



MetroPlan Orlando
Internal Operating Procedures

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

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

Additional information concerning MetroPlan Orlando may be obtained from the Interlocal Agreement creating MetroPlan Orlando, and the organization’s website, www.metroplanorlando.org.

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

Suite 200, Orlando Florida 32801, and telephone number (407) 481-5672 extension 315. The duties of the Clerk include, but are not limited to, assisting the Executive Director and the MetroPlan Orlando Board Members in the day-to-day operations of MetroPlan Orlando.

II. VISION AND MISSION STATEMENTS

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

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

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

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

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

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

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

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

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

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

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

IV. **OFFICERS**

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

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

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

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

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

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

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

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

V. **EXECUTIVE DIRECTOR**

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

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

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

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

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

VI. **ORGANIZATIONAL UNITS OF METROPLAN ORLANDO**

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

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

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

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

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

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

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

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

- (2.) The allocation of voting representation of the Technical Committee shall be based on the following criteria:
 - (a) Local jurisdictions with a population of 100,000 or more shall be allocated three (3) votes each.
 - (b) Local jurisdictions with a population between 50,000 and 99,999 shall be allocated two (2) votes each.

- (c) Local jurisdictions with a population between 5,000 and 49,999 shall be allocated one (1) vote each.
 - (d) Local jurisdictions with population less than 5,000 shall be allocated one (1) non-voting seat each.
 - (e) Local transportation agencies/authorities and school districts shall be allocated one (1) vote each.
- (3) The voting representation is three (3) voting representatives from each of the following:
- (a) Orange County
 - (b) Osceola County
 - (c) Seminole County
 - (d) City of Orlando
- (4) The voting representation is two (2) voting representatives from each of the following:
- (a) City of Kissimmee
 - (b) City of Sanford
- (5) The voting representation is one (1) voting representative from each of the following:
- (a) City of Altamonte Springs
 - (b) City of Apopka
 - (c) City of Belle Isle
 - (d) City of Casselberry
 - (e) City of Lake Mary
 - (f) City of Longwood
 - (g) City of Maitland
 - (h) City of Ocoee
 - (i) City of Oviedo
 - (j) City of St. Cloud

- (k) City of Winter Garden
- (l) City of Winter Park
- (m) City of Winter Springs

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

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

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

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

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

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

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

(1.) Geographic Appointees

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

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

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

Orlando supports diversity and encourages jurisdictions to consider the makeup of their communities when appointing representatives.

(2.) MetroPlan Orlando Board Appointees

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

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

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

(c) Municipal Advisory Committee (MAC). A special purpose committee known as the Municipal Advisory Committee (MAC) consisting of Mayors, or Mayors' designee, of the smaller municipalities not directly represented on the MetroPlan Orlando Board. The Chairperson of the MAC will be a voting member on the MetroPlan Orlando Board. The voting membership of the MAC shall be the Mayor or Mayor's designee as follows:

- (1) City of Bay Lake
- (2) City of Belle Isle
- (3) City of Casselberry
- (4) Town of Eatonville
- (5) City of Edgewood
- (6) City of Lake Buena Vista

- (7) City of Lake Mary
- (8) City of Longwood
- (9) City of Maitland
- (10) Town of Oakland
- (11) City of Ocoee
- (12) City of Oviedo
- (13) City of St. Cloud
- (14) Town of Windermere
- (15) City of Winter Garden
- (16) City of Winter Park
- (17) City of Winter Springs

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

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

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

- (a) Orange County (2)
- (b) Osceola County (2)
- (c) Seminole County (2)
- (d) City of Orlando (2)
- (e) City of Belle Isle (1)
- (f) City of Kissimmee (1)
- (g) City of Sanford (1)

- (h) City of Altamonte Springs (1)
- (i) City of Apopka (1)
- (j) City of Casselberry (1)
- (k) City of Lake Mary (1)
- (l) City of Longwood (1)
- (m) City of Maitland (1)
- (n) City of Ocoee (1)
- (o) City of Oviedo (1)
- (p) City of St. Cloud (1)
- (q) City of Winter Garden (1)
- (r) City of Winter Park (1)
- (s) City of Winter Springs (1)

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

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

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

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

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

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

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

area-wide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.

(6) Review, amend, comment and recommend bicycle and pedestrian facilities implementation plans to MetroPlan Orlando to guide in making road construction and improvement decisions.

(7) Study, pursue and encourage public and private funding for future bicycle and pedestrian related projects to further the implementation of the bicycle and pedestrian plans.

(8) Develop programs based on the four “E’s” of bicycle and pedestrian planning (Engineering, Education, Enforcement and Encouragement) to encourage and foster the increased use of bicycling and walking as transportation throughout the Orlando and Kissimmee Urbanized Areas.

(9) Carry out bicycle and pedestrian related tasks requested by MetroPlan Orlando

(10) Assist in other functions as deemed desirable by MetroPlan Orlando.

(b) Community Advisory Committee:

(1) Advise MetroPlan Orlando on public opinion in formulating goals and objectives for shaping the urban environment.

(2) Participate in public information programs.

(3) Provide an effective citizens’ review of the preliminary findings and recommendations for continuing study.

(4) Assist in other functions as deemed desirable by MetroPlan Orlando.

(c) Municipal Advisory Committee (MAC) shall be to involve those municipalities that are not voting members of MetroPlan Orlando in the transportation planning process, and to provide a forum for those municipalities to assess reaction to transportation planning proposals and to provide comment to the MetroPlan Orlando Board

with respect to the concerns of the various municipalities' transportation needs.

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

implementation based upon the needs as determined by TSMO studies and project applications.

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

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

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

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

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

VII. **OPERATING PROCEDURES**

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

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

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

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

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

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

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

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

(9) All members (designated or alternate) shall avoid any professional conflict of interest and prevent the appearance of undue influence. Any member who becomes

aware of any type of conflict or attempt to influence shall make it known to the staff liaison and either excuse himself/herself from the proceedings, and/or file a conflict of interest form into the record.

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

VIII. PROCEDURES FOR PUBLIC INVOLVEMENT PROCESS

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

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

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

(b) MetroPlan Orlando's public involvement process shall provide for early and continuing involvement in the transportation planning and programming process to all segments of the community. As specifically stated in the federal

legislation, these segments are freight shippers, users of public transit, citizens, providers of transportation, affected public agencies, representatives of transportation agency employees, other interested parties, and segments of the community affected by transportation plans, programs, and projects. The process shall also provide for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households which may face challenges accessing employment and other amenities.

(c) MetroPlan Orlando will follow guidelines from its Public Participation Plan related to core products such as the Metropolitan Transportation Plan and the Transportation Improvement Program to ensure the public has adequate opportunities to review and comment. MetroPlan Orlando staff shall make presentations to various groups, civic organizations, Chambers of Commerce, etc. regarding the Central Florida transportation plans and programs.

(d) Information on transportation-related activities and MetroPlan Orlando's core transportation plans will be updated on a regular basis on the organization's website (www.metroplanorlando.org).

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

(f) MetroPlan Orlando will utilize visualization techniques to describe transportation plans and make public information available, when possible, in an electronically accessible format and in plain language.

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

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

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

(a) Amendments to the MTP may be requested for consideration by MetroPlan Orlando at any time. To the extent feasible, amendments shall coincide with the adoption of the Transportation Improvement Program (TIP) by the MetroPlan Orlando Board in July of each year. MetroPlan Orlando staff will work with applicants who believe they are not able to comply with the amendment schedule.

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

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

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

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

- Any non-Federal or non-State funded proposed regionally significant (23 CFR 450.104) transportation project (including privately-funded projects) shall be reported to MetroPlan Orlando for addition into

the Metropolitan Transportation Plan through the amendment request and review process.

(d) Who may submit an amendment request:

- Amendment requests may be initiated by a government agency such as the State, a city, county or a transportation authority.
- Amendment requests originating from the private sector shall be sponsored by one or more local governments where the project is to be located.

(e) Action upon submittal of an amendment request.

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

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

- (1) Safety and public health.
- (2) Reliability and performance.
- (3) Access and Connectivity.
- (4) Health and Environment.

- (5) Investment and Economy.
- (g) Financial impact.
 - (1) Project capital cost subdivided according to preliminary engineering and design, right-of-way acquisition, and construction.
 - (2) Annual Operations and Maintenance costs.
 - (3) Compatibility with Local Government Comprehensive Plans and Programs.
- (2) Process of Evaluation
 - (a) The following checklist of evaluation criteria developed by MetroPlan Orlando will be utilized to evaluate each amendment request:
 - (1) Checklist
 - (a) Has the applicant assumed various transportation projects which may be of benefit to its project to be funded and constructed in the immediate time period when there may be no commitments for doing so?
 - (b) Has the applicant used an acceptable method for measuring impacts to air quality?
 - (c) Will the applicant prepare a mitigation plan for environmental impacts?
 - (d) Has the applicant identified not only the project costs, but also the sources of funding?
 - (e) Has the applicant provided evidence of funding commitments, both from itself and other parties involved?
 - (f) For roadway projects, has the applicant used officially adopted Levels of Service (LOS) tables from FDOT in preparing its report on traffic impacts?
 - (g) If it is a transit project, is it compatible with the LYNX Transit Development Plan?

- (2) MPO Evaluation Criteria:
- (a) Crash Rate
 - (b) Fatal and Serious Injury Crashes
 - (c) Number of Pedestrian and Bicycle Crashes
 - (d) Evacuation Route Designation
 - (e) Travel Time Reliability (emphasis on constrained corridors)
 - (f) Fiber Optic Presence
 - (g) Actively Monitor/Managed
 - (h) Relative Changes in Future Congested Speeds
 - (i) Transit System Headways
 - (j) Population: ½ Mile of Transit
 - (k) Jobs: ½ Mile of Transit
 - (l) Food and Healthcare Locations: ½ Mile of Corridor
 - (m) Culture and Recreation Locations: ½ Mile of Corridor
 - (n) Centrality Analysis Score (Critical Sidewalk Need)
 - (o) Bicycle Level of Traffic Stress
 - (p) Residential Density: ¼ Mile of Multimodal Facility
 - (q) Non-Residential Density: ¼ Mile of Multimodal Facility
 - (r) Public Health Indicator Rates (Healthy Mobility Tool)
 - (s) Intensity and Proximity: Environmental Justice Populations
 - (t) Relative Change: Vehicle Miles Traveled
 - (u) Percentage of Commercial Vehicle Traffic (% Truck)
 - (v) Statewide Truck Bottlenecks
 - (w) Intensity and Proximity: Freight Intensive Land Uses
 - (x) Relative Change: Vehicle Hours Traveled

- (y) Cost Burdened Households: ¼ Mile of Corridor
- (z) Percentage of Visitor Traffic
- (aa) Cost of Congestion

- (3) Who shall approve an amendment request:
 - (a) The Technical Advisory Committee shall review the requested amendment based upon a technical evaluation of its merit, including impacts to existing or proposed bicycle and pedestrian facilities, and shall make recommendations to MetroPlan Orlando.
 - (b) The Community Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.
 - (c) The Transportation Systems Management and Operations Committee shall review the requested amendments that impact technology, management and operations and shall make recommendations to MetroPlan Orlando.
 - (d) The Municipal Advisory Committee shall review the requested amendment and shall make recommendations to MetroPlan Orlando.
 - (e) MetroPlan Orlando Board shall consider the recommendations of its subsidiary committees and shall exercise final approval or disapproval of the amendment request.
 - (f) The MetroPlan Orlando staff will present the amendment request and the staff analysis findings to the Technical Advisory Committee, Community Advisory Committee, Transportation Systems Management and Operations Committee and Municipal Advisory Committee. The applicant will be advised in writing by MetroPlan Orlando when the amendment request has been placed on the MetroPlan Orlando Board meeting agenda.

- (g) The MetroPlan Orlando staff will also present the amendment request and the staff analysis findings to the MetroPlan Orlando Board, at least one month prior to the regularly scheduled meeting at which MetroPlan Orlando will take formal action on the amendment request. The applicant will be advised in writing by MetroPlan Orlando when the amendment request has been placed on the MetroPlan Orlando Board meeting agenda for final action.
- (h) Upon approval of the requested amendment, the MetroPlan Orlando staff will initiate appropriate network changes to the Metropolitan Transportation Plan.

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

- (1) When amendments may be requested:
- (2) Amendments involving Federal and/or State funded projects may be accomplished at any time.
- (3) Projects funded locally are included in the TIP for information purposes and may be amended at any time by the local government or transportation agency.
- (4) Amendments requesting additions, deletions or rescheduling must be requested in writing and shall be addressed to the MetroPlan Orlando Executive Director or Director of Transportation Planning.
- (5) Project Requirements:
 - (a) If the amendment request involves a major improvement, it must also be included as part of MetroPlan Orlando's adopted Metropolitan Transportation Plan Cost Feasible Plan and TMA funding policies, and an amendment to the Metropolitan Transportation Plan must be requested in accordance with this rule.
 - (b) Amendment requests must include the project's location, detailed description, purpose and need of the project, the reason for its addition,

deletion or rescheduling, source of funds and its impact on other projects.

Process for approval:

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

Process for Approval of Emergency Amendments

In cases where an amendment must be approved prior to the next board meeting for the amended project to receive funding, the MetroPlan Orlando Board Chairperson is authorized to approve the amendment and sign the corresponding resolution on behalf of

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

X. **MINORITY BUSINESS ENTERPRISE PROGRAM**

(1) Definitions and Purposes.

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

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

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

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

(a) African-American

(b) Hispanic-American

- (c) Asian-American
- (d) Native-American
- (e) American woman

all as further defined in Section 288.703, Florida Statutes.

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

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

(2) Affirmative Action Techniques to Assure MBE Participation.

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

- (1) Solicitation arrangements, times for the presentation of bids, quantities and specifications and delivery schedules which shall be designed so as to facilitate MBE participation.
- (2) Upon request, MBE firms may be referred for certification, financing or technical assistance to the appropriate agency.

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

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

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

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

MBE PARTICIPATION PERCENTAGE	EVALUATION POINTS EARNED
0 %	0
1% – 10%	5
11% – 19%	10
20% OR >	15

(5) Identification of MBE by Competitors for Special Contracts.

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

- (1) The names and addresses of minority owned firms that will participate in the contract.
- (2) A description of the work each participant firm will perform.
- (3) The dollar amount of participation by each named minority owned firm.

(b) All proposed MBE subcontracts must be submitted to MetroPlan Orlando for approval. Upon approval, the successful contractor shall enter into each approved subcontract and shall neither terminate nor reduce the price to be paid under such contract without in each instance the prior consultation with and written approval of MetroPlan Orlando.

(c) MetroPlan Orlando will encourage joint ventures and subcontracts involving minority owned and controlled firms by assisting the prime contractor in identification of interested minority owned and controlled firms and making available the Directories.

(d) Pre-bid conferences for all special contracts will be held, if necessary, at a minimum of two weeks prior to bid opening dates, to discuss bid specifications of the project. The MBE Program Liaison Officer will play an integral role in all pre-bid conferences by answering questions on MBE policy and offering individual assistance when necessary.

(6) Award Selection Procedures.

(a) Contract Award- MBE Requirements

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

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

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

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

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

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

XII. TITLE VI COMPLAINT PROCEDURE

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

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

If a complaint is received, MetroPlan Orlando's (MPO's) Title VI Coordinator will follow these steps:

- (1) Verbal and non-written complaints will initially be addressed informally by MetroPlan Orlando's Title VI Coordinator. If the issue has not been satisfactorily resolved through this informal means, or if at any time the person requests to file a formal written complaint, MetroPlan Orlando's Title VI Coordinator shall refer the Complainant to the FDOT's District 5 Title VI Coordinator for processing in accordance with approved state procedures.
- (2) MetroPlan Orlando's Title VI Coordinator will advise FDOT's District 5 Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included:
 - (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.

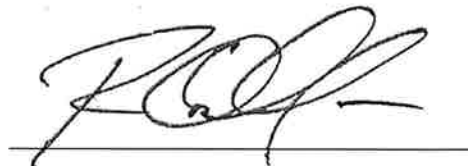
- (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or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

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

An executed copy of the Title VI/Nondiscrimination Assurance, dated May 13, 2020 is attached to these Internal Operating Procedures as 'Attachment A'.

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

Approved by MetroPlan Orlando this 18th day of November, 2020.



Honorable Bob Dallari
Chairperson



Cathy Goldfarb, Senior Board Services
Coordinator and Recording Secretary

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

Attachment 'A' Assurances