



MUNICIPAL ADVISORY COMMITTEE
MINUTES

DATE: Thursday, January 8, 2015
LOCATION: MetroPlan Orlando Board Room
315 E. Robinson Street, Suite 355
Orlando, Florida
TIME: 9:00 a.m.

Mayor Ken Bradley, Chairman, presided

Members in attendance:

Mayor Ken Bradley, City of Winter Park
Council President John Dowless, City of Edgewood
Commissioner Joe Durso, City of Longwood
Mayor Gary Bruhn, Town of Windermere
Mayor Charlene Glancy, City of Casselberry
Mayor Charles Lacey, City of Winter Springs
Commissioner Sid Miller, City of Lake Mary
Mayor Dominic Persampiere, City of Oviedo
Mayor Howard Schieferdecker, City of Maitland

Members not in attendance:

Councilman Jeff Rinehart, City of St. Cloud
Mayor Bill Brooks, City of Belle Isle
Commissioner Joel Keller, City of Ocoee
Commissioner Joseph McMullen, Town of Oakland
Mayor Bruce Mount, Town of Eatonville
Commissioner Robert "Bobby" Olszewski, City of Winter Garden

Others in attendance were:

Mr. Ed Williams, City of Winter Garden
Mr. Tony Rodriguez, LYNX
Mr. Jason Loschiavo, MetroPlan Orlando
Ms. Cynthia Lambert, MetroPlan Orlando
Ms. Virginia Whittington, MetroPlan Orlando
Ms. Cathy Goldfarb, MetroPlan Orlando

I. CALL TO ORDER

Chairman Ken Bradley called the meeting to order at 9:05 a.m.

II. PLEDGE OF ALLEGIANCE

Chairman Bradley led the committee in a moment of silence and the Pledge of Allegiance.

III. Chair Remarks -

Chairman Ken Bradley told MAC members that the MetroPlan Orlando Board voted in December to accept MAC as a voting member. He thanked committee members that participated at the December board meeting and lobbied for the voting seat. Chairman Bradley noted that the task ahead was to review and revise the current MAC bylaws to reflect the new voting seat and propose a dues structure. Once a funding option has been identified and agreed upon, he told committee members, each of the funding partners will need to accept a funding agreement. Chairman Bradley introduced Mr. Steve Bechtel, MetroPlan Orlando legal counsel, who was in attendance at the meeting.

IV. Public Comments on Action Items

None

V. Review of Proposed Bylaws Revisions (Action Item)

Ms. Virginia Whittington introduced Mr. Ed Williams, Community Service Director for the City of Winter Garden, who was in the audience. She also noted that Commissioner Keller notified her that he was unable to attend the meeting. He indicated that he did not have any recommended changes to the proposed bylaw changes. Ms. Whittington said she could share Commissioner Keller's preferred funding options with the committee at the time it's discussed by the committee.

Ms. Whittington then proceeded with her review of the proposed bylaw changes which included:

- **Page 1, paragraph 2**, language added to note 2014 legislative change to allow voting membership for the MAC and to identify the Chairperson of the MAC as the voting member on the MetroPlan Orlando Board representing the collective interests of the MAC members.
- **Page 2. Committee Procedures**

- Language added to paragraph 1, regarding cancellation of meetings to clarify that two consecutive committee meetings may not be cancelled.
 - Paragraph 3, by consensus, the Committee decided to keep the requirement for quorum at one-third of the participating municipalities, noting that this item may be revisited at any time upon proper noticing of an agenda item to re-discuss.
- **Section 4. Membership, Appointments, Terms of Office and Vacancies**
 - Paragraph A.2. changed language in first line from “Mayor or Mayor’s appointee” to “Mayor or municipality’s appointee”
 - Paragraph A.3. Added language to note the need for the execution of an annual funding agreement to affirm membership on the Municipal Advisory Committee.
- **Section 5. Officers, Terms of Office, Removal from Office**
 - Paragraph D, change “non-voting advisor” to “voting member” member on the MetroPlan Orlando Board and added language stating that “The Chairperson’s vote should reflect the position taken by the Committee on action items coming before the MetroPlan Orlando Board.”
 - Paragraph D, added language authorizing the Vice-Chair and Second Vice-Chair to serve on the MetroPlan Orlando Board in the absence of the Chair. Discussion ensued regarding the ability of MAC to remove the Chairman, if it became necessary. It was decided that as the bylaws are revisited in the future, they could address what to do to remove the chairman if necessary.
 - Paragraph G, updated language regarding officer absences.
- **Section 7. General Policy**
 - Paragraph A, added parenthetical language “(including, but not limited to, roadways, bicycle and pedestrian facilities, safety, and transit),” which is being added to all advisory committee bylaws in order to reflect the overall multi-modal nature of the work of the organization.

Commissioner Durso requested that a summary of the changes be provided to MAC members.

MOTION: Commissioner Joe Durso moved for approval of the proposed bylaws as amended with staff having the authority to make corrections to scrivener’s errors. Council President John Dowless seconded the motion, which passed unanimously.

VI. Review of Proposed Board Membership Dues Structure (Action Item)

Chairman Bradley informed MAC members that staff had recommended to the MetroPlan Orlando board that MAC have a one-year grace period before paying dues for their voting seat. The board, however, voted to have the dues payment start immediately. Chairman Bradley expressed his concern that there may be some smaller municipalities that may

not be able to continue serving on MAC due to financial constraints, if they are required to pay dues for the MAC voting seat. He noted that there were a number of funding scenarios that MetroPlan Orlando staff had identified and Ms. Whittington would be presenting those options.

Ms. Whittington also noted that MetroPlan Orlando staff recommended no dues, however the board did not accept that recommendation. Staff is also recommending that the MAC dues structure be assessed at the same rate as the operating agencies, who pay a flat fee of \$25,000. Ms. Whittington then presented the funding scenarios that staff had identified which included an even split, a tiered split at \$750/\$1,500/\$2,250, a tiered split at \$500/\$1,500/\$2,500 and a tiered split at \$1,000/\$1,500/\$2,000. The tiered splits were also provided based on two different population density scenarios. Commissioner Durso asked if the funding scenarios fees were per capita based. Mr. Jason Loschiavo, MetroPlan Orlando staff, provided the per capita fee of \$.0814, based on the \$25,000 flat fee.

MOTION: Mayor Gary Bruhn moved for approval of moving forward under the 2015 assessment, per capita based, funding split Of \$.0814. Council President John Dowless seconded the motion.

Commissioner Miller and Mayor Schieferdecker commented that this number could change based on MAC members dropping off the committee due to financial constraints. Mayor Lacey expressed his preference for an even split based fee structure and amended the motion to reflect that option.

MOTION: Mayor Charles Lacey moved for approval of moving forward under the 2015 assessment, with an even split based funding option up to the \$25,000 voting membership flat fee. Mayor Dominic Persampiere seconded the motion which failed 3:6 (Bradley, Bruhn, Dowless, Glancy, Miller and Schieferdecker opposed).

MOTION: Mayor Gary Bruhn moved for approval of moving forward under the 2015 assessment, per capita based, funding split Of \$.0814. Council President John Dowless seconded the motion, which passed unanimously.

VII. Review of Funding Agreement

Mr. Jason Loschiavo, MetroPlan Orlando staff, informed committee members that the agency Finance Department routinely sends a budget planning letter around March 1st and the funding agreement with the assessment is sent in June. He noted that payments are split into two; one October 1st and one April 1st in order to facilitate the payment schedules of funding partners that may have varying fiscal years. Mr. Loschiavo told MAC members that a quarterly funding report is sent out to each of the funding partners. Mayor Schieferdecker asked if MAC would officially be able to vote at the next MetroPlan Orlando board meeting. Mr. Bechtel responded that MAC would not be able to vote at the next board meeting. Ms. Whittington added that the bylaws and assessment needed to have board approval prior to MAC voting, which would make the March board meeting the first meeting that MAC could possibly vote. Mayor Persampiere inquired about when the payments would be due. Mr. Loschiavo responded that the funding agreement would

need to be approved first and a pro-rated bill would be sent out in March, with payment due April 1st. Mayor Bruhn encouraged MAC members and or staff to do whatever they could to promote the benefit of MAC having a voting seat on the MetroPlan Orlando Board. Mayor Schieferdecker requested an information packet be emailed to MAC members, as soon as possible, with information on a MAC voting membership to share with their city commissions. Ms. Whittington responded that prior to moving forward, board approval was needed for the MAC bylaws and assessment. The board would be able to address those items at the February 11, 2015 board meeting at the earliest. Consensus was that MAC members could start preparing their local commissions for the future funding request to pay for the voting seat in advance of the actual request.

VIII. Next Steps

Ms. Whittington recapped that the revised bylaws and recommended dues assessment would be presented to the MetroPlan Orlando Board for approval at their February 11, 2015 meeting. Upon approval by the board, funding agreements will be mailed to the members of the MAC in the next funding cycle. In the meantime, members were asked to share the outcome of the meeting with each respective commission or council. An information packet would be provided for use. Ms. Whittington stated that she is also willing to attend any council or commission meetings to present the item if needed.

IX. Upcoming meetings

- Municipal Advisory Committee meeting - Thursday, February 5, 2015; 9:00 a.m.
- MetroPlan Orlando Board meeting - Wednesday, February 11, 2015; 9:00 a.m. at Second Harvest Food Bank

X. Public Comments (General)

None.

XI. ADJOURNMENT

The Municipal Advisory Committee meeting was adjourned at 10:30 a.m.

The meeting was recorded and transcribed by Ms. Cathy Goldfarb.

Approved this 5th day of February, 2015.

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.