change 3



Air Quality Monitoring: Primary NO₂ Attainment Status As of August 14, 2025

Lake Isle Estates - Winter Park (#095-2002)		
Year	Primary NO ₂ max one hour average (Parts per Billion)	Date
2025	41	8-Mar
2024	28	20-Mar
2023	114	9-Jan
2022	36	28-Nov

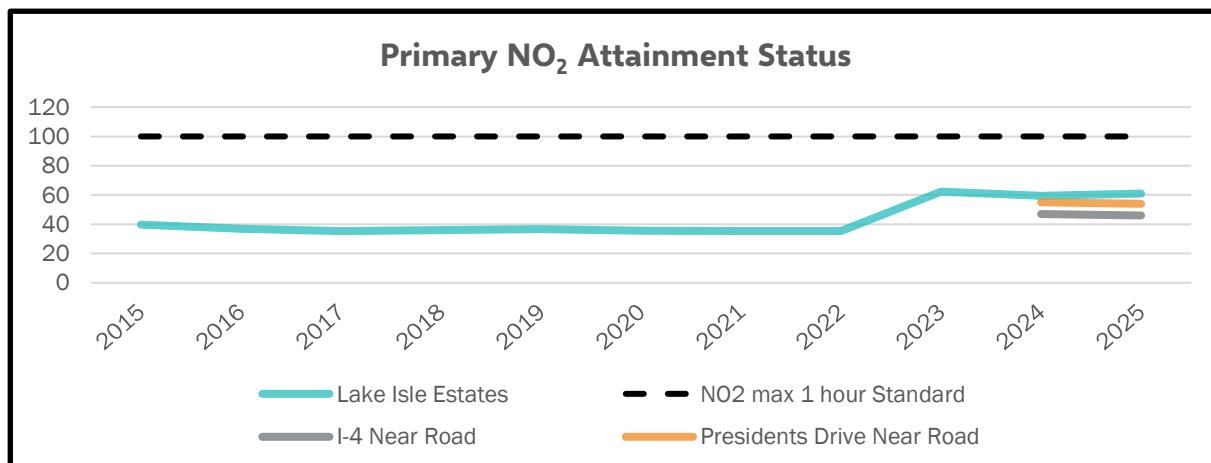
NO₂ max 1 hour average NAAQ Standard 100
 98th percentile, 3 year average - 2025 61
 98th percentile, 3 year average - 2024 59
 Change 2

I-4 Near Road (#095-0009)		
Year	Primary NO ₂ max one hour average (Parts per Billion)	Date
2025	45	8-Mar
2024	47	26-Nov

NO₂ max 1 hour average NAAQ Standard 100
 98th percentile, 3 year average - 2025 46
 98th percentile, 3 year average - 2024 47
 Change (1)

Presidents' Drive Near Road (#095-0011)		
Year	Primary NO ₂ max one hour average (Parts per Billion)	Date
2025	53	7-Mar
2024	55	26-Nov

NO₂ max 1 hour average NAAQ Standard 100
 98th percentile, 3 year average - 2025 54
 98th percentile, 3 year average - 2024 55
 Change (1)



July 7, 2025

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

LYNX Submission to the Federal Transit Administration (FTA) FY 2025 Low or No Emission Grant Program (FTA-2025-008-TPM-LWNO) and the Grants for Buses and Bus Facilities Competitive Program (FTA-2025-007-TPM-BUS)

Dear Ms. Wiard-Bauer:

On behalf of MetroPlan Orlando, the federally designated Metropolitan Planning Organization for Orange, Osceola, and Seminole Counties, I want to express our support for the Central Florida Regional Transportation Authority (LYNX) application to the Federal Transit Administration's FY 2025 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program Notice of Funding Opportunity.

LYNX is applying for funding under CFDA 20.526 to support two critical projects that advance clean, reliable, and equitable public transportation in Central Florida. The first project involves the replacement of 40-foot buses that have exceeded their useful life with new Compressed Natural Gas (CNG) vehicles. Integrating CNG technology into their Fixed Route service offers significant environmental and economic benefits, including reduced greenhouse gas emissions, decreased reliance on diesel fuel, and lower noise pollution. These improvements are especially meaningful for commuters living in Opportunity Zones across Central Florida, where cleaner transit options directly support public health, environmental justice, and overall quality of life.

The second project supports LYNX's Maintenance Facility Capital Rehabilitation initiative, specifically targeting Buildings A and B at the LYNX Operations Center (LOC). This facility has served as the operational heart of the transit system for over two decades and supports maintenance activities for more than 300 buses and 100 support vehicles. The proposed upgrades address urgent State of Good Repair (SGR) needs and are essential to maintaining a safe, efficient, and uninterrupted transit service for the region.

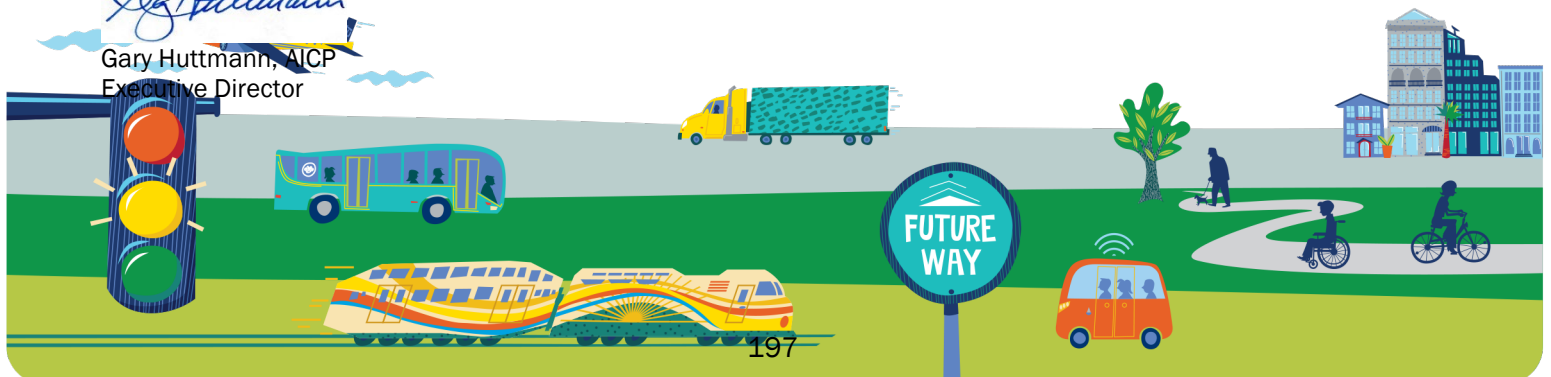
Both projects align with federal, state, and local priorities for sustainable and resilient transportation. They directly support the goals outlined in the 2045 Florida Transportation Plan, which emphasizes the importance of a safe, efficient, and environmentally responsible transportation network. Continued investment in low-emission vehicles and infrastructure reinforces LYNX's commitment to building a multimodal system that meets the needs of Central Florida's growing and diverse population.

We greatly appreciate the opportunity to partner with federal stakeholders to advance these initiatives. We respectfully request your favorable consideration of this application, and the positive impact it will bring to the communities throughout Central Florida.

Sincerely,



Gary Huttman, AICP
Executive Director



August 12, 2025

The Honorable Marcus J. Molinaro
Administrator
Federal Transit Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C., 20590

RE: FY 2025 LOW OR NO EMISSION GRANT PROGRAM AND THE GRANTS FOR BUSES AND BUS FACILITIES COMPETITIVE PROGRAM

Mr. Molinaro,

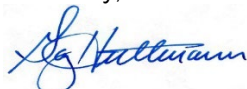
On behalf of the MetroPlan Orlando, the federally designated Metropolitan Planning Organization for Orange, Osceola, and Seminole Counties, I am pleased to offer our full support for the City of Altamonte Springs' application to the FY 2025 Federal Transit Administration (FTA) Low or No Emission Grant Program to support the expansion of the CraneRIDES autonomous vehicle program.

Altamonte Springs has been a long-standing partner with MetroPlan Orlando, consistently championing forward-thinking transportation initiatives that support both local and regional goals. The City's work on CraneRIDES demonstrates a clear alignment with our shared priorities, including reducing traffic congestion, improving first- and last-mile connections, and advancing multimodal access to jobs, healthcare, housing, and recreational opportunities.

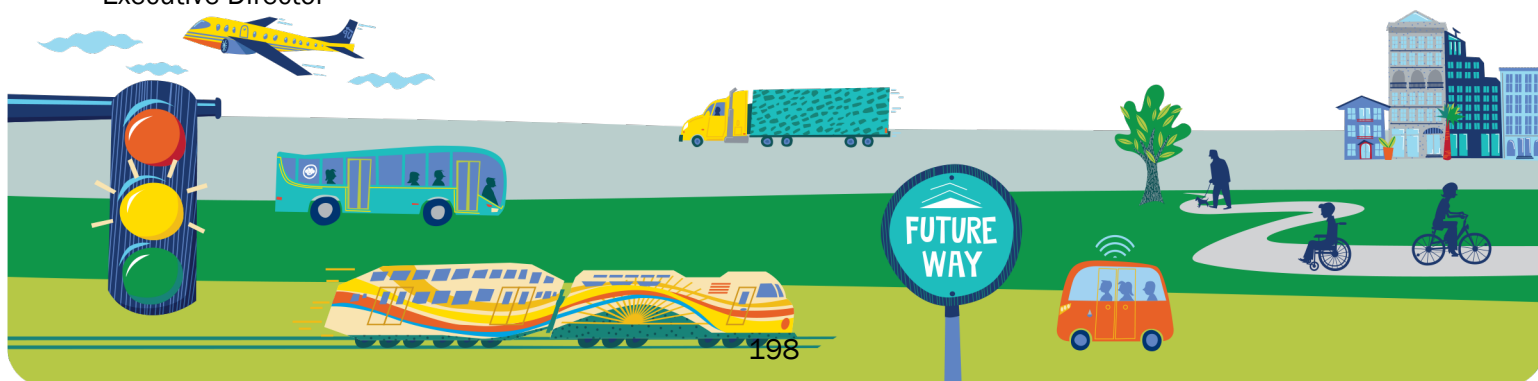
The CraneRIDES program has already established itself as an innovative mobility solution that complements regional transit services like SunRail and LYNX. Its recent expansion to a key destination like AdventHealth and the future connection to the Altamonte Springs SunRail Station, reflects a commitment to improving transit connectivity and enhancing access for transit-dependent populations. As demand continues to grow, the proposed fleet expansion will help ensure consistent, equitable, and sustainable service.

MetroPlan Orlando supports this request and commends the City's leadership in embracing advanced technologies that benefit the broader Central Florida region. This grant will not only help the city meet current transportation needs, but it will also accelerate progress toward a more connected, resilient, and accessible regional transportation system and serve as a blueprint for other cities throughout Florida.

Sincerely,



Gary Huttman
Executive Director



Response to Docket No. DOT-OST-2025-0468**Re: Request for Information – Advancing a Surface Transportation Proposal that Focuses on America’s Most Fundamental Infrastructure Needs**

Submitted by: Gary Huttman

Executive Director

MetroPlan Orlando

250 S. Orange Avenue, Suite 200

Orlando, Florida 32801

gary.huttman@metroplanorlando.gov

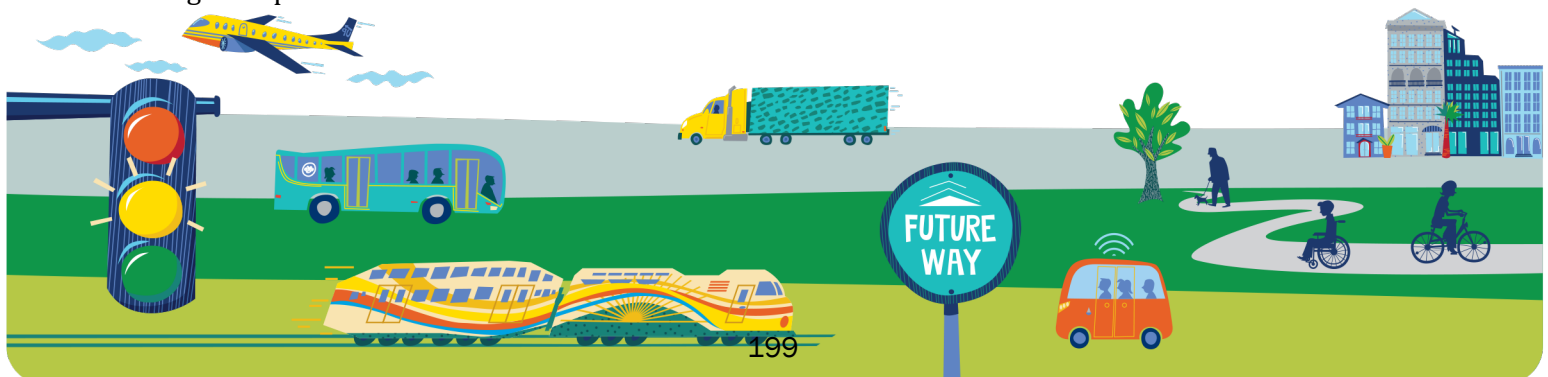
321 732-6365

I. Introduction

Thank you for the opportunity to submit comments in response to the Request for Information (Docket No. DOT-OST-2025-0468) on the development of the next surface transportation authorization.

At MetroPlan Orlando, we plan for the future of transportation across 3 counties and 22 cities, serving 2.5 million residents in Orange, Osceola, and Seminole Counties. We oversee, along with our State DOT partners approximately \$189.3 million annually in federal transportation funding, working to improve safety, reduce congestion, and support economic development. Of this total in federal transportation funding, \$43.82 million are the STBG Urban Attributable funds. We work closely with our local elected officials to ensure the Urban Attributable funds are spent on their local priorities. We also receive around \$3.78 million federal planning funds that help us carry out the federal and state planning requirements. Guided by a board of local elected officials and supported by a professional planning staff, we ensure federal dollars are invested strategically to deliver transformative projects to Central Florida. Metropolitan Planning Organizations (MPOs) are federally required regional policy-making bodies responsible for developing the long-range transportation blueprints that guide critical infrastructure investments. By law, MPOs coordinate multimodal transportation plans using Congressionally mandated performance measures, in collaboration with local governments, transit agencies, state DOTs, and the public. This ensures that federal investments are cost-effective, locally informed, and nationally aligned. Local governments are foundational to our national transportation system, owning over 75% of roads, more than half of all bridges, and the majority of public transit systems. Yet, they receive just 14% of federal transportation funds, despite being closest to the needs of businesses, residents, and job creators. A more balanced, streamlined system is needed. One that empowers regions to invest in projects that deliver real economic value, improve safety, and support long-term competitiveness.

A strong and collaborative relationship between the U.S. Department of Transportation (USDOT) and MPOs is essential to the success of the nation’s transportation infrastructure. In a dynamic transportation landscape, fostering this partnership will enable us to tackle critical challenges and build strong, safe, and thriving transportation networks.



We applaud USDOT for initiating this Request for Information and offer the following recommendations, based on our direct experience in implementing federal surface transportation policy. Our priorities align with the Association of Metropolitan Planning Organizations (AMPO), the Local Officials in Transportation (LOT) Coalition, and reflect the needs of MPOs nationwide. They are organized by the four major themes outlined in the RFI.

II. Responses to Major Policy Themes

Theme 1: Enhancing Transportation Safety

Empower MPOs to Advance Safety Outcomes. We support the Secretary's call to address the significant safety challenges on our roads, highways, bridges, and infrastructure. Regions play a critical role in addressing safety nationwide. MPOs are uniquely positioned to identify and respond to safety challenges, such as dangerous intersections and high-crash corridors. Regions offer an efficient and effective path to ensure safety investments lead to substantial improvements, helping Americans travel safely to work, play, and home to their loved ones. The administration should support expanded MPO eligibility and decision-making authority for federal safety programs to ensure investments are guided by local data and regional safety action plans.

Strengthen the Regional and Local Role in Bridge Safety and Asset Management. Locally owned bridges make up about half of all US bridges but are twice as likely to be in poor condition compared to state-owned bridges. We recommend continuing the Bridge Formula Program and converting it to a suballocated program. Local and regional governments should have authority to prioritize and program bridge funds based on local and regional needs.

Theme 2: Accelerating Project Delivery

Modernizing Funding Mechanisms for Effective Regional Delivery. As the federally designated entity responsible for regional transportation planning, MetroPlan Orlando supports reforms that grant MPOs the option to serve as direct recipients of Metropolitan Planning (PL) funds, with an opt-out option. We also support the creation of a pilot program allowing a select group of MPOs with Transportation Management Areas (TMAs) to directly receive capital funds that are currently suballocated (e.g., STBG, CMAQ, CRP, etc.). Additionally, all MPOs should be guaranteed a meaningful role in project selection to ensure that federally funded projects reflect local priorities and deliver the greatest benefit to communities, while reaching national goals. These changes would enhance local accountability, improve project delivery, and streamline the process.

Allowing for Carryover of Federal Funds. Many of MetroPlan Orlando's projects require extensive coordination and span multiple fiscal years. Oftentimes, these critical efforts do not align neatly with the federal fiscal calendar. Allowing the carryover of federal funds from one fiscal year to the next ensures uninterrupted progress on essential long-term projects, promoting consistent infrastructure improvements that enhance safety, congestion relief, and economic vitality for residents.

Streamline environmental review and permitting for certain local and regional projects. Many locally supported projects are delayed by review processes that were not designed for their scope or scale. Targeted reforms would accelerate delivery without compromising environmental protection. Planning funds support the initial steps in the federal permitting process. Increased planning funds can better address environmental and permitting delays, by identifying and resolving problems early in the process.

Theme 3: Increasing Opportunities Through Investment in Transportation Infrastructure

Increase Planning Funds to Meet Federal Planning Requirements. Planning is the foundation of effective project delivery. Despite expanding responsibilities, Metropolitan Planning funds (PL) remain below 1% of total formula dollars. At MetroPlan Orlando, we are responsible for efforts such as freight coordination, congestion management, safety planning, etc. These activities require



sophisticated modeling, public engagement, and interagency coordination. We advocate for an increase in the total amount of PL funds and an increase in the federal share to adequately meet the needs of the evolving role of MPOs. These funds empower MPOs to plan for transportation systems that are responsive to the needs of our communities, fostering economic growth, safety, and congestion relief. PL funds are also critical to the efficient resolution of permitting challenges.

Reducing Local Match for Federal Transportation Programs. MetroPlan Orlando is tasked with developing federally required transportation blueprints that guide billions in public investment and are central to meeting national performance goals. Yet, we must secure local funds just to access the planning resources needed to carry out these obligations. For many jurisdictions in our region, this requirement poses a recurring challenge. Reducing local match requirements for federal transportation funds allows projects to move faster to construction. Reducing match requirements also supports rural, small, and economically distressed communities that struggle to access critical federal funds.

Shifting Certain Discretionary Funding to Formula Funding. While competitive grant programs play an important role and have expanded access for many jurisdictions, small and rural communities continue to face significant barriers, including limited staff capacity, complex application processes, and difficulty meeting match requirements. A shift to formula-based funding for certain federal programs, with guaranteed regional access, ensures a more predictable and efficient distribution of resources, allowing federal dollars to better support long-term growth and safety in communities across the US.

Establish Dedicated Formula Funding for Rural Transportation Planning. RTPOs play a vital role in rural planning but lack consistent federal funding. A dedicated formula program for RTPOs, modeled on MPO PL funding, yet separate in source, would strengthen rural project delivery, regional coordination, and safety outcomes.

Theme 4: Strengthening Partnerships with States and Other Key Stakeholders

Strengthen Requirements for State Coordination with MPOs and RTPOs Throughout All Phases of Planning and Programming. MPOs and RTPOs build partnerships at the local, regional, and state levels that allow projects of national and regional significance to advance. MPOs and RTPOs bring local insight, data, and expertise to the table and are essential to identifying the projects that offer the greatest value to their regions. Clearer statutory requirements would reduce duplication, support better coordination, and lead to more integrated transportation systems.

Recognize Local Governments as Co-owners of the National Transportation System, with the Authority to Lead Regional Investment Decisions. Local and regional governments are accountable to the people they serve and are best equipped to identify and respond to regional needs. Strengthening their role will lead to more responsive planning, more efficient project delivery, and more effective use of federal funds.

III. Additional Context

MPOs are federally designated policy-making bodies responsible for developing long-range transportation plans based on performance measures defined by Congress. We work directly with local governments, transit agencies, state DOTs, and the public to ensure that transportation investments are aligned with both regional and national goals.

As the first step in project development, MPOs are uniquely positioned to turn national priorities into regional action. We conduct data-informed planning, convene diverse stakeholders, and coordinate across jurisdictions to promote accountability and efficiency. However, administrative and funding barriers continue to limit our ability to deliver on this mandate.

IV. Conclusion

We respectfully urge USDOT and Congress to strengthen the role of MPOs, RTPOs, and local governments as co-implementers of the federal transportation program. With the right tools, funding, and authority, regional agencies along with their member local governments can improve safety, support economic growth, and accelerate the delivery of infrastructure that meets the needs of the American people. Thank you for the opportunity to contribute to this process. We welcome the opportunity to meet with you to discuss these recommendations in greater detail and answer any questions you may have. We greatly value our partnership with USDOT and look forward to continuing to work together as strong, collaborative partners throughout this process.

Sincerely,



Gary Huttman
Executive Director
MetroPlan Orlando

Gary.Huttman@metroplanorlando.gov or 321 732-6365



The National Beat

July 25th, 2025

In This Issue

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Feature Focus

USDOT Reauthorization Kick-off & RFI, FY26 THUD Appropriations Bill, EPW Hearings on Reauthorization, T&I Hearing on USDOT's Budget

USDOT Surface Transportation Reauthorization Event

On July 17th, USDOT held an event in DC to announce the department's efforts toward the next surface transportation reauthorization. The event brought together Congressional leadership, State DOTs, and key transportation stakeholders to initiate collaboration on shared priorities ahead of the IIJA's expiration on September 30th, 2026.


A Return to Traditional Infrastructure Priorities

Secretary Duffy framed the event as the beginning of a new era in federal transportation policy. One focused on "building as quickly and as much as possible." Under the administration's agenda, USDOT emphasized 4 guiding principles for the next bill:

1. **Enhancing safety:** including bridge rehabilitation, roadway safety, truck parking, and emerging technologies like autonomous vehicles.
2. **Speeding-up project delivery:** through permitting reform, a renewed focus on NEPA modernization, and full implementation of the One Federal Decision policy.
3. **Increasing economic opportunity:** by promoting capacity-enhancing projects and private sector investment.
4. **Strengthening partnerships:** with states to enhance efficiency and reduce federal oversight where unnecessary.

Secretary Duffy underscored the USDOT's intent to streamline regulations, reduce administrative burdens, and shift decision-making to the state level where feasible. Secretary Duffy also noted that USDOT will no longer prioritize climate and DEI elements in its discretionary programs and in grant agreements unless required by statute. He commented:


"We're pulling out the DEI and the green. **And again, if your states want to do that, if you all want to make that happen with your [state and local government funds] money that's great.** But with our money [USDOT federal funds] we want build fast and we want to streamline the rules and regulations around what you do as much as possible."

Following his remarks, Secretary Duffy signed a Memorandum of Understanding (MOU) with the Texas DOT to expand the state's authority over NEPA responsibilities.  **Learn more here.** Additionally, Secretary Duffy issued a **letter to all governors**, encouraging other states to assume NEPA responsibilities following a new "national NEPA template." This marks a large push to expedite project delivery by delegating **more environmental review authority to states.**

"Back to Basics" on Safety and Delivery

Deputy Secretary Steve Bradbury and FHWA Administrator Nominee Sean McMaster emphasized that the Department is embracing a "**back to the basics**" approach centered on traditional infrastructure goals. Bradbury stated USDOT aims to:

What's Reauthorization?

Reauthorization is the process that allows Congress renews, funds, and updates the programs that support the nation's transportation systems. These multi-year bills determine how billions of federal dollars flow to state DOTs, MPOs, transit agencies, and local governments, and establish the policies and eligibility requirements that govern how those funds may be used.  **Read AMPO's reauthorization guide [here](#).**

“Fund projects that are important for the nation, for our economy, that have **national importance**, and we don't want to see distracting social justice requirements in there. We don't want to use infrastructure programs and funding to force an artificial transition in energy...”

He also reiterated and expanded on the Administration's policy direction:

- **Reducing roadway fatalities**
- **Rehabilitating aging infrastructure** (i.e., bridges and highways) & **expanding highway capacity**
- **Providing dedicated funding for truck parking**
- **Developing a reliable national AV framework**
- **Encouraging Congress to pass environmental streamlining measures** (NEPA)
- **Strengthening Partnerships with State DOTs:**
 - By offering, “greater **flexibility, reduce number of programs and strings and conditions** on the money you [state DOTs] administer. Because you [state DOTs] know what's happening on the front lines and what the people in your states and localities really need.” said Bradbury.

Congressional Remarks

House T&I Chairman Sam Graves (R-MO) affirmed the Committee's commitment to a **streamlined, bipartisan** reauthorization bill. He outlined four key priorities for the House Republican reauthorization platform:

1. **Prioritize formula funding to States** as the most efficient and predictable funding mechanism
2. **Cut red tape** and pursue **permitting reform**
3. **Provide flexibility for states** to tailor federal programs
4. **Fix the Highway Trust Fund**, including addressing the funding gap created by electric vehicle use (i.e., **create EV and hybrid fees**).

Graves also noted that the T&I Committee is currently reviewing **11,000 requests** (i.e., 6,000 from Members of Congress and 5,000 from stakeholders), and is committed to delivering a bipartisan, member-driven bill ahead of the IIJA's expiration. **Highways and Transit Subcommittee Chairman David Rouzer (R-NC)** echoed Chairman Graves' remarks and emphasized the importance of stakeholder engagement.

RFI and Stakeholder Comment Period

USDOT confirmed the launch of a **formal Request for Information (RFI) for reauthorization suggestions**. The RFI is titled, “Advancing a Surface Transportation Proposal that Focuses on America's Most Fundamental Infrastructure Needs.” [Access here.](#)

USDOT invites stakeholders, **including MPOs** to submit specific recommendations for policy improvements, including suggested statutory changes. Stakeholders are invited to submit comments by **August 20th**. USDOT is particularly **seeking input aligned to its 4 thematic pillars** and encourages specific policy or statutory suggestions.

AMPO encourages our members to respond to the RFI not only to support AMPO's national position but also to demonstrate why MPOs matter in project delivery, public accountability, and federal goal alignment. **To assist MPOs in submitting comments, AMPO has created a customizable RFI response template** that aligns with our national platform and the priorities of the Local

Officials for Transportation (LOT) Coalition. The template is designed to assist your submission while ensuring your organization's unique regional voice is reflected.

○ [Download the RFI template here](#)

Please reach out to Katie Economou, at keconomou@ampo.org with any questions or for assistance with submitting responses.

○ **FY26 House THUD Appropriations Bill**

On July 17th, the House Appropriations Committee advanced its FY26 Transportation, Housing, and Urban Development (THUD) appropriations bill on a party-line vote (i.e., 35-28). The legislation provides \$89.9 billion in net discretionary budget authority, with major implications for transportation programs funded under the IIJA.

The bill proposes **\$22 billion in discretionary transportation funding** (i.e., a **\$3.5 billion or 14% reduction from FY25**) and **diverts \$4.4 billion in previously enacted IIJA advance appropriations** to offset cuts elsewhere. Key highlights include:

Diverting IIJA Funds from Intended Use

The bill **repurposes \$4.4 billion in IIJA advance appropriations** for purposes other than those originally authorized. This includes using:

- **FY26 NEVI apportionments** for unrelated airport capital programs.
- **Unobligated Reconnecting Communities funds** to support the Tribal Transportation Program.
- **Unspent Culvert Removal program funds** to supplement INFRA.
- **Reduction of Truck Emissions at Port Facilities program funds** to backfill the Assistance to Small Shipyards Program.

While the bill fully honors the \$83.3 billion IIJA obligation limitation, including \$62.7 billion for the Federal-aid Highway Program and \$14.6 billion for transit formula grants, the diversion of advance appropriations could undermine long-term funding certainty. This practice raises concerns about the stability and predictability of IIJA funding streams. These transfers may signal increasing volatility in how multiyear infrastructure investments are treated during the annual appropriations process.

Agency-Level Funding Changes

- **FHWA:** \$64.4 billion, a \$2B increase with additional \$400M in IIJA transfers.
- **FRA:** Cut by \$2.7B (on paper) to \$272.5 million; however, backfilled with \$2.8B in repurposed funds.
- **FTA:** Down \$1.8B to \$14.9 billion; CIG program is most heavily impacted.
- **NHTSA:** Cut by \$66.2 million, down to \$1.2 billion, with \$78M in IIJA support added.
- **FAA:** \$22.3 billion, a \$1.3B increase, but \$2B of this is from NEVI and other IIJA transfers.
- **FMCSA:** Receives \$926.6 million, a \$17.7 million increase.
- **MARAD:** Cut by \$181.7 million to \$718 million; backfilled with \$110 million in IIJA funds for shipyards and port infrastructure.

Major Cuts to Transit and Rail

- The **FTA sees an 89% cut in discretionary funding**, threatening transit service, safety improvements, and ongoing construction.
- **Capital Investment Grants (CIG) are cut by 98% compared to FY25** (i.e., receiving \$57.3 million, a drop of \$2.2 billion). This would halt pipeline projects across the country, many of which have been in development for years.
- **Amtrak's National Network and Northeast Corridor accounts are zeroed out on the discretionary side**, with partial backfill from IIJA rail accounts.
- The **Federal-State Partnership for Intercity Passenger Rail is eliminated entirely**, with its IIJA funding redirected to backfill Amtrak and CRISI.

Policy Riders and New Restrictions

The bill also includes several provisions that affect the transportation policy landscape:

- **Prohibition on federal funds for cordon pricing/congestion pricing programs**, including New York City's initiative.
- Language prohibiting funding for **automated traffic enforcement** technologies.
- Restrictions on **speed governors for trucks** and **state labor protections**.
- **Restrictions on USDOT funds for WMATA and DC-area airports** if they display TikTok advertisements.
- Directive for **USDOT to study the financial impacts of congestion pricing** on suburban commuters.
- Language calling for a **national framework on autonomous vehicles** and a **large-scale pilot of a national VMT fee program** by FY26.
- **Reallocation of \$10 million** from the Office of General Counsel to the **Regional Infrastructure Accelerator Program (RIA)**.
- Directive for **research on low-beam headlight brightness and road safety impacts**.
- **Drone exclusion zone recommendation** along the southern border by FAA and DHS.

AMPO will continue to analyze and respond to the evolving appropriations landscape. We will engage on the importance of preserving IIJA program integrity and ensuring that discretionary cuts do not fall disproportionately on MPO-led projects.

◉ EPW Committee Hearing: Stakeholder Views on Reauthorization

The Senate EPW Committee held a hearing on reauthorization, featuring testimony from North Dakota Governor Kelly Armstrong, Phoenix Mayor Kate Gallego, and Husco CEO Austin Ramirez.

Key themes include:

- **State Flexibility:** Governor Armstrong strongly endorsed a proposed bill to increase the **ability of states to transfer up to 75% of funds** across federal formula programs (i.e., up from the current 50% cap).
 - **Note:** AMPO is closely tracking this **proposal** (read more below). While framed as a means of enabling local responsiveness, this provision could allow states to shift funds away from congressionally designated priorities.
- **Discretionary Grants:** Mayor Gallego praised the role of discretionary programs in funding innovation and supporting local priorities. Governor Armstrong indicated a clear preference for flexible formula funds.

- **Innovation:** All witnesses supported investments in technology, including AI-enabled traffic management systems and fleet automation.
- **Permitting Reform & Project Delivery:** Witnesses called for enforceable deadlines, categorical exclusions, and streamlined permitting (i.e., especially for bridge repair).

Additionally, Mayor Gallego, the chair of the Maricopa Association of Governments MPO, testified that: “In the upcoming surface transportation reauthorization bill, I **encourage Congress to invest more often and more directly to local governments and MPOs, not just to states.**”

○ **T&I Committee Hearing: Secretary Duffy on USDOT Budget**

Secretary Duffy appeared before the House T&I Committee to defend USDOT’s FY26 budget request (read **AMPO’s analysis of the budget here**). Members across the aisle expressed concern over project delivery delays and permitting hurdles. Duffy stated that of the roughly 3,200 discretionary grants under review, about 1,900 have been cleared, **with final decisions expected by fall**. While pledging to uphold core safety programs and infrastructure reliability, he also emphasized a policy shift away from equity and environmental justice criteria. Secretary Duffy stated that future grantmaking will prioritize job creation, infrastructure performance, and growth indicators. The hearing highlighted several key themes:

- **Aviation Modernization:** Duffy sought an additional \$19 billion to accelerate air traffic control upgrades, address FAA workforce shortages, and respond to air safety incidents.
- **Project Delivery:** Members raised concerns about permitting delays and urged the USDOT to prioritize rural connectivity, truck parking, and maritime infrastructure. Duffy reiterated his intent to reduce regulatory burdens and “rescope” slow-moving or stalled projects.
- **Policy Priorities:** Several lawmakers challenged Duffy on the USDOT’s removal of equity-related criteria and cuts to research and safety programs. Disagreements surfaced around Buy America enforcement, Disadvantaged Business Enterprise support, and congestion pricing, especially regarding New York’s tolling program.
- **Highway Trust Fund & VMT Pilot:** While members stressed the need to address the HTF’s solvency, Duffy offered little detail on the status of the national VMT fee pilot, noting he was unaware of the current activities of the Federal System Funding Alternative Advisory Board.

Big Picture: the hearing reflected bipartisan agreement on the need for faster project delivery and infrastructure modernization, but sharp divisions remain over grant criteria, safety tradeoffs, and the redirection of IIJA funds. Secretary Duffy’s testimony signals a continued pivot toward performance- and growth-based investment strategies ahead of reauthorization.

○ **EPW Subcommittee Hearing: The Road Ahead for T&I**

The Senate EPW Transportation and Infrastructure Subcommittee held a reauthorization-focused hearing featuring testimony from: Chad Orn (Deputy Director of Planning, North Dakota DOT); Samantha Biddle (Deputy Secretary, Maryland DOT); Marisa Jones (Managing Director, Safe Routes Partnership). The hearing highlighted several key themes and legislative proposals:

- **Formula Funding:** Witnesses and Senators across the aisle emphasized that formula-based funding remains the most effective and timely mechanism for delivering transportation projects. Multiple members reaffirmed support for robust formula funding in reauthorization.
- **Funding Flexibility (S.1733):** Support from members emerged for the Cramer–Alsobrooks Highway Funding Transferability Improvement Act, which would raise the cap on transferring federal highway funds across programs from 50% to 75%.
 - MDOT praised the proposal for enabling multimodal investments and responding to local needs; NDDOT stressed that small, rural states need this flexibility to overcome fragmented apportionments.
 - **Note:** AMPO is tracking this closely, particularly for potential implications on certain formula programs accessed by MPOs (e.g., STBG, CMAQ, CRP, etc.).
- **Safe Routes to School (S.1828):** The Safe Routes Improvement Act, led by Senators Cramer and Markey, would reinstate the requirement that each state DOT designate a Safe Routes to School coordinator.
 - Safe Routes Partnership emphasized that rural and small communities are underserved without a dedicated coordinator to guide project eligibility and applications. MDOT testified that the bill would formalize ongoing safety work and enable stronger Vision Zero implementation.
- **Permitting Reform & Project Delivery:** Senators Lummis and Capito raised concerns over project delays due to NEPA and permitting processes, especially in states with short construction seasons.
 - Witnesses supported reforms like expanding categorical exclusions (**SPEED Act**), updating outdated cost thresholds for major projects and value engineering, and better coordination among federal agencies under “**One Federal Decision.**”
- **Safety & Match Requirements:** Witnesses called for more flexibility in matching requirements under safety programs like HSIP and SS4A, especially for rural and under-resourced communities.
- **Accountability & Equity:** Senator Alsobrooks (co-leader of **S.1733** bill) emphasized that increased state flexibility must be paired with transparency and performance tracking to ensure investments reach underserved communities.
 - Both state DOTs supported using the STIP and public reporting tools to strengthen accountability in transferred fund decisions.

Big Picture: This hearing focused on flexible formula funding to state DOTs, targeted safety investments, and streamlined delivery. Senators from both parties voiced strong interest in advancing proposals like **S.1733** and **S.1828** ahead of reauthorization.



Federal Roundup

Congress: Legislative Activity and Congressional Hearings

Administration & Agencies: USDOT July 2nd Letter Update, GAO Report, Workforce Buyouts

Congress

Legislative Activity

○ **House Appropriation Bills for Water Infrastructure:** The House Appropriations Committee unveiled draft spending bills that would boost federal water infrastructure funding to \$12 billion for FY 2026 (i.e., 18 million more than FY 2025 levels and nearly \$5 billion above the administration's request). The bulk of the increase comes from the Army Corps of Engineers' Civil Works program for \$9.9 billion. Additionally, The EPA would receive \$2.1 billion for state revolving funds to support water and wastewater infrastructure, a reduction from last year, but one that includes earmarks, unlike FY 2025.

○ **House T&I Leaders Introduce FEMA Reform Bill:** Chairman Sam Graves (R-MO), Ranking Member Rick Larsen (D-WA), Rep. Daniel Webster (R-FL), and Rep. Greg Stanton (D-AZ) unveiled the **Fixing Emergency Management for Americans (FEMA) Act of 2025**. The proposal is aimed at overhauling FEMA and the nation's disaster recovery framework. The FEMA Act would elevate the agency back to Cabinet-level status and restructure federal disaster response to more streamlined and transparent. Major changes include project-based grants for speedier recovery, a single streamlined application for disaster survivors, expanded mitigation incentives, and clearer guidance for states on building codes and housing options. Lawmakers say the bill empowers states, rewards preparedness, and cuts red tape.

○ **House Approves Bipartisan Coast Guard Authorization Act:** The House passed the **Coast Guard Authorization Act of 2025 (H.R. 4275)**, extending funding and support for the Coast Guard through FY 2029. The bill builds off the reconciliation package's \$25 billion dollar investment and supports the Coast Guard's efforts in border and maritime safety enforcement to environmental protection and disaster response.

Congressional Hearings, Markups, and Meetings

*View the full **Senate Schedule**. View the full **House Schedule**.*

Note: The House has adjourned for August recess early and will return in September.

○ **Senate Commerce Committee Hearing: USDOT Nominees:** The Senate Commerce Committee held a confirmation hearing for DOT modal nominees Derek Barrs (FMCSA), Jonathan Morrison (NHTSA), and Paul Roberti (PHMSA). Each nominee emphasized safety as their top priority. Key topics included commercial driver licensing, truck parking, distracted and impaired driving, aging vehicle fleets, AV policy, and pipeline protection. Members raised concerns about regulatory clarity, cost impacts of safety technologies, rural safety, and interagency coordination. All nominees supported proactive, coordinated approaches to safety and enforcement, with growing attention on technological innovation and federal guidance.

Administration & Agencies



🕒 **Administration Creates ‘Schedule G’ to Expand Political Appointees:** The administration has created a new class of federal employees (i.e., “Schedule G”) to expand the number of non-career political appointees who can influence policy without Senate confirmation. The executive order aims to place more political appointees in policymaking roles across agencies and is framed by the administration as a way to boost implementation for its agenda. The Office of Personnel Management will set rules for the new category, which follows the administration’s broader push to reshape the executive branch.

🕒 **OMB Signals More Rescissions Ahead:** Office of Management and Budget (OMB) Director Russ Vought declared the appropriations process “has to be less bipartisan,” signaling a push for more partisan control over federal spending with Republicans holding both chambers and the White House. Vought rejected assurances that the administration would honor bipartisan funding deals, asserting that rescissions would continue. He also reiterated the administration’s position that the Impoundment Control Act, which limits presidential power to withhold congressionally approved funds, is unconstitutional, further escalating tensions with Democrats, who condemned the remarks.



🕒 **GAO Report on FHWA’s EV Charging Programs:** A new Government Accountability Office (GAO) report finds FHWA lacks clear performance goals for the NEVI Formula Program and the CFI Discretionary Grant Program, which are focused on electric vehicles. GAO raised concerns about oversight and effectiveness. As of April 2025, just 384 federally funded chargers were operational, and GAO noted that FHWA has yet to fully define how it will measure progress or expand access, a core objective of the programs. Originally created under the IIJA, both programs have faced criticism from the administration and congressional Republicans, with the FY 2026 budget proposing to eliminate their funding. FHWA also rescinded key guidance earlier this year and has yet to reissue updates, further stalling implementation. GAO urged FHWA to adopt a performance management framework to track results and demonstrate value to Congress and the public.

🕒 **Letter to Recipients of Federal Funds: Update:** Secretary Duffy issued a letter on July 2nd, notifying all recipients of USDOT funding that the department will no longer enforce previous administration requirements related to climate change, greenhouse gas emissions, racial equity, environmental justice (EJ), gender identity, or diversity, equity, and inclusion (DEI). 🕒 **Read AMPO’s summary here.**

In response to the letter, AMPO contacted USDOT to seek clarification on its implications for MPOs. We asked:

- Does this mean recipients remain free to continue climate, equity, and related activities under existing contracts even though DOT will no longer enforce those prior-administration requirements? Or, conversely, whether recipients are now prohibited from undertaking any such activities under existing contracts?
- Is there a comprehensive list of the specific clauses have been struck from all the model agreements?

- Beyond DOT's own non-enforcement, could third parties challenge an MPO if it pauses work on climate, DEI, or similar provisions? If so, are there any protections/safeguards in place to prevent legal action against them that we should share with our members?

USDOT responded with the following statement:

"The letter speaks for itself in that it doesn't state a position as to whether recipients may continue to comply with such conditions, but rather, it states that DOT will not require policies (not based in statute or regulation) relating to climate change, 'greenhouse gas' emissions, racial equity, gender identity, 'diversity, equity, and inclusion' goals, environmental justice, and the Justice 40 initiative as included in Biden Admin terms to grant agreements. However, as noted in the previously circulated 'follow the law' letter, recipients may not engage in activities that violate federal law."

🕒 **7% of USDOT Staff Accept Buyouts:** Roughly 7% of USDOT's staff (i.e., over 4,100 employees) have accepted early-buyout offers under an administration initiative aimed at reducing federal workforce size. While the FAA, which comprises most of DOT's workforce, saw 4.5% of staff take the offer, smaller agencies were hit much harder. The **FTA is losing nearly a third of its employees, followed closely by the FHWA (26%) and NHTSA (28%)**. Transportation Secretary Sean Duffy offered little detail on whether more cuts are ahead, only stating the department would continue evaluating its staffing needs. The departures take effect in September.

🕒 **Audit Finds NHTSA Crash Investigation Program Lacks Key Procedures:** A new audit found that the NHTSA Special Crash Investigations (SCI) Program lacks adequate procedures in several critical areas, including crash selection, data analysis, and measuring program impact. While the SCI Program has been effective in conducting investigations, it lacks formal processes for prioritizing which crashes to investigate and fails to meet timeliness goals, often due to delays in data collection. The audit, which was self-initiated, made three recommendations: revise SCI procedures, update document retention policies, and implement a process to evaluate and communicate the program's impact.

🕒 **USDOT Announces Advisory Board to Advance Transportation Modernization:** Secretary Duffy appointed 12 members to the newly formed USDOT Advisory Board, a group tasked with shaping the department's strategic direction on infrastructure, technology, and project delivery. The Board will advise on regulatory reform, public-private partnerships, and ways to boost efficiency and innovation.

🕒 **USDOT Cancels \$4B of California High Speed Rail Funding:** USDOT officially canceled \$4 billion in federal grants awarded to the California High-Speed Rail project, citing the state's failure to meet project commitments. The decision affects an FY 2010 grant and a multiyear award from the IJIA-funded Federal-State Partnership program. The loss of federal support leaves the project with an \$11 billion funding gap and uncertain prospects.

🕒 **James Crawford Sworn In as USDOT's First Assistant Secretary for Tribal Affairs:** James Crawford, a member of the Forest County Potawatomi Community, has been sworn in as USDOT's Assistant Secretary for Tribal Affairs, becoming the first to hold the newly created role.



National News



Michigan Holds 40th Place in National Road Conditions: Michigan ranks 40th in the nation for road system conditions according to the Citizens Research Council's updated 2025 Road System Condition Index. The state performs relatively well on Interstate pavement in good condition (ranking 17th) but fares poorly in metrics like bridge infrastructure in poor condition and non-Interstate NHS pavement, where it ranks near the bottom nationally. Some modest gains were noted, such as a slight reduction in poor pavement on federal-aid roads, but these improvements were outpaced by progress in other states.



Federal Funding Awards

USDOT Awards \$448M in BUILD Grants : USDOT announced \$488 million in Better Utilizing Investments to Leverage Development (BUILD) grants for 30 projects across the country ([view awards here](#)). The awards target key areas like road safety, freight mobility, transit access, and port expansion, with 77% of the funding going to roads and bridges. There were over 800 applications submitted.

USDOT Awards \$8.75M to Boost Shipyards and Maritime Workforce: USDOT announced \$8.75 million in Small Shipyard Grants to 17 recipients across 12 states as part of the administration's push to restore America's maritime efforts. The grants, administered by MARAD, will help modernize shipyard infrastructure, invest in advanced manufacturing equipment, and expand workforce training and apprenticeships.



Notice of Funding Opportunities

- Bridge Investment Program (BIP): announced \$5.4 billion in federal bridge funding. Nearly \$4.9 billion will be available through the BIP with an additional \$500 million allocated for rural bridges under the Competitive Highway Bridge Program. **Applications are due by August 1st, 2025.**
 - [Read AMPO's BIP analysis here](#)
- Port Infrastructure Development Program (PIDP): amended version of the PIDP NOFO for projects that improve the safety, efficiency, or reliability of the movement of goods into, out of, around, or within a port. **Applications are due by September 10th, 2025.**

Upcoming NOFOs:

- Strengthening Mobility and Revolutionizing Transportation (SMART) Grants – R2:
 - **Expected Release:** end of August

- **FAA:** three NOFOs anticipated this summer (Airport Terminal Program, Federal Contract Tower Program, Airport Assistance Grants Reallocation)
- **FRA:** FY 2025 discretionary grant schedule “coming soon”

 Access **AMPO’s NOFO Tracker** [here](#).



Recent Editions & AMPO Analysis

July 10th (2025)

- **Federal Focus (7/10):** One Big Beautiful Bill Act (Analysis), USDOT Letter to all Funding Recipients, FHWA Highway Program Apportionments

July 3rd (2025)

- **Federal Focus (7/3):** NEPA Reform (Analysis), Division Office Cuts, EPA Grant Alarm Bells, USDOT Safe Roads Campaign, FTA Deregulatory Measures, Reconciliation Updates, Reauthorization Updates

June 18th (2025)

June 11th (2025)

- **AMPO Analysis (6/11):** Potential Freeze on \$30B in Agency Funds, Bridge Investment Program FY 2025 NOFO (analysis), USDOT Approval of 529 grants, Administration Resets CAFE Program, Updates to BEAD Program

June 6th (2025)

- **AMPO Analysis (6/6):** FY 26 USDOT Budget Request, DOE Grant Cancellations, FTA Master Agreements Update, GAO Ruling on EV Funds, Supreme Court Narrows NEPA Scope, FHWA Terminates Transportation Planning Rulemaking

May 28th (2025)

- **AMPO Analysis (5/28):** Withdrawal of CEQ Interim Guidance on GHG and Climate Change under NEPA, GAO finds Administration Broke Law by Freezing EV Funds

May 22nd (2025)

- **AMPO Analysis (5/22):** USDOT Administrative Rulemaking Procedures, Secretary Duffy Testimony in House & Senate Appropriations Committee, Sequestration Under S-PAYGO

May 7th (2025)

- **AMPO Analysis (5/7):** House T&I Committee Budget Reconciliation Proposal, Administration Budget Request

May 2nd (2025)

- **AMPO Analysis (5/2):** OST Intergovernmental Affairs Update (Priorities & Grants), House T&I Hearing on HTF, Administration Preliminary Budget Request, T&I Committee Advances Budget Reconciliation Proposal, FHWA Releases Formula Funding Obligation Limitations to the States



View all past editions of the **National Beat** Policy Newsletter [here](#)

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

August 19, 2025

Subject: **Public Hearing – September 16, 17, & 18, 2025**
Southport Connector Expressway
Project Development & Environment (PD&E) Study
CFX Project Number: 599-233

Dear Government Partner:

The [Central Florida Expressway Authority](#) (CFX) is holding a Public Hearing for the Southport Connector Expressway Project Development and Environment (PD&E) Study. The proposed 15-mile expressway would extend from the Poinciana Parkway, within the existing median of Cypress Parkway, and continue east to Florida's Turnpike and Canoe Creek Road. The project also would include local road improvements for congestion relief, including widening Cypress Parkway to six lanes, widening side streets and other upgrades at eight intersections, and a multi-use trail.

CFX is working in coordination and in partnership with leaders in Osceola and Polk counties on transportation solutions for this fast-growing area – particularly for the Poinciana community. The proposed Southport Connector Expressway would be part of a regional transportation network to make travel easier and more efficient – including making it more convenient to get to Interstate 4 and Florida's Turnpike.

Based on agency and community input from a variety of community engagement meetings, public meetings and workshops and engineering evaluations and refinements, the Southport Connector PD&E Study has developed a Preferred Alternative for review and comment. The Preferred Alternative includes a limited-access expressway and local road improvements designed to alleviate traffic backups, improve the reliability of commutes, provide connectivity to major roads, enhance emergency response times, and accommodate projected future traffic growth – including future development planned south of Lake Toho.

The Public Hearing is being held both in-person and virtually. All meetings will present identical information and allow for public comment. Please see below for details on how to participate:

Osceola County In-person Meeting

- **Tuesday, Sept. 16, 2025**
Liberty High School
4250 Pleasant Hill Rd, Kissimmee,
FL 34746
- **(Exhibits and Staff Interactions)**
5:30 p.m. – 6:30 p.m.
School Cafeteria
- **(Formal Presentation and Public Comment)**
6:30 p.m. – 7:30 p.m.
School Auditorium

Virtual Meeting

- **Wednesday, Sept. 17, 2025**
5:30 p.m. – 7 p.m.
View presentation and submit
written comments and questions
via the online meeting platform.

**Pre-register for any meeting by
viewing the QR code with your phone
camera. Registration is not required,
but is encouraged for planning
purposes:**



Polk County In-person Meeting

- **Thursday, Sept. 18, 2025**
- **(Exhibits and Staff Interactions)**
5:30 p.m. – 6:30 p.m.
Anthony DePalma Event Center
395 Marigold Ave, Poinciana, FL
34759
- **(Formal Presentation and Public Comment)**
6:30 p.m. – 7:30 p.m.
Poinciana Community Center
445 Marigold Ave, Poinciana, FL
34759

All comments received or postmarked by Oct. 2, 2025, will become part of the hearing record. A court reporter will be present at each of the in-person hearings to take individual comments and to record a formal transcript.

The draft study documents will be available for public viewing in advance of the hearings from Aug. 22, 2025, through Oct. 2, 2025, at the following locations:

- Poinciana Library
101 N Doverplum Ave, Kissimmee, FL 34758
Monday - Thursday, 9 a.m. - 9 p.m.; Friday - Saturday, 9 a.m. - 6 p.m.; Sunday 12 p.m. - 6 p.m.
- Central Florida Expressway Authority
4974 ORL Tower Rd., Orlando, FL 32807
Monday - Friday, 8:30 a.m. - 4:30 p.m.; Saturday, Closed; Sunday, Closed
- On the study websites at MovePoinciana.com and AvanzaPoinciana.com

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons with disabilities who require special accommodations under the Americans with Disabilities Act or person who require translation services, free of charge, should contact: Mary Brooks as noted below at least seven (7) days prior to the hearing. If you are hearing or speech impaired, please contact us by using the Florida Relay Service, 1-800-955- 8771 (TDD) or 1-800-955-8770 (Voice).

Please see the attached fact sheet or visit MovePoinciana.com for study details. For questions or to be added to the project contact database, contact Mary Brooks, Public Involvement Coordinator, by email at ProjectStudies@CFXway.com.

Sincerely,



Glenn Pressimone, PE
Chief of Infrastructure
Central Florida Expressway Authority

Attachments: Fact Sheet & Hearing Location Map

MOVE POINCIANA

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SOUTHPORT CONNECTOR EXPRESSWAY PROJECT DEVELOPMENT & ENVIRONMENT STUDY

SUMMER 2025

The Central Florida Expressway Authority (CFX) is working with local leaders to find ways to relieve traffic congestion in fast-growing Osceola and Polk counties. As part of the Project Development and Environment (PD&E) Study, CFX since the March Alternatives Public Workshop has been working toward a Preferred Alternative for the Southport Connector Expressway.

The 15-mile tolled road would extend from the Poinciana Parkway within the Cypress Parkway median to Pleasant Hill Road. It would then continue east to the Florida's Turnpike and Canoe Creek Road. CFX is proposing the Southport Connector Expressway as part of a series of new roadways to provide easier and more efficient travel for the region - including making it more convenient to get to Interstate 4 and Florida's Turnpike. CFX is holding a Public Hearing in September. See map below and MovePoinciana.com for details.

STUDY DESCRIPTION

- CFX would widen Cypress Parkway to six lanes and upgrade eight intersections, making local travel easier.
- Elevated expressway within the Cypress Parkway median would make longer trips easier. Those using the expressway would mean less traffic on the local road.
- Based on agency and community input, as well as engineering analysis, CFX proposes building the elevated expressway on a combination of bridge structures – for more open, community views – and on fill dirt with retaining walls within the Cypress Parkway median.

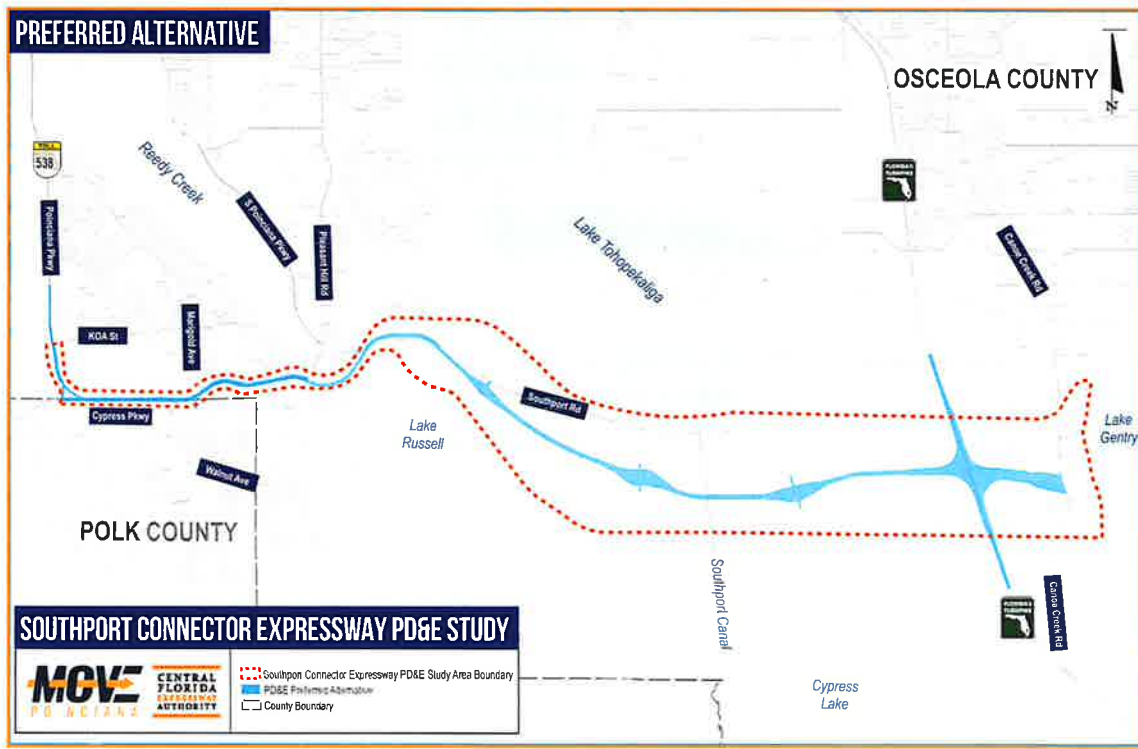
IN-PERSON MEETING LOCATIONS



VIRTUAL MEETING

Wednesday, September 17, 5:30 p.m. – 7:00 p.m.

Registration is required at MovePoinciana.com to attend.



PUBLIC ENGAGEMENT SCHEDULE HIGHLIGHTS

	2024		2025			
	Q3	Q4	Q1	Q2	Q3	Q4
Community Outreach						
Informal Community Open House		★				
Advisory Group Meetings			★			
Alternatives Public Workshop			★			
Draft Documents						
ESC Meeting				★		
Advisory Group Meetings					★	
Public Hearing (Preferred Alternative)					★	
Final Documents						
Present to CFX Governing Board						★
CFX Review/Study Complete						★

TAKE THE TRAFFIC CONGESTION SURVEY



For questions or comments, contact the CFX Public Information Team at ProjectStudies@CFXway.com, or visit the study webpage by scanning the QR code to the left.

Para más información en español comuníquese con Tiany Sousa al 407.636.0209 o por correo electrónico a Tiany.Sousa@CFXway.com o visita www.AvanzaPoinciana.com.



U.S. 192 Improvements

From Main Street to Aeronautical Drive

Osceola County
Financial Project Identification (FPID) No: 450778-1

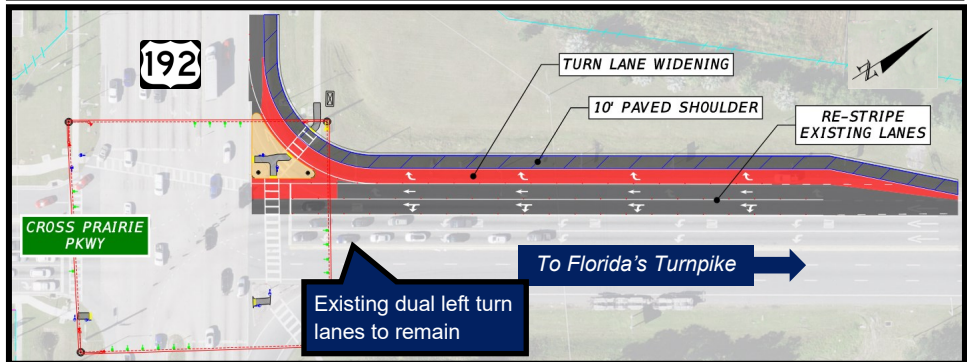
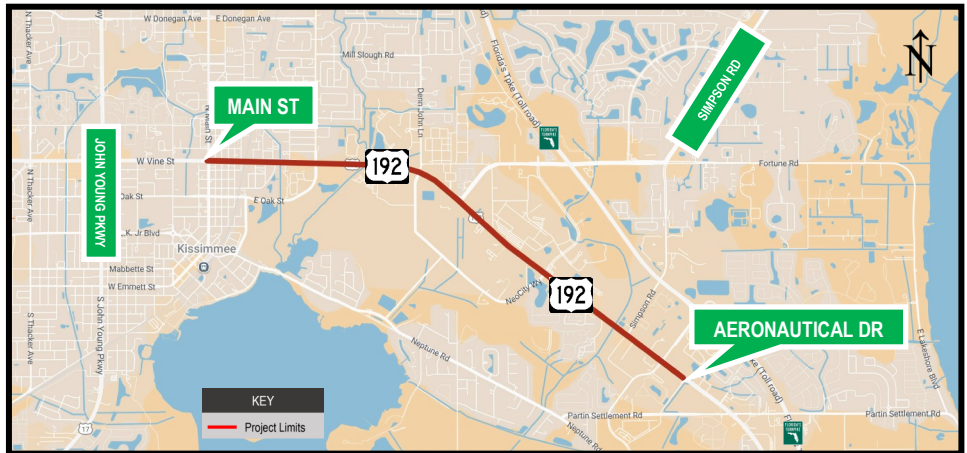


Project Description

The Florida Department of Transportation (FDOT) is designing improvements along U.S. 192 (East Vine Street/East Irlo Bronson Memorial Highway) from Main Street to Aeronautical Drive in Osceola County. The purpose of the project is to resurface U.S. 192 within the project limits to restore the condition of the roadway and maintain a safe and reliable driving surface.

Additionally, the project plans to improve traffic flow at the intersection of U.S. 192 and the access road to Florida's Turnpike at Cross Prairie Parkway. The design proposes adding a new lane on the access road for traffic proceeding straight through the intersection to Cross Prairie Parkway or turning left onto U.S. 192. The access road will be widened within existing right of way to accommodate the new lane. The new configuration maintains the existing free-flow right-turn lane and dedicated dual left-turn lanes as shown in the graphic.

Other planned improvements include reconstructing and upgrading the existing traffic signal at Cross Prairie, and refreshing pedestrian crosswalks and reconstructing sidewalk curb ramps as needed throughout the project to meet current Americans with Disabilities Act (ADA) standards.



Contact Information:

Jude Jean-Francois
FDOT Project Manager
386-943-5487
Jude.Jean-Francois@dot.state.fl.us

CFLRoads.com

Project Status & Estimated Costs*

Design:	Ongoing - completion early 2026	\$ 1.4 million
Right of Way:	Within existing	—
Construction:	Funded - summer 2026	\$ 18.5 million

***subject to change**

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons wishing to express their concerns relative to FDOT compliance with Title VI may do so by contacting Melissa McKinney, FDOT District Five Title VI Coordinator, at Melissa.McKinney@dot.state.fl.us.

MetroPlan Orlando - Project Development and Enviromental Study Tracking - As of June 2025

Current PD&E Projects in MetroPlan Orlando Area

Agency	FM#	Project Name	County	Project Manager	Firm	Class of Action	LDCA Anticipated	Design Funded FY	Design Funded Amount	Design Status	ROW Funded FY	ROW Funded Amount	Construction Funded FY	Construction Funded Amount
FDOT-D5	437200-2	US 17/92 from Ivy Mist Lane to Avenue A	Osceola	David Graeber	VHB	Type II CE	Dec-25	FY 2027	\$6.95 M	N/A	Not funded	N/A	Not funded	N/A
FDOT-D5	452574-1	SR 60 from Prairie Lake Rd to Florida's Turnpike	Osceola	M. Serronta-Accosta	Volkert	Type II CE	May-25	Not Funded	N/A	NA	Not Funded	NA	Not funded	N/A
FTE	423374-3	Widen Turnpike Mainline from SR 60 to Clay Whaley Road	Osceola	Greg Moore	Ardurra	SEIR	May-26	Not funded	N/A	N/A	Not funded	N/A	Not funded	N/A
FTE	444006-1	Widen Turnpike Mainline from Sand Lake Road to SR 408	Orange	Greg Moore	Kimley-Horn	Type 2 CE	Dec-27	Not funded	N/A	N/A	Not funded	N/A	Not funded	N/A

Upcoming PD&E Projects in MetroPlan Orlando Area

Agency	FM#	Project Name	County	PD&E FY	PD&E Amount	Anticipated Class of Action

Acronyms	
FDOT	Florida Department of Transportation
FTE	Florida Turnpike Enterprise
CFX	Central Florida Expressway Authority

Notes

Section 4



2050 MTP Status Report | August 2025



WHAT IS THE 2050 MTP?

The Metropolitan Transportation Plan (MTP) establishes the vision of Central Florida's entire transportation system for Orange, Osceola, and Seminole Counties. This plan for the year 2050 identifies current and future transportation needs. Projects must be included in the plan to receive federal and state funding. The plan is updated every five years to reflect the changing dynamics of the region.

ONGOING WORK AND PROGRESS TO DATE

BACKGROUND & EXISTING CONDITIONS

- Refinement of final reports underway.
- Compiling source contributions to the Data Source Guide.

GOALS & OBJECTIVES

- Refinement of final reports underway.

TECHNICAL ANALYSIS

- Coordination with FDOT on the Central Florida Regional Planning Model underway.
- Refinement of final reports underway, including: Community Health & Housing, Environment & Resilience, and Financial Resources.

NEEDS ASSESSMENTS & FUNDING SCENARIO PLANNING

- Modal needs assessment summary reports are under development.
- Final revisions to the transportation needs planning consistency lists underway.
- Continued development of a 2050 MTP Data Visualization Dashboard and online supporting materials.
- MPO Board and Advisory Committees selected a recommended funding policy for the 2050 Plan

COST FEASIBLE PLAN DEVELOPMENT

- Continued development of the Cost Feasible Plan, including the narrative, cost feasible tables, unfunded needs list tables, and the local needs and opportunities lists for planning consistency.





2050 MTP SCHEDULE

Task	2024				2025			
	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec	Jan – Mar	Apr – Jun	Jul – Sep	Oct – Dec
Background & Existing Conditions								
Goals & Objectives								
Technical Analysis, Needs Assessment, Funding Scenario Comparisons								
Cost Feasible Plan Development								
Plan Adoption & Implementation								

UPCOMING 2050 MTP MEETINGS AND OUTREACH EVENTS

Date/Time	Meeting/Event	Location
August 14, 2025 at 2:00pm	2050 MTP Technical Workshop	Virtual / Zoom https://metroplanorlando.gov/calendar/
August 21, 2025 at 12:00PM	Journey to 2050: Community Characteristics Webinar	Virtual / Zoom https://metroplanorlando.gov/calendar/
September 11, 2025 at 12:00PM	Journey to 2050: Multimodal Transportation Needs Webinar	Virtual / Zoom https://metroplanorlando.gov/calendar/
September 29, 2025 at 5:00pm	2050 MTP Public Meeting	Pine Hills Multicultural Center 7149 W Colonial Dr, Orlando, FL 32818

For more information on the 2050 MTP, contact:

Taylor Laurent

2050 MTP Project Manager

MTP@MetroPlanOrlando.gov

(407) 481-5672

Para obtener más información, contacte:

Mary Ann Horne

2050 MTP Public Information Manager

MTP@MetroPlanOrlando.gov

(407) 481-5672

MetroPlanOrlando.gov/2050



Commissioner Cheryl Grieb's 2025 Community Resource Network Event

June 25, 2025

Comments received: 3 Event Attendance: 100
Location: **OSCEOLA** / Community Event

Commissioner Cheryl Grieb's 2025 Community Resource Event offered Osceola County residents an opportunity to learn about community services available to them. MetroPlan Orlando set up a table at the resource fair to give residents an opportunity to meet with staff and share their feedback about Central Florida's transportation system.



2025 COMMUNITY RESOURCE NETWORK EVENT


Discover the incredible range of services and opportunities offered by your community

Our services includes:

- Housing and Community Services
- Veterans Services
- Florida Department of Health
- Community Legal Services of MID Florida
- And many more


*This is a free event for Osceola County residents. Giveaways and raffles will be held during the event!

For more information:
Visit osceola.org or call (407) 742-8400




**Wednesday
June 25, 2025
2 P.M. – 6 P.M.**

Housing and Community Services
1392 E. Vine Street,
Kissimmee, FL 34744

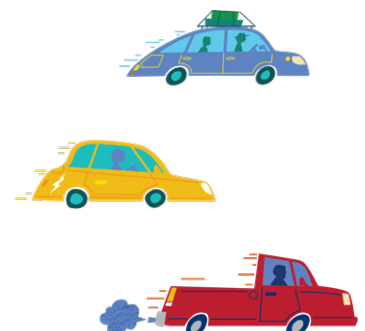
 **OSCEOLA COUNTY DISTRICT 4**

Commissioner Cheryl Grieb



Community Feedback Summary

- Use of the current public transit system often results in lengthy travel times.
- There is too much traffic – roads are frequently congested, leading to delays and frustration for commuters.
- Expanding the Sun Rail network would improve transportation options and accessibility.
- Enhancing connectivity between cities would foster economic growth and improve the quality of life for residents.



Commissioner Brandon Arrington's Government Resource Fair

July 24, 2025

Comments received: 8 Event Attendance: ~200
Location: **OSCEOLA** / Community Event

Commissioner Brandon Arrington's Osceola County District 3 Government Resource Fair connected Osceola County residents with transportation and government agencies, and county departments, to answer questions and provide resources. MetroPlan Orlando staff were on-hand and collected important resident feedback.



THURSDAY JULY 24
Find Out
WHAT'S HAPPENING

COMMISSIONER BRANDON ARRINGTON INVITES YOU TO THE
OSCEOLA COUNTY DISTRICT 3 GOVERNMENT RESOURCE FAIR!

VALENCIA COLLEGE | POINCIANA CAMPUS
3255 Pleasant Hill Road, Kissimmee, FL 34746 | 4 to 8 p.m.

Discover future transportation projects and enhancements from:

- Osceola County Transportation
- Central Florida Expressway Authority (CFX)
- FDOT
- LYNX
- MetroPlan Orlando (MPO)
- SunRail

Connect with Your Local Government

- Engage with representatives from government agencies and county departments.
- We are ready to answer your questions and provide valuable resources.
- We're building what's next—and you're a part of it!

Logos for participating agencies: E-PASS, LYNX, FDOT, metroplan orlando, CENTRAL FLORIDA EXPRESSWAY AUTHORITY, OSCEOLA COUNTY TRANSPORTATION, SunRail, KRISTEN ARRINGTON, DARREN SOTO, JOSE ALVAREZ, OSCEOLA READS, OSCEOLA PROSPER, VALENCIA COLLEGE.

Community Feedback Summary

- Written and verbal feedback included improving LYNX and SunRail through additional service, more reliability, more shelters, and connectivity to Davenport.
- Several comments noted desired roadway improvements to alleviate congestion including requests to construct an overpass in Poinciana at Village 8.7, reopening the Old Tampa Road to Polk/Osceola line, and adding emergency lanes to keep traffic moving during incidents.
- Topics supporting safer roads included roadway lighting, especially in construction zones.
- Additionally, staff heard general suggestions including that Polk County should be included in MetroPlan Orlando's plans.



2050 Metropolitan Transportation Plan Status Update

August / September 2025



Cost Feasible Plan

Considers & Incorporates All Things



Needs Assessment

Regional transportation issues documented and solutions identified



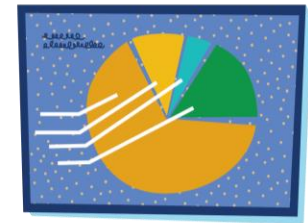
Project Prioritization

Projects evaluated comparatively using a data informed process



Revenue Forecasts

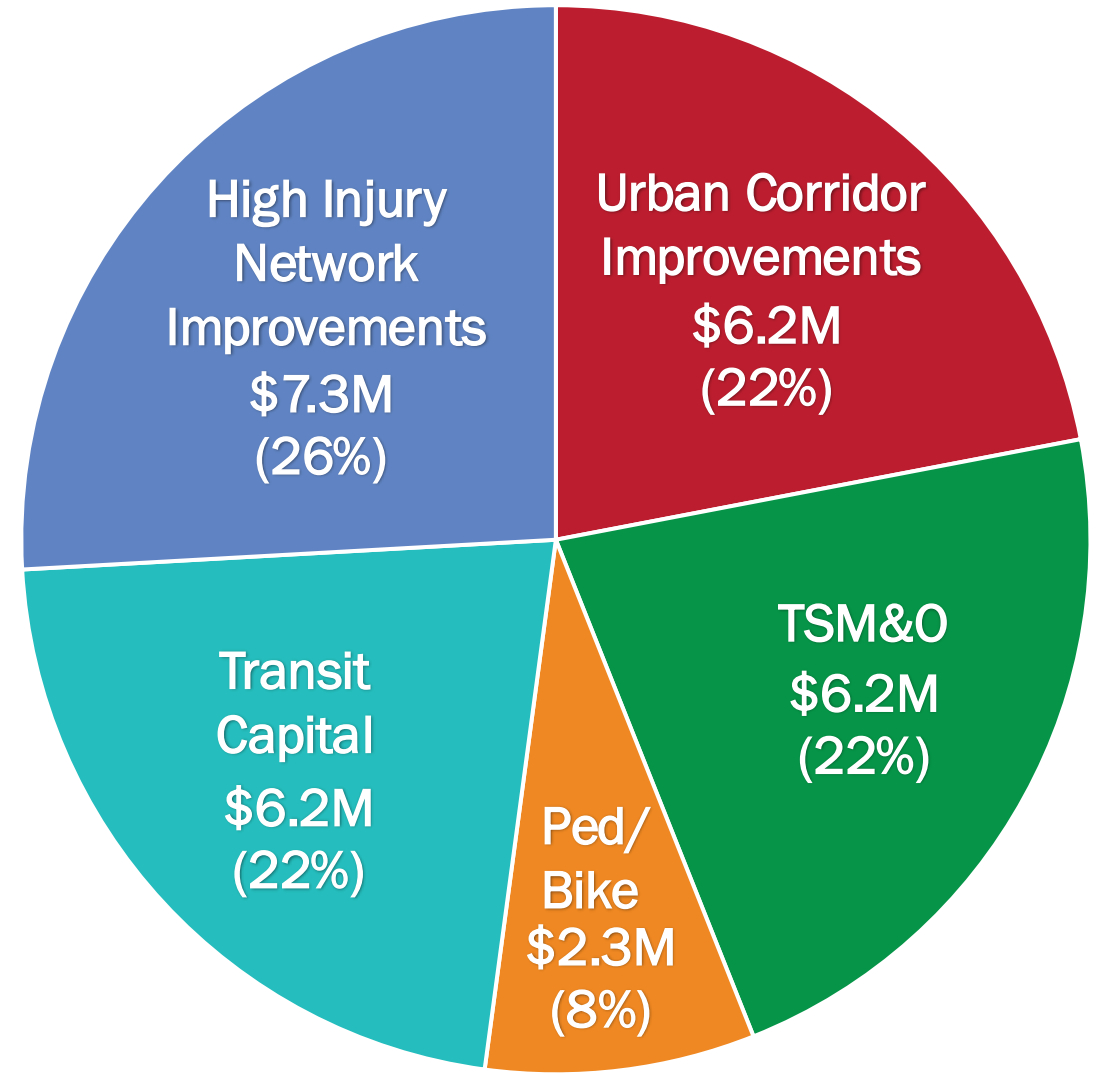
Reasonably available transportation revenues projected



Funding Policy

Guide to spending the limited funding programmatically

Recommended 2050 MTP Funding Policy



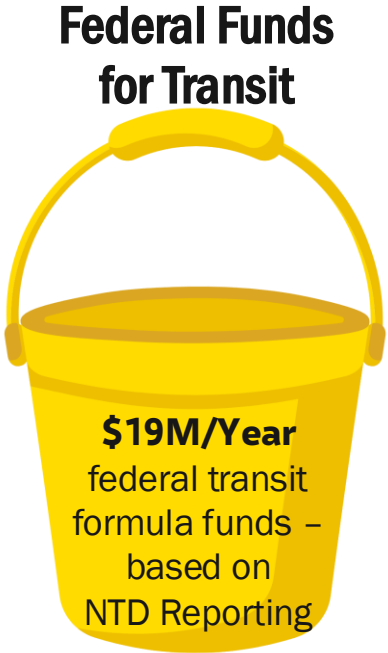
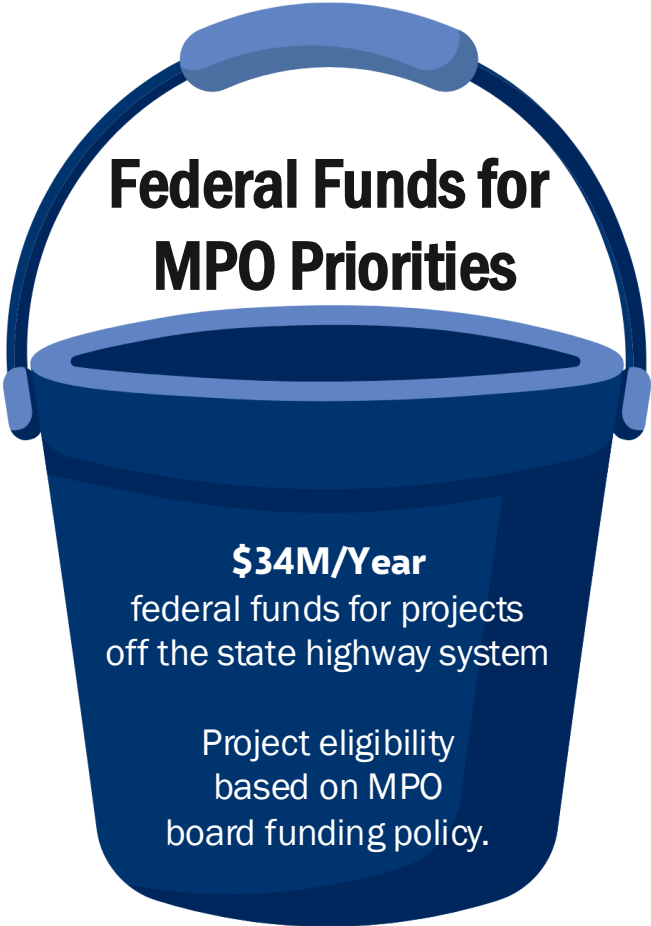
Pie chart represents the annual funding allocation



Estimated MetroPlan Orlando Allocation of Federal and State Funds (2031 to 2050)

Annualized Estimates

- Pass Thru to LYNX
- MPO / TMA
- State / FDOT



Federal / State Funds for State Highway System & “Other Roads”

- Draft Cost Feasible & Unfunded Needs
- Longest of the draft cost feasible tables
- Most funding available

\$54M/Year

federal and state funds for projects on the state highway system

Projects to include roadway widenings, urban corridor improvements, operational solutions, and bicycle & pedestrian projects on the state highway system.



\$9.2M/Year

federal “other roads” funds for non-SIS/SHS projects

Important to Note

Projects on the SHS list to be implemented by FDOT in cooperation with MetroPlan Orlando and Local Governments.

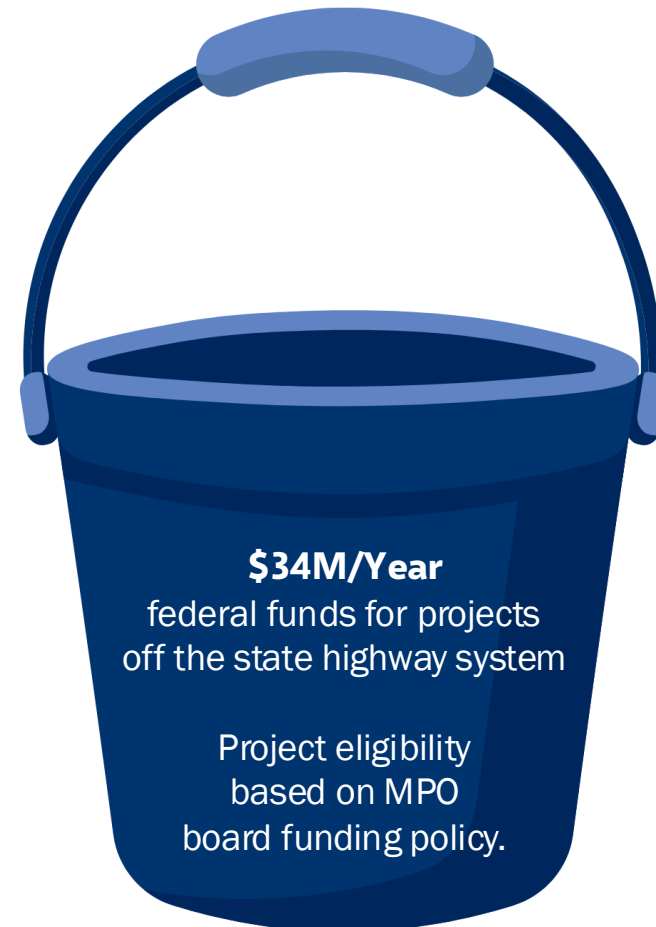
Federal Urban Attributable Funds for MetroPlan Orlando Priorities

Draft Cost Feasible & Unfunded Needs

- MPO Planning Programs and UPWP
- High Injury Network Countermeasures
- Urban Corridor Improvements / Complete Streets
- TSMO
- Active Transportation

Important to Note

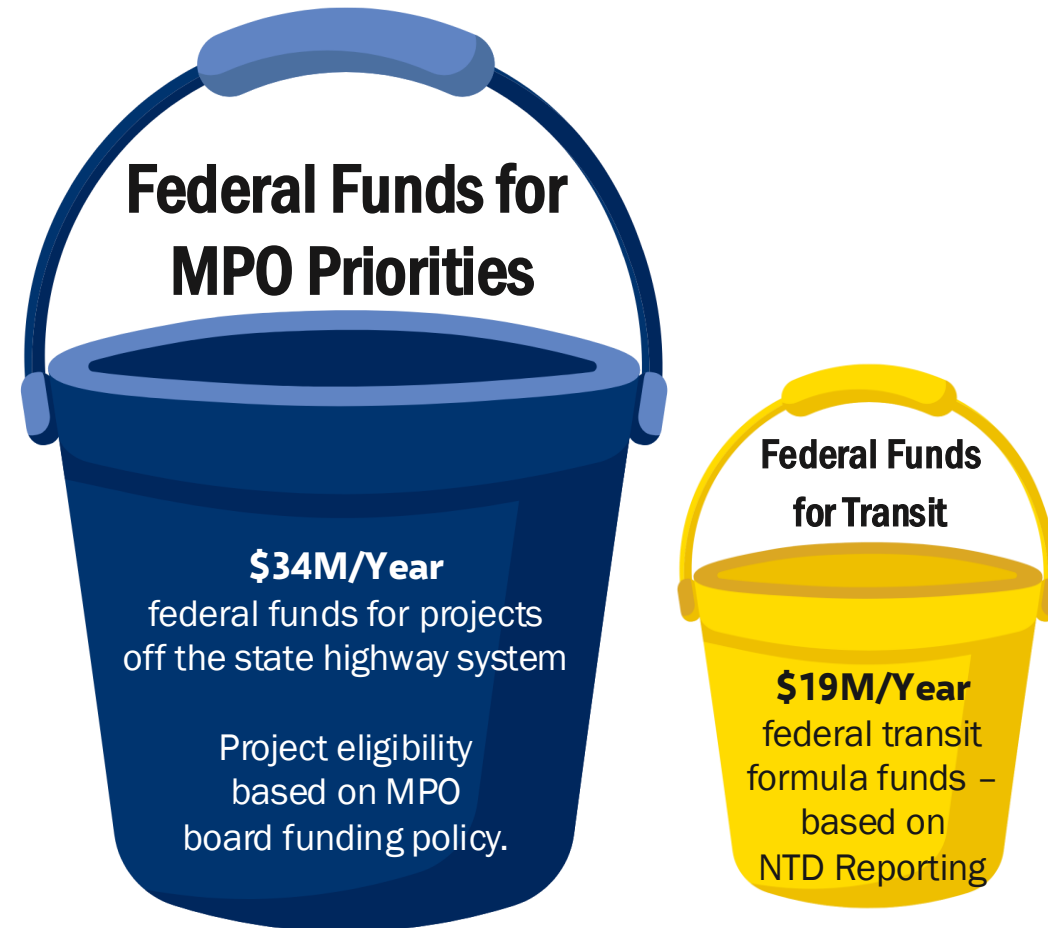
Projects on these lists to be implemented by Local Governments via the FDOT Local Agency Program (LAP).



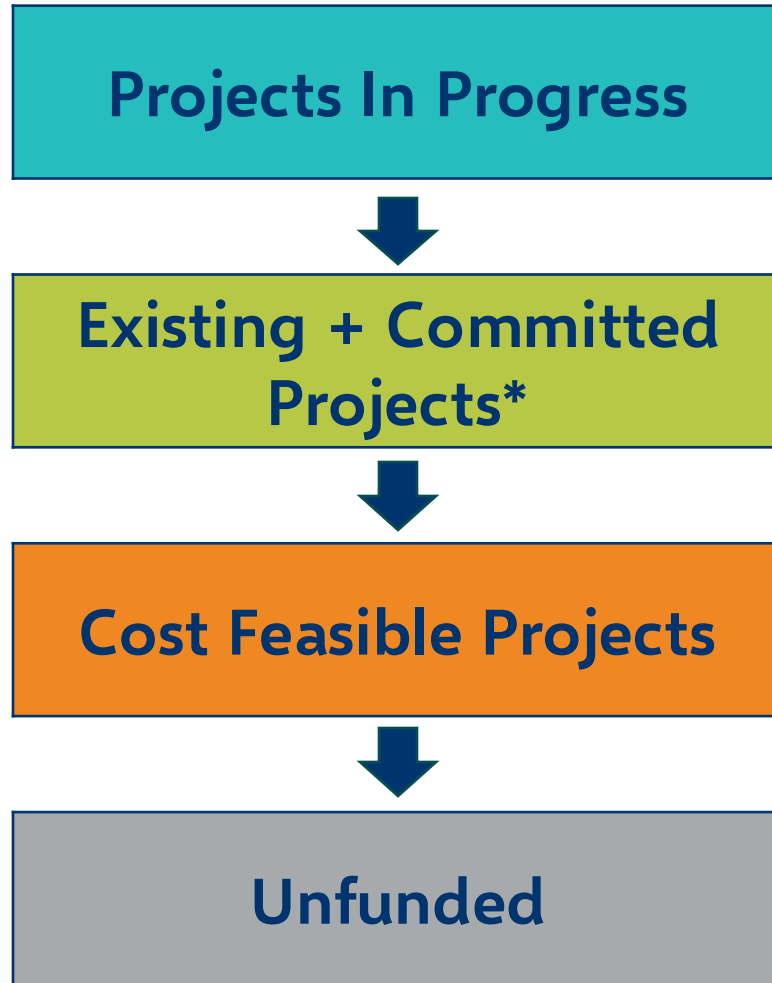
Federal Funds for Regional Transit

Draft Cost Feasible & Unfunded Needs

- Funding Policy = 22% of MPO-TMA funds to support eligible Transit Capital
- MPO Transit Capital funding to be programmed annually in cooperation with LYNX and SunRail (~6.2M / year)
- Federal transit (FTA) funding based on formula for operations, maintenance, and capital expenditures
- Includes bus and rail transit



Cost Feasible Plan Programming Structure



- **Projects in Progress:** projects that are partially programmed in the TIP but not yet finished
- **Existing + Committed Projects*:** projects fully programmed in the TIP
(will be incorporated into the draft CFP)
- **Cost Feasible Projects:** projects that have not been started, but are cost feasible within the MTP

Coming Soon!

2050 MTP Cost Feasible Plan and Unfunded Needs

- Interstate Highway System and Strategic Intermodal System
- Florida Turnpike Enterprise (FTE)
- Aviation

Other Transportation Needs and Opportunities

- Central Florida Expressway Authority
- Orange County and Municipalities
- Osceola County and Municipalities
- Seminole County and Municipalities



Next Steps

September 2025

- Draft Cost Feasible Plan
- Draft 2050 MTP Documentation
- 2050 MTP Public Meeting

October/November 2025

- Preview of 2050 MTP

December 2025

- Adoption of 2050 MTP

2050 MTP Public Meeting

September 29, 2025
5:00pm – 7:00pm

Orange County Multicultural Center
7149 W Colonial Dr, Orlando, FL 32818





2050 MTP Schedule

	2024				2025			
	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
Goals, Objectives, Measures								
Trends, Conditions, Uncertainties								
Multimodal Needs Assessments								
Funding Scenarios								
Develop Cost Feasible Plan								
Seek Board Adoption								Must be adopted by Dec 2025
Agency / Public Participation								

WE ARE HERE

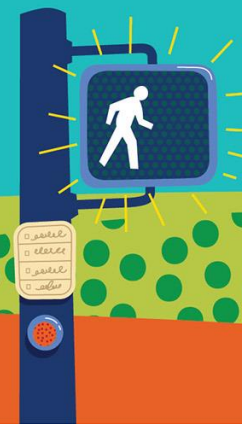


Thank you!

Taylor Laurent, PE, AICP

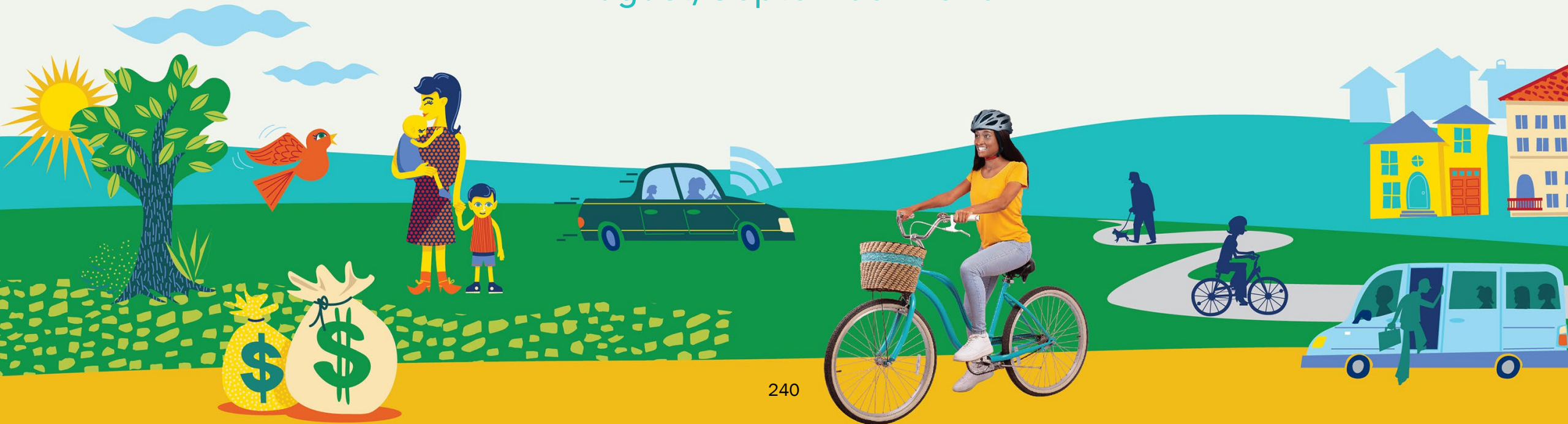
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MTP@MetroPlanOrlando.gov



VISION ZERO PLANNING UPDATE

August/September 2025

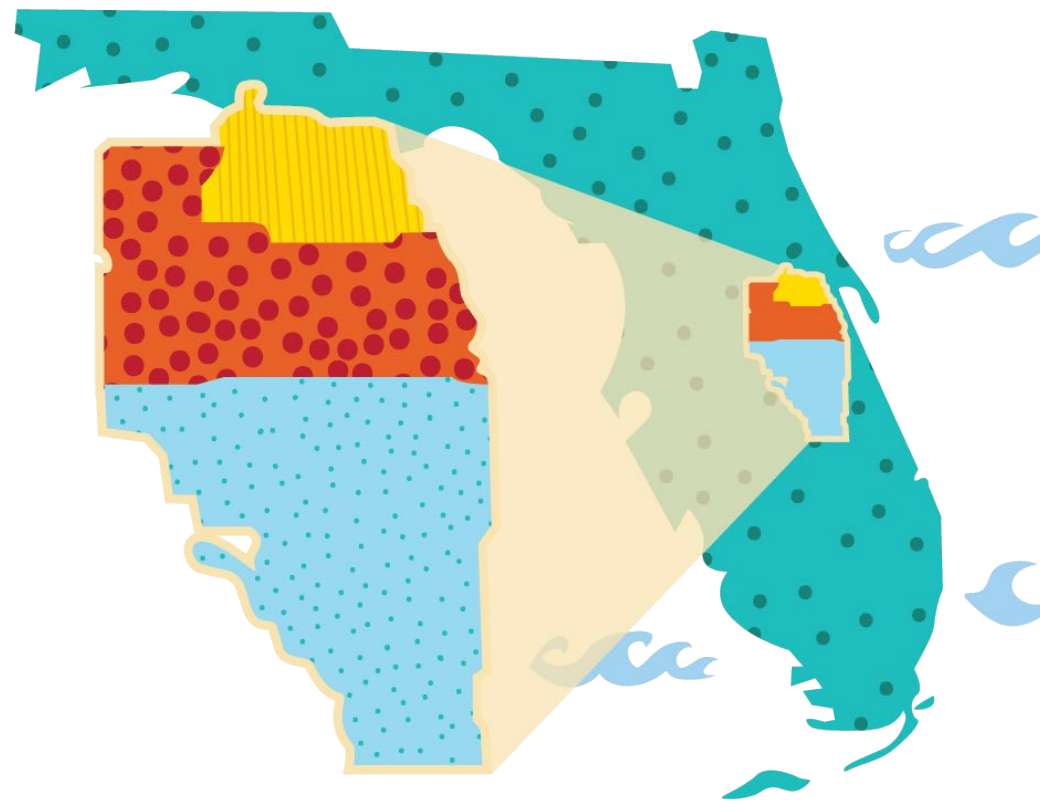


Safe Streets & Roads for All – Grant 1

\$3.79 Million

*Awarded 2022

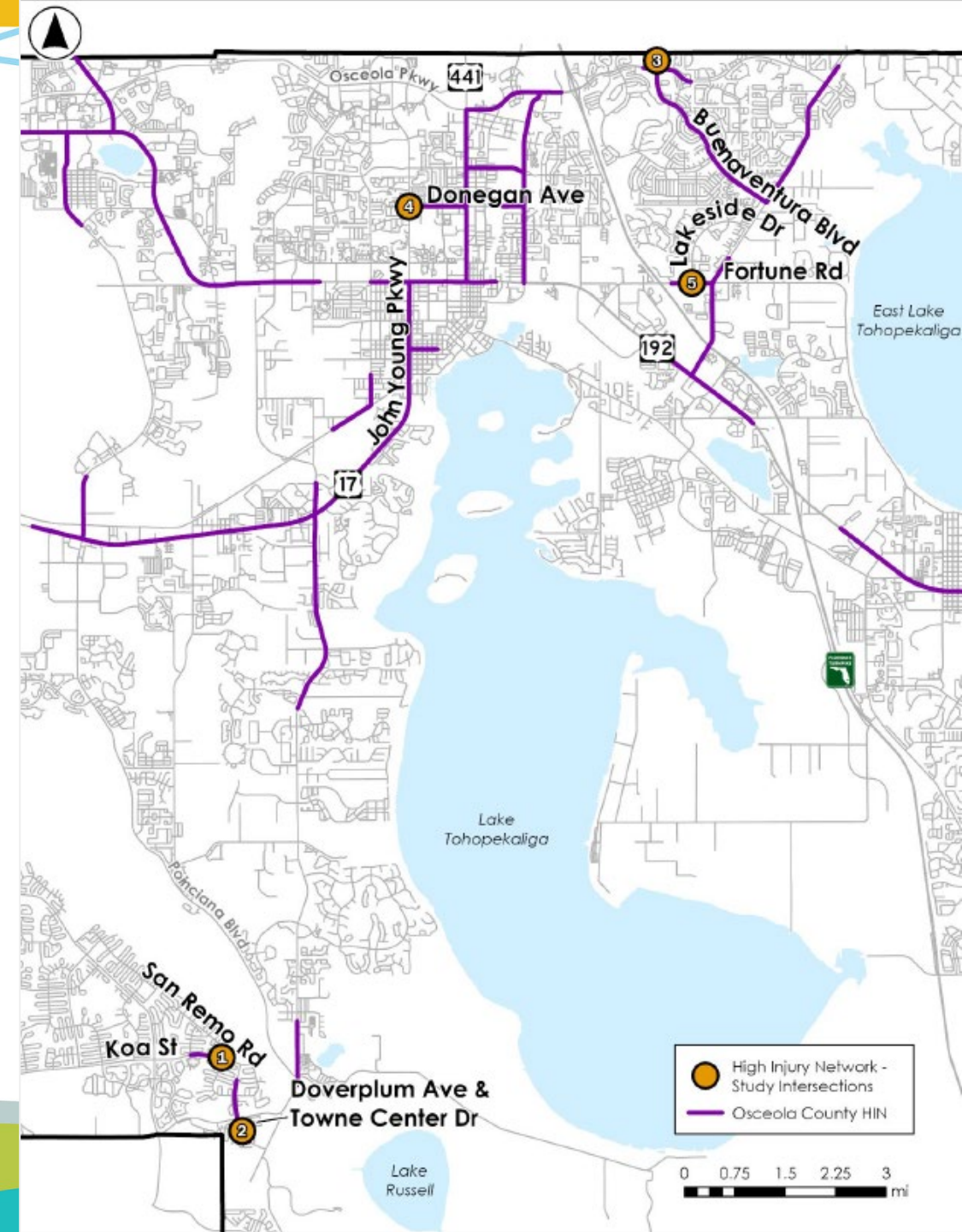
- 1) Regional Vision Zero Action Plan
 - *Adopted September 2024*
- 2) Local Vision Zero Action Plans
 - *3 County (adopted)*
 - *19 City/Town (almost all adopted)*
- 3) Demonstration Projects
 - *Complete*
- 4) Grant Close Out Activities
 - *Underway*



Osceola County Demonstration

Evaluation of pedestrian and bicycle crossings
at targeted intersections on the HIN

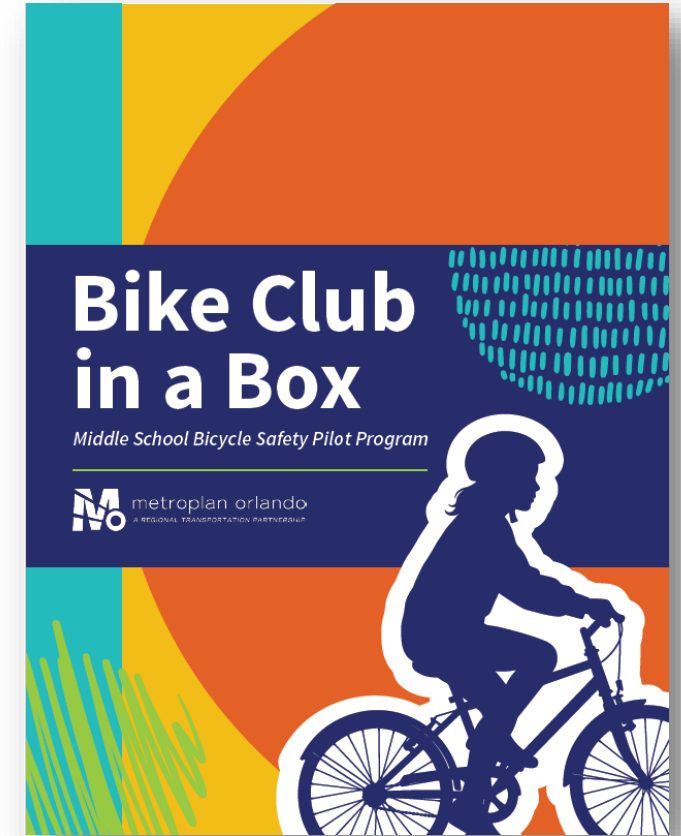
1. Koa Street & San Remo Road
(two-way stop intersection)
2. Doverplum Avenue & Country Club Road
(all-way stop intersection)
3. Buenaventura Boulevard & Town & Country
Shopping Mall (midblock segment)
4. John Young Parkway & Donegan Avenue
(signalized intersection with
crosswalks)(school zone)
5. Fortune Road & Lakeside Drive
(signalized intersection without crosswalks)



Orange County Demonstration

Bike Safety Club for Middle School Students

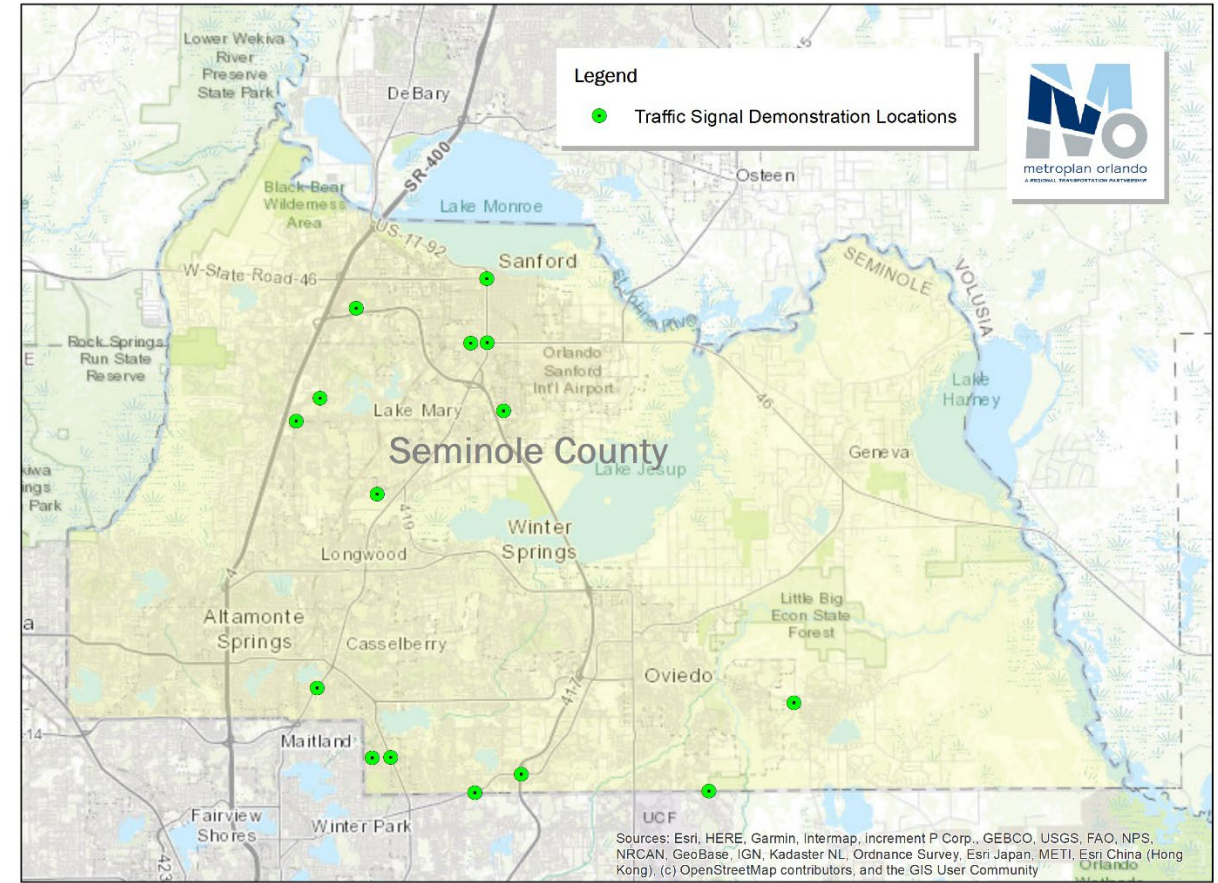
- “Bike Safety Program-in-a-Box”
 - Curriculum
 - Promotional/administrative materials
 - Program tracking/evaluation materials
- Next Steps:
 - Recruit instructors
 - Pilot implementation



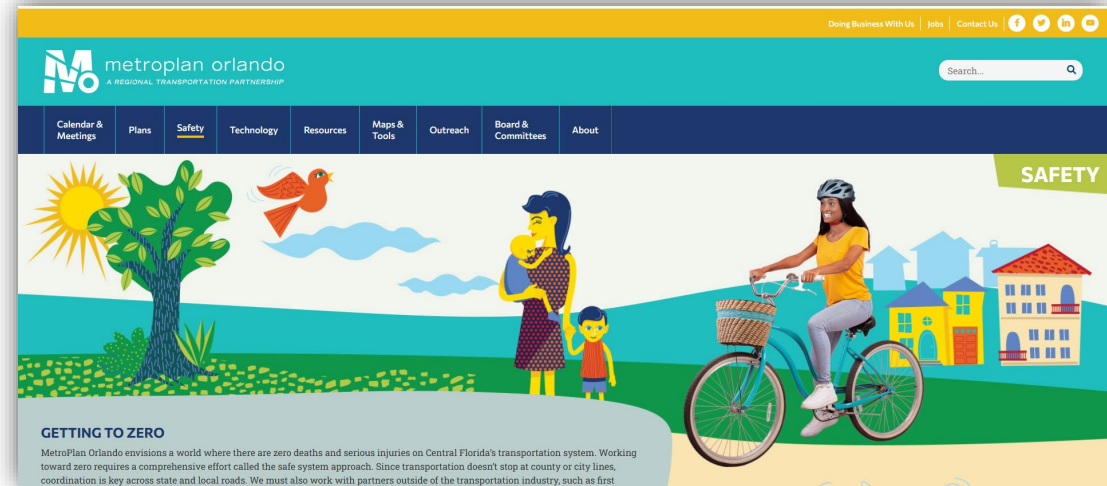
Seminole County Demonstration

Deployment of Near-Miss Monitoring at 15 County Intersections

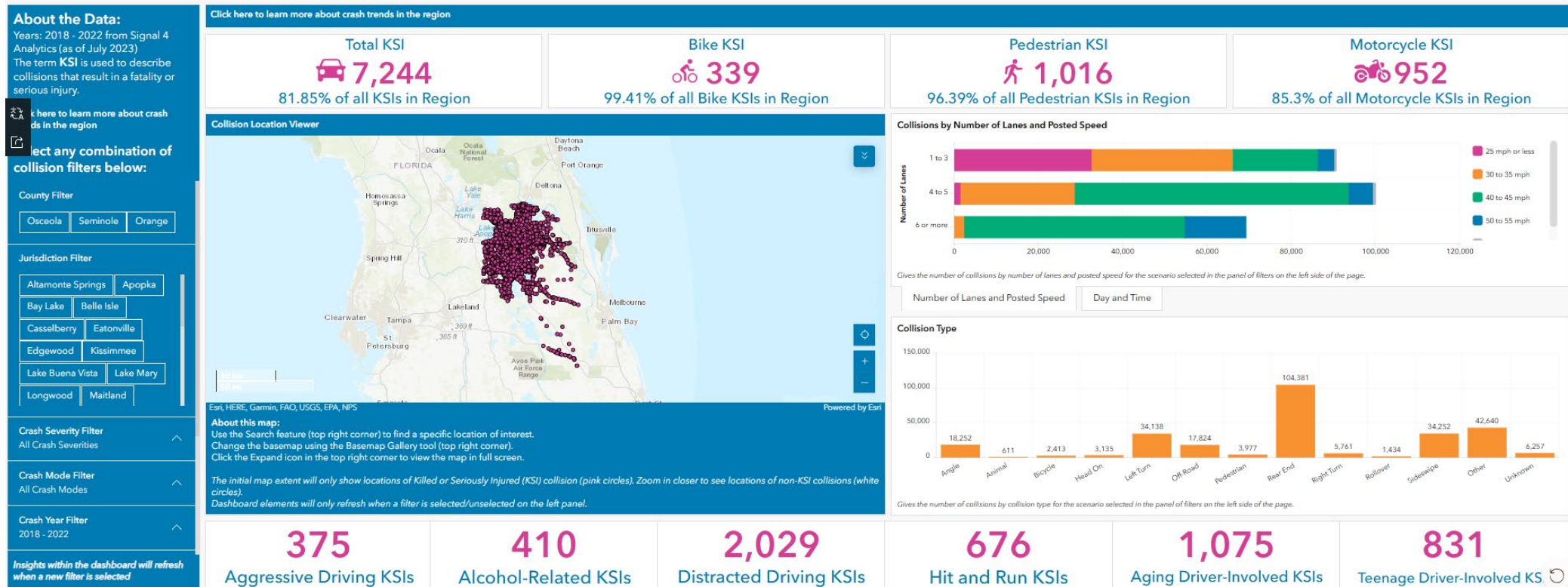
- **Key Metric**
 - Near-misses by mode-to-mode conflict
- **Findings and Opportunities**
 - Data Gold Mine
 - Near-Miss Heat Mapping
 - New Safety Focus Areas Identified
 - Actionable Insights
- **Challenges Encountered**
 - Software startup time
 - Camera Outages / Fish-eye View
 - Calculation Errors
 - # of Intersections



Vision Zero Hub Site Transition



Regional Dashboard Update



Annual Report

Monitor progress to improve outcomes.

1

Crash Data
Update

2

Actions and
Strategies
Progress

3

Next Steps
and Lessons
Learned

PERFORMANCE MEASURE	DATA SOURCE
Total fatalities by jurisdiction with regional total	Signal Four
Fatality rate by jurisdiction	Signal Four, US Census Bureau
Total serious injuries by jurisdiction with regional total	Signal Four
Serious injury rate by jurisdiction	Signal Four, US Census Bureau
Non-motorized fatalities and serious injuries by jurisdiction with regional total	Signal Four
Number of KSI crashes within Transportation Underserved areas	Signal Four, US Census Bureau
Percentage change in KSI crash types	Signal Four
KSI crashes by context classification or functional classification	Signal Four, road network datasets
Occupant protection assessment (percent of people killed not wearing a helmet or seatbelt as compared to prior year)	Signal Four
Impaired driving assessment (percent of people killed or seriously injured in a DUI crash as compared to prior year)	Signal Four
Non-auto involved rail incidents	Florida Department of Transportation Modal Development Office
Non-auto involved walking and bicycling crashes (including micromobility devices)	Florida Injury Surveillance System, local hospitals
Citations for key behaviors	Signal Four, Florida Highway Patrol, local law enforcement
Implemented safety improvements in prior calendar year	All jurisdictions in region
Progress made on specific actions	Safety Action Committee, MetroPlan Orlando, all jurisdictions in region
Update safety dashboard	Signal Four
Before/after study completion	Various studies
Number and outcome of non-engineering countermeasures	Florida Department of Transportation, Best Foot Forward, and local jurisdictions

Source: MetroPlan Orlando, 2024.



Regional Safety Action Plan

Progress to Date

Completed

On-Going

Leadership and Commitment

Align the Safety Action Plan and 2050 MTP

Establish ongoing VZ Task Force

Provide more details on safety projects

Establish community partner network

Adopt a VZ Resolution

Identify grant opportunities

Continue targeted outreach

Safe Roads and Speeds

Explore using speed reduction as an evaluation criteria

Lead RSAs on the HIN

Develop educational materials

Data, Transparency and Accountability

Participate in FDOT safety coalitions

Serve as a regional data clearinghouse

Conduct before and after studies of projects

Report on annual crash data



Regional Safety Action Plan

On Deck

Leadership and Commitment

Join the VZ Network

- Provide VZ and SS training to 1st responders
- Promote safety-related legislation
- Regularly update the Regional VZAP
- Support incorporation of safety into development review process
- Implement safety-focused performance measures
- Provide guidance on updating construction-related traffic regulations
- Support SRTS projects
- Build crash modification factors into project prioritization

Safe Roads and Speeds

Formalize target speed setting

Pilot using signal timing to regulate speeds

- Develop a Complete Streets Policy Template
- Support incorporating safety into road design standards
- Advance a regional 20mph residential speed limit

Data, Transparency and Accountability

Study involvement of unhoused people in crashes

Identify locations with underreported crashes

- Evaluate enforcement outcomes
- Develop an emergency vehicle preemption plan
- Evaluate effectiveness of existing MPO-funded pedestrian safety educational programs
- Test new safety strategies in the region



SS4A – Supplemental Planning Grant

- Awarded November 2024
- Supplemental Planning Grant Activities
 - Continue safety-focused outreach
 - Data refinements/updates
 - Conduct Roadway Safety Audits/Evaluations on the HIN
 - Updates to Regional VZAP

TASK	HIN Countermeasure Refinement	RSA (FHWA)	RSA+	Planning Corridor/ Feasibility Study
Duration (months)	1-2	4-5	8	16
Agency: Comment/Approval	✗	✓	✓	✓
Safety Analysis	✓	✓	✓	✓
Traffic Analysis	✗	✓	✓	✓
Cut Sheets	✓	✓	✓	✓
Roll Plots	✗	✗	✓	✓
Cost Estimation	← Planning Level →		← Engineer's Opinion of Probable Costs →	
Final Deliverables	Graphic/Memo	Report	Report	Reports (Traffic Study, Feasibility Analysis)
Planning Study Cost	\$	\$	\$	\$
Agency Time Commitment	Low	Low-Med	Med	High
Public Participation	Low	Low-Med	Med	High



RSA – Call for Projects

- Supplemental Planning Grant Activities
 - Step up outreach activities
 - Data refinements/updates
 - **Road Safety Audits/Evaluations**
 - Goal is to advance near-term projects
 - Projects on any HIN are eligible
 - Projects on multiple HINs desirable
 - Updates to Regional VZAP

- Project Sponsor Requirements
 - Local Project Manager
 - Walk Audit Availability
 - Location for **kick-off** and **findings review** meetings
 - Timely reviews

- Seeking volunteers
 - Inform outreach approach
 - Review RSA requests

Vision Zero Safety Speaker Series

- Next Webinar: October 2025
- Topic: E-Micromobility Safety
- Q4 Topic: 20 is Plenty



<https://bit.ly/VZplaylist>



Vision Zero Task Force

- Next Meeting
 - **Tuesday, September 23rd**
 - 3-4:30PM
 - **IN PERSON**
- Preliminary Agenda
 - Target Speed Setting
 - RSA Findings
 - Annual Reporting Roundtable





Questions? Thank you!

MetroPlanOrlando.gov | 407-481-5672

Lara Bouck | MetroPlan Orlando

lara.bouck@metroplanorlando.gov

