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## Broward Metropolitan Planning Organization

# Continuity of Operations Plan (COOP)

**JUNE 2016**

**Broward County, Florida**

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Richard Blattner

MPO Chairperson

This Continuity of Operations Plan (COOP) was prepared by the Broward Metropolitan Planning Organization (MPO) to develop, implement and maintain a viable COOP capability. This COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65. This COOP has been distributed internally within the Broward MPO and with external agencies that may be affected by its implementation.

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## **I. EXECUTIVE SUMMARY**

This document describes and specifies the Broward Metropolitan Planning Organization (MPO) Continuity of Operations Plan (COOP). It is the purpose of this Plan to provide guidance to Broward MPO staff in the policies and procedures to be adopted in the event of an interruption of services due to a natural disaster or other emergency. The primary goal is to allow the Broward MPO to resume its normal operations and functions as quickly and completely as possible after the interruption.

The COOP includes descriptions of the Broward MPO's mandated principal activities and the individuals and organizations for which they are provided. A listing of key personnel, tools and facilities required to perform these functions is also part of this document. Using this COOP, also referred to as the Plan, will be possible to quickly identify what is provided by the organization and to assemble the staff and resources necessary to continue operations in the event of a disaster, emergency, or other interruption of services. Included are procedures for the order of succession and personnel notification.

The Plan describes response to events requiring Broward MPO assistance, continuation of Broward MPO essential functions, office evacuation, and relocation procedures.

Questions concerning this Plan should be directed to:

Greg Stuart, Executive Director  
Broward Metropolitan Planning Organization  
100 West Cypress Creek Rd, Suite 850  
Fort Lauderdale, FL 33309

(954) 876-0033  
[stuartg@browardmpo.org](mailto:stuartg@browardmpo.org)

**For complaints, questions or concerns about civil rights or nondiscrimination, or for special requests under the Americans with Disabilities Act, please contact: Christopher Ryan, Director of Public Involvement and Communications/Title VI Coordinator at (954) 876-0036 or [rvanc@browardmpo.org](mailto:rvanc@browardmpo.org).**

## II. INTRODUCTION

The primary mission of the Broward Metropolitan Planning Organization (Broward MPO) is coordinating a regional transportation system that ensures the safe and efficient mobility of people and freight, optimizes transit opportunities, and enhances our community's environmental and economic well-being. Broward MPO staff members, under the direction of the Broward MPO Board, develop the County's transportation plans and programs. These activities include long and short-range planning and coordination of multimodal transportation services including transit, roadway, pedestrian, bicycle, greenways, seaport, airport, rail and the movement of freight and goods.

The Broward MPO Board is composed of elected officials charged with transportation decision making responsibilities. The Board is assisted by three federally mandated advisory committees, the Technical Advisory Committee (TAC), which offers technical expertise and advice, the Citizens' Advisory Committee (CAC), which provides public input and direction, and the Transportation Disadvantaged Local Coordinating Board (LCB). Using the COOP as reference manual, communication and coordination will be facilitated with these four key groups (MPO, TAC, CAC and LCB) following a crisis or disaster.

The COOP will serve as a guide to staff as they continue to support these organizations in response to an emergency, as well as provide the usual products and services that the Broward MPO provides to the residents and visitors of Broward County. The MPO staff's place of business is located at: Trade Centre South, 100 West Cypress Creek Road, 8th Floor, Suite 850, Fort Lauderdale, FL 33309-2112.

The Broward MPO office will be the COOP Control Center unless rendered unavailable or if an evacuation has been ordered by the Broward Emergency Response Team (BERT), located at the Emergency Operations Center (EOC), Plantation, Florida. If the offices are not available due to damage or hazard, alternative sites for staff activities, including meetings of the MPO and advisory committees, may be:

### **Florida Department of Transportation, D4**

3400 West Commercial Blvd., Fort Lauderdale, FL 33309

**Gerry O'Reilly**, District Four Secretary - Ft. Lauderdale - 954-777-4411 work; [gerry.oreilly@dot.state.fl.us](mailto:gerry.oreilly@dot.state.fl.us)

**Stacy L. Miller**, Director of Transportation Development 954-777-4429-work; [Stacy.Miller@dot.state.fl.us](mailto:Stacy.Miller@dot.state.fl.us)

### **City of Sunrise EOC:**

Fire Chief **Tom DiBernardo** oversees the City of Sunrise, Emergency Operations Center (EOC) and emergency response efforts. [TDiBernardo@sunrisefl.gov](mailto:TDiBernardo@sunrisefl.gov) (954)746-3400

10440 West Oakland Park Blvd., 4th Floor – Fire -Sunrise, Florida 33351

### **Palm Beach MPO**

2300 North Jog Road, 4<sup>th</sup> Floor, West Palm Beach, FL 33411

**Nick Uhren**, Executive Director - 561-684-4042- work; [NUhren@PalmBeachMPO.org](mailto:NUhren@PalmBeachMPO.org)

### **St. Lucie TPO**

466 SW Port St. Lucie Blvd., Suite 111 Port St. Lucie, FL 34953. **Peter Buchwald**, Executive Director - 772-462-1593-work [buchwaldp@stlucieco.org](mailto:buchwaldp@stlucieco.org)

### III. PURPOSE

The purpose of this COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources; ensure the safety of the staff; protect essential equipment, records, and other assets; reduce disruption of operations; minimize damage and losses; achieve an orderly recovery from emergency operations; identify relocation requirements; and ensure operational and managerial requirements are met before an emergency occurs. This Plan will provide assistance before and after a crisis, disaster, or other debilitating loss of resources, that will be termed “incident” in this Plan. It will outline contingencies to mitigate, prepare for, respond to, and recover from an incident while protecting life and property.

### IV. APPLICABILITY AND SCOPE

When an emergency or crisis is declared, the Executive Director or designee shall notify the MPO Chair and will begin implementation of the COOP. Once the COOP is implemented in response to an incident, it will immediately affect all Broward MPO staff and will involve notification of the following authorities:

- |  |                        |
|--|------------------------|
| A. Broward MPO Board   | Chair and members      |
| B. Technical Advisory Committee (TAC)                          | Chair and members      |
| C. Citizens’ Advisory Committee (CAC)                          | Chair and members      |
| D. Transportation Disadvantaged Local Coordinating Board (LCB) | Chair and members      |
| E. Florida Department of Transportation (FDOT)                 | Secretary              |
| F. Federal Highway Administration (FHWA)                       | Division Administrator |
| H. Federal Transit Administration (FTA)                        | Regional Administrator |

### V. ESSENTIAL FUNCTIONS

Listed in the table below are those essential functions which should be performed by the Broward MPO, to the maximum extent feasible:

Priority	Essential Functions
1	Ensure, in coordination with the MPO host agency, the integrity of data and records relating to internal and external mandates, responsibilities and administrative operations.
2	Restore communication with MPO, TAC, CAC, and LCB members; arranging, advertising, and holding regularly scheduled or emergency meetings as soon as feasible.
3	Maintain or reestablish contact with appropriate internal and external authorities and agencies, including the MPO host agency

4	Provide technical support to assist in planning and restoration of Broward’s transportation systems.
5	Ensure that the integrity and compliance of the Broward MPO’s planning programs are maintained and products and services are delivered.
6	Provide servicing of MPO agreements, maintain grant invoicing and payroll.

## **VI. CONCEPT OF OPERATIONS**

### **A. Phase I: Activation and Relocation**

#### **1. Decision Process**

The COOP will be activated by the Broward MPO Executive Director or the Deputy Director, at their discretion, as a response to a Level II activation of the Broward Emergency Operations Center, an emergency event, such as a terrorist attack, natural disaster, or other incident. The purpose of Level II activation is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster.

In the event the Executive Director or the Deputy Director is not available, responsibility for initiating and implementing the COOP will devolve onto the next Broward MPO staff member in the chain of command (Section 43a). The person assuming the Broward MPO staff’s lead role in executing the COOP will be known as the “COOP Leader.” It is expected that the COOP Leader’s action will either be an obvious response to external circumstances (for example, a nearby industrial accident affecting day-to-day operations) or a command or directive from a higher authority such as the Broward MPO Board or a Broward Emergency Response Team (BERT) mobilization.

#### **2. Alert, Notification and Implementation Process**

At the time of a Level II activation, staff with working files located on their C: drive will copy the files to their folders on the appropriate network drive.

If the possibility exists that Level II activation may occur during non-working hours the Executive Director or designee will determine if Level II activation should occur prior to an official activation. At a minimum, staff will take laptops home and move monitors/ CPUs to designated “protected” areas such as the Executive Conference Room, Server Room, Copy Room, Kitchen or Storage Room at the back of the MPO Board Room. Upon leaving the office, all office doors must be closed.

Upon Level II activation for weather/hurricane related emergency, the COOP Leader will call a meeting and set in motion the COOP.

- Staff not present will be notified by telephone and email by the COOP Leader or designee. In the event the activation occurs after working hours, the COOP Leader or designee will initiate telephone contact or send email that will reach all employees through their pre-recorded contact information on the Master Employee Contact List which is maintained by the Human Resources Administrator.

- It will be the responsibility of those who are not reachable to establish contact with the COOP Leader, Executive Director or Deputy Director within 24 hours of the Level II activation.

### 3. Staff Responsibilities

The following procedures will be initiated by staff members at the primary work facility if they are present at that facility when the emergency is declared:

- Secure all necessary files and computer equipment and back up or record all essential data on a USB flash drive, the MPO server, or File Transfer Protocol (FTP) site. Files left on your PC may not be available.
- Record a brief, generic message on the main switchboard line (954-876-0033) like this:

“Thank you for calling the Broward Metropolitan Planning Organization. Our offices are currently closed due to (choose one) Tropical Storm/Hurricane \_\_\_\_\_.”

- Everyone should record or update the outgoing messages on their phone before being sent home for an approaching storm like this:

“You have reached the voice mail box for \_\_\_\_\_. Our office is currently closed due to Tropical Storm/Hurricane \_\_\_\_\_. I will return your call when our office reopens.”

- Everyone should activate a brief out-of-office message on their email account like this:

“Our office is currently closed due to Tropical Storm/Hurricane \_\_\_\_\_. I will reply to your email when our office reopens.”

- A message should be placed on the website calendar and under What’s New stating:

Office closed due to Tropical Storm/Hurricane \_\_\_\_\_.

In the event of a storm, take all steps to minimize water and wind damage by:

- Covering or closing/locking all desks, cabinets and storage areas.
- Close office doors
- Disconnect computer hardware and electrical equipment, and bag delicate equipment and paper files.
- Follow established building procedures as described in the appendix.

Below is the remote email login address. The computer will display a security certification concern. Proceed anyway and login using regular username and password.

## 4. Leadership

### a. Order of Succession

The table below lists the chain of command for the Broward MPO staff's COOP Leader. If the senior ranking staff member is incapacitated or out of the area at the time of activation the next ranking staff member will assume his or her duties.

Successors: "Chain of Command"
Greg Stuart, Executive Director
Mike Ronskavitz, Deputy Director
James Cromar, Director of Planning
Tracy Flavien, Chief Financial Officer

### b. Delegation of Authority

The Broward MPO Executive Director or their immediate successor in the list above if the Executive Director is not available, will be in authority and will be known as the COOP Leader. The Executive Director may appoint a successor outside of the chain of command, or change the order of the chain of command in the event of special circumstances, to succeed him/her.

### c. Devolution

The primary function of the MPO is transportation planning, not the physical construction nor the day-to-day operation of transportation facilities. However, should an event occur, the MPO's planning priorities are to provide financial support necessary to maintain the existing transportation system and provide for payment to those associated with MPO agreements and contracts.

In the event of a worst-case scenario, in which the Broward MPO offices are completely destroyed and/or leadership is incapacitated, the organization should be prepared to transfer all of their essential functions and responsibilities to personnel at a different office or location and MPO functions may be handled at a lower staff level.

The Florida Department of Transportation and Federal Highway Administration have file copies of the Broward MPO's major planning documents, including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements should it become necessary for the MPO to reestablish itself. Other documents, including but not limited to the ILA to establish the MPO and the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement should reside on the MPO server.



## **B. Phase II: Alternate Facility Operations**

Upon arrival at the alternative facility, the COOP Leader will delegate shifts for available staff, and assign staff to set up computers, establish email, and test telephone land lines. Telecommuting may also be an option once a base of operations is established.

### **Potential Alternate Facility Locations:**

The District 4 FDOT 3400 West Commercial Blvd. Fort Lauderdale has indicated that **“In a disaster situation that renders the Broward MPO offices inoperable, FDOT is willing to offer space to the Broward MPO providing there is sufficient space available. If space is not available, FDOT will assist the MPO in locating a suitable location.”**

Additional locations are the:

#### **City of Sunrise EOC:**

Fire Chief Tom DiBernardo oversees the City of Sunrise, Emergency Operations Center (EOC) and emergency response efforts. TDiBernardo@sunrisefl.gov (954)746-3400  
10440 West Oakland Park Blvd., 4th Floor – Fire -Sunrise, Florida 33351

#### **Palm Beach MPO**

2300 North Jog Road, 4th Floor, West Palm Beach, FL 33411  
Nick Uhren, Executive Director - 561-684-4042- work; NUhren@PalmBeachMPO.org

#### **St. Lucie TPO**

466 SW Port St. Lucie Blvd., Suite 111Port St. Lucie, FL 34953. Peter Buchwald, Executive Director - 772-462-1593-work buchwaldp@stlucieco.org

These locations in particular were selected because of their locations in the region but outside the County if severely impacted.

The COOP Leader, when determining an alternate location from the above locations, should take into account the following parameters:

- ◆ Sufficient space and equipment
- ◆ Capability to perform essential functions within 12 hours, up to 30 days
- ◆ Reliable logistical support, services, and infrastructure systems
- ◆ Consideration for health, safety and emotional well-being of personnel
- ◆ Interoperable communications (land line telephones, ability to use cell phones from a sheltered position, internet connectivity, fiber optic cable connection to relevant offsite servers and databases, etc.)
- ◆ Computer equipment and software

Various Municipal Government Locations will be investigated to conduct MPO Board, TAC, CAC, and LCB meetings as the need arises.

## 1. Mission Critical Systems

### Hardware

At Level II activation by the Broward EOC or at the direction of the Executive Director or the Deputy Director, the MPO's IT staff will begin preparing the portable hard drives/USB Drives for removal and relocation. Monitors/CPU's should be moved to designated "protected" areas such as the Executive Conference Room, Server Room, Copy Room, Kitchen or Storage Room at the back of the MPO Board Room. Plastic bags will be placed over the computers and the monitors for added protection. Staff will take laptops home and the remaining laptop will be stored in the designated laptop cart and moved to one of the "protected" areas.

### General Specifications for Replacement Laptops

The specifications on the laptops vary based on the tasks they are intended to perform, with current staffing levels and responsibilities. Seventeen (17) laptops will be needed. Laptops currently being used by the Board will be utilized by staff for the COOP activation. Those staff members who have an assigned Surface Pro Tablet with a configured VPN connection will utilize those devices for remote connectivity.

From the available laptops, four (4) will be needed for running GIS applications and of these, two (2) will also be running graphics and 3D modeling applications. Three (3) laptops will be needed to run the SERPM transportation model. The remaining ten (10) laptops would be standard business grade laptops.

All the laptops have a built in web camera to enable video conferencing. All laptops have built-in WIFI.

If the SFRTA servers remain online during and after an emergency, MPO staff will be able to access data stored on the server via Virtual Private Network (VPN) using their assigned laptops/tablets.

### Software

These software systems need to be installed at, or made portable so they can be transferred to the alternative location. If not, they must be remotely operable from the alternate location.

System Name	Current Location	Other Locations
Arc Map	MPO	ESRI Website
CUBE	MPO	CD
Adobe CS5 Premium Suite	MPO	CD
ArtPlan	MPO	Net-downloadable
Acrobat Pro	MPO	Commercial software
Adobe Acrobat	MPO	Commercial software CD
Microsoft Office	MPO	Commercial SoftwareCD/Microsoft Website
HCS Microsoft Office	MPO	Buffy Sanders/Commercial Software
Traffic Count HCS		Buffy Sanders
FSUTMS 5.5/SERPM	MPO	FDOT

## 2. Vital Files, Records and Databases

This data must be installed or made portable so it can be transferred to the alternative location. If not, the data must be remotely accessible from the alternate location.

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility on portable storage	Backed up at Third Location
GIS Database			X	SFRTA servers
Legal/Financial			X	
Personnel Records			X	
AADT Database		X	X	
Truck Traffic Counts		X	X	
Validated Model Input			X	
LRTP Model Input	Database		X	Internet
ITE TRIP Generation	Hard Copy			
ITE Handbook	Hard Copy			
SERPM Model Input	CD	FDOT		
Contract Folders	Hard Copy			
LCB/TD Files	Electronic			SFRTA servers
Email Address Lists	Electronic in Public Involvement Folder Task 1.4 Mailing Lists			X
MPO Agendas	Electronic/ Hard Copy		X	SFRTA servers
Hwy. Capacity Manual	Hard Copy + CD			
FDOT LOS				Internet
Website*		X		X

\*Note website is hosted and managed by Daruma Tech. Point of contact is Susan Erickson [susan@darumatech.com](mailto:susan@darumatech.com) or (561) 206-6291

## **VII. COOP PLANNING RESPONSIBILITIES**

Maintaining the COOP is an ongoing endeavor which should be conducted by the COOP Leader under the direction, supervision and support of the MPO Executive Director.

<b>Responsibility</b>	<b>Position</b>
Annual update of the COOP Plan	COOP Leader
Update staff contact list quarterly	Human Resources Administrator
Review file, record and data status	Information Technology
Conduct periodic alerts and tests	COOP Leader
Conduct periodic exercises	COOP Leader
Plan and evaluate periodic exercises	COOP Leader

## **VIII. TEST, TRAINING AND EXERCISES (TTE)**

An exercise should be conducted annually prior to the start of hurricane season on June 1.

COOP plans should include:

- ◆ Individual and team training of agency personnel
- ◆ Periodic internal agency testing and exercising of COOP plans and procedures
- ◆ Testing of alert and notification procedures
- ◆ Refresher orientation for COOP personnel
- ◆ Joint interagency exercising of COOP plans, if appropriate

## **IX. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN (MYSPMP)**

The COOP will be formally reviewed each year prior to June 1. It is not anticipated that the MPO will require a MYSPMP.

## **X. COOP PLAN MAINTENANCE**

The personnel and emergency telephone lists will be reviewed and updated quarterly. The following information will be organized as Appendices:

**Appendix A: Staff Emergency Contact Number**

**Appendix B: Operational Checklists**

**Appendix C. Alternate Location/Facility Information**

**Appendix D. Definitions and Acronyms**

**Appendix E. The Building's Hurricane Closure Procedures**

**Appendix F. Instructions for Main Switchboard line and Website Updates**

**Appendix G. SFRTA Emergency Contact Information**

**Appendix H. MPO Boards (MPO, TAC, CAC, LCB) Contact Information**

**Appendix I. Instructions to Access the FTP Site**

**Appendix J. Florida Municipal Insurance Trust (FMIT) – Florida League of Cities**

**Appendix K. MPO Rules**

**Appendix L. Generator Operated Businesses in Broward**

### **Appendix A.**

#### **Authorities and References**

Name	Phone Number	Email	Position
Greg Stuart	(954) 876-0033-work 954-551-0276-cell	<a href="mailto:stuartg@browardmpo.org">stuartg@browardmpo.org</a>	Executive Director
Mike Ronskavitz	(954) 876-0041-work	<a href="mailto:ronskavitzm@browardmpo.org">ronskavitzm@browardmpo.org</a>	Deputy Director/COOP Leader
James Cromar	(954) 876-0038	<a href="mailto:cromarj@browardmpo.org">cromarj@browardmpo.org</a>	Director of Planning
Tracy Flavien	(954) 876-0039	<a href="mailto:mitchellt@browardmpo.org">mitchellt@browardmpo.org</a>	Chief Financial Officer

## Appendix B.

### Operational Checklists

<b>Topics</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has someone been identified as a COOP leader?			
Have all key elements of the agency been involved in the planning process such as, IT, public affairs, security, etc.?			
Are emergency evacuation procedures included?			
Have the agency's essential functions been identified?			
Are personnel, equipment, and policies in place to support essential functions?			
Has sufficient delegation of authority and chain of command been identified and documented to ensure continuance of agency operations?			
Have all personnel designated as successors of emergency responsibilities been briefed or trained on their responsibilities?			
Is there sufficient capability to maintain important documents and records to support administrative functions?			
Is there a staff communications plan?			
Are there predetermined alternate work sites which are ensured with appropriate contracts, agreements, or understandings?			
Is there a plan for returning to the primary location?			
Is there a system for testing and training personnel on how to implement the COOP plan?			
Is there a schedule for review and revision of the COOP plan?			

## Appendix C.

### Alternate Location/Facility Information

#### **Florida Department of Transportation, D4**

3400 West Commercial Blvd., Fort Lauderdale, FL 33309

Gerry O'Reilly, District Four Secretary - Ft. Lauderdale - 954-777-4411 work;

[gerry.oreilly@dot.state.fl.us](mailto:gerry.oreilly@dot.state.fl.us)

Stacy L. Miller, Director of Transportation Development 954-777-4429-work;

[Stacy.Miller@dot.state.fl.us](mailto:Stacy.Miller@dot.state.fl.us)

#### **City of Sunrise EOC:**

Fire Chief Tom DiBernardo oversees the City of Sunrise, Emergency Operations Center (EOC) and emergency response efforts. [TDiBernardo@sunrisefl.gov](mailto:TDiBernardo@sunrisefl.gov)

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Nick Uhren, Executive Director - 561-684-4042- work; [NUhren@PalmBeachMPO.org](mailto:NUhren@PalmBeachMPO.org)

#### **St. Lucie TPO**

466 SW Port St. Lucie Blvd., Suite 111 Port St. Lucie, FL 34953

Peter Buchwald, Executive Director - 772-462-1593-work [buchwaldp@stlucieco.org](mailto:buchwaldp@stlucieco.org)

## Appendix D.

### Definitions and Acronyms

<b>AADT</b> -	Annual Average Daily Traffic
<b>ArcMap</b> -	GIS software program
<b>BERT</b> -	Broward Emergency Response Team
<b>CAC</b> -	Citizens' Advisory Committee
<b>COOP</b> -	Continuity of Operations Plan
<b>CUBE</b> -	Travel demand modeling program
<b>EDEN</b> -	Payroll software program
<b>DHS</b> -	Department of Homeland Security
<b>EOC</b> -	Emergency Operations Center
<b>FEMA</b> -	Federal Emergency Management Agency
<b>FDOT</b> -	Florida Department of Transportation
<b>FHWA</b> -	Federal Highway Administration
<b>FSUTMS</b> -	Florida Standard Urban Transportation Modeling Structure
<b>FTA</b> -	Federal Transit Administration
<b>GIS</b> -	Geographic Information Systems
<b>HCS</b> -	Highway Capacity Software
<b>ITE</b> -	Institute of Transportation Engineers
<b>LCB</b> -	Local Coordinating Board for Transportation Disadvantaged
<b>LRTP</b> -	Long Range Transportation Plan
<b>MPO</b> -	Metropolitan Planning Organization
<b>MYSPMP</b> -	Multi-Year Strategy and Program Management Plan
<b>SDE</b> -	Spatial Database Engine (Data for ArcView software)
<b>SERPM</b> -	SE Florida Regional Planning Model
<b>TAC</b> -	Technical Advisory Committee
<b>TD</b> -	Transportation Disadvantaged
<b>TMC</b> -	Turning Movement Counts
<b>TTE</b> -	Training and Exercise



## Appendix E.

### Building Hurricane Closure Procedures

#### HURRICANE PREPAREDNESS PROCEDURES

**Mainstreet Real Estate Services** is cooperating with appropriate local and regional governmental authorities to inform all our tenants of correct preparation and procedures to follow in the event of a hurricane in the South Florida area. We urge all our tenants to always be alert to changing weather conditions when any threatening storm is in the area. We will attempt to notify each tenant should there be a rapidly developing storm that might require precautionary procedures. It is the responsibility of each tenant and their employees to be familiar with the Building's Hurricane Preparedness Procedures. It is extremely important for the safety of our tenants and their property that these procedures be strictly followed.

**G&I VII Trade Centre South, LLC c/o Mainstreet Real Estate Services**  
**100 W Cypress Creek Road, Suite 1055 Fort Lauderdale, FL 33309**

Bea Green, Property Manager [bgreen@mainstreetcapital.com](mailto:bgreen@mainstreetcapital.com)

Nadia Souvenir, Admin. Office: (954) 493-7725 [nsouvenir@mainstreetcapital.com](mailto:nsouvenir@mainstreetcapital.com)

Nathaniel Walden, Jr., Building Maintenance [TCSMAINT@MAINSTREETCAPITAL.COM](mailto:TCSMAINT@MAINSTREETCAPITAL.COM)

Maintenance: (954) 868-5450 **main corporate office** 954-717-9066

#### Pre-storm Preparedness

**1. You should be alert to any major storm in the Atlantic Ocean, the Caribbean or the Gulf of Mexico.** We recommend that each tenant have in their suite some type of radio (preferably battery operated) so that they may keep informed of the status of approaching storms. The size, direction and speed of a hurricane can change rapidly.

**2. Be aware of National Hurricane Center advisories, bulletins, and local official advisories.** As weather conditions develop, you should be aware of terms being used:

a) Tropical Wave or Disturbance: A cluster of clouds and/or thunderstorms without an organized circulation, moving through the tropics. Stronger systems start as Tropical Waves.

b) Tropical Depression: An organized system of clouds and thunderstorms with a defined circulation and top winds of less than 39 mph.

c) Tropical Storm: An organized system of strong thunderstorms with a defined circulation and top winds of 39 to 73 mph. Tropical Storms can quickly develop into hurricanes. Storms are named when they reach Tropical Storm strength.

d) Tropical Storm Watch: Tropical Storm conditions are possible in the specified area of the Watch, usually within 48 hours.

e) Tropical Storm Warning: Tropical Storm conditions are possible in the specified area of the Watch, usually within 36 hours.

f) Hurricane: An intense tropical weather system with a well-defined circulation and a sustained wind speed of 74 mph or higher.

g) Hurricane Watch: If the hurricane continues to threaten land, a hurricane watch is added to the advisory, covering a specified area and duration. A hurricane watch means that hurricane conditions are a real possibility. When a hurricane watch is issued, listen for further advisories, take steps to notify your employees, secure your office and be prepared to evacuate if necessary. The building management office staff will notify you if a hurricane watch is issued. Hurricane conditions are possible in the specified area or the Watch, usually within 48 hours. During a Hurricane Watch, prepare to take immediate action to protect your property in case a Hurricane Warning is issued.

h) Hurricane Warning: When conditions are expected within 36 hours, a hurricane warning will be announced by the National Hurricane Center. All precautionary measures should be completed and you may be required to evacuate the building so people can return to their home or appropriate shelter.

### **3. What to do in case of a hurricane watch:**

a) Be prepared to protect offices that have exterior glass that could be broken by flying debris. Loose papers should be filed or stored away from the windows. Any small items in an office facing the window should be moved away so that if the glass were to be broken, they would not be as likely to be broken or blown about by the high winds. All loose pictures and other heavy items should be removed from walls. Doors between outer offices and inner corridors should be left closed.

b) It is recommend that before you leave the building, all computers, telecommunications equipment, microwaves, etc. be unplugged to protect them from possible power surges.

c) Be sure that the building management office has telephone numbers [or the appropriate contact person(s) in your office, should we need to contact you. Likewise, we will provide you with telephone numbers to call for emergency information.

d) Official radio emergency bulletins can be heard on local stations.

### **4. Evacuation Procedures:**

If the National Weather Service issues a hurricane warning, you will be notified by the Management office and the following procedures will be followed:

a) Under most circumstances, you will have plenty of time to evacuate and will be able to exit the building as you would on any working day. Once initiated, evacuations should be completed within 4 hours following notification.

b) If there is a power outage, you will be instructed to exit via the stairwells.

c) Please notify the building management office, in advance, of any employee who would need special assistance in exiting the building.

d) Secure or remove any valuables, lock file cabinets and desks, turn off the lights in your office and lock the entrance doors to your suite. Identify, protect and back up all vital records, i.e., insurance, tax, client, legal, financial, important contract documents, software programs and data. If possible, move to a secure off-site, storage facility. If kept on site, move items away from windows and exterior walls preferably to an interior office. Wrap office equipment, such as copy machines and computers in plastic to prevent water damage. Place loose objects in locked drawers.

e) Go to your home or designated emergency evacuation shelter. Do not attempt to return to your office until notified by building management.

The best preparation you can make is to familiarize yourself with these procedures now and notify us of any questions you may have. However, please be assured that the building management office will be in constant communication with you in case of an approaching hurricane.



**TENANT INFORMATION SHEET**

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Property Name: \_\_\_\_\_  
**OFFICE CONTACT:** \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**OFFICE CONTACT:** \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**ACCOUNTING CONTACT:** \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**EMERGENCY CONTACT #1:** \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Alternate Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**EMERGENCY CONTACT #2:** \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Alternate Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please return this form to your property manager no later than 6/7/13. Thank you.

Fax (954) 772-9467  
Nadia Souvenir: nsouvenir@mainstreetcapital.com

## Appendix F.

### Instructions for Accessing Telephone Communications and Retrieving Messages

From outside of the system, the process for accessing your voicemail remotely:

- Dial your 10-digit phone number (954-876-\_\_\_\_)
- When you hear your voicemail greeting, press \* (star)
- You will be asked to enter your ID, followed by the pound key. *This is your four-digit internal extension ( 12\_\_#)*
- You will be prompted to enter your password, followed by the pound key (enter your voicemail password #)

Everyone should record or update the outgoing messages on their phone before being sent home for an approaching storm. Again, something short such as:

“You have reached the voice mail box for \_\_\_\_\_. Our office is currently closed due to Tropical Storm/Hurricane \_\_\_\_\_. I will return your call when our office reopens.”

**Email:** Everyone should activate an auto reply on their email account. Place a brief message, such as:

Thank you for your email. Our office is currently closed due to Tropical Storm/Hurricane \_\_\_\_\_. I will reply to your email when our office reopens.

**Website:**

A message should be placed on the website calendar stating:

Office closed due to Tropical Storm/Hurricane \_\_\_\_\_. (Perhaps in two places, *the calendar* and under *What's New*).

## APPENDIX G.

### **SFRTA Emergency Information**

Richard Chess, Director of Finance, SFRTA/Tri-Rail will act as your primary contact.

1. **Payroll and Insurance:** The main contact for payroll and insurance would be Mikel Oglesby, Deputy Director [oglesbym@sfrta.fl.gov](mailto:oglesbym@sfrta.fl.gov) 954-788-7918, and Sandra Johnson, ext. 954-788-7886. The payroll and insurance processing is done through the Eden system which allows remote access in case of an emergency. Eden also has their own emergency procedures.

2. **Vendor Payments and Cash Flow:** The main contacts for AP during an emergency will be Cathy Caprio ext. 7894, Joseph Khouzami, ext. 7780, and Sandra Johnson. We have procedures to handle payments and monitor balances in cases of emergencies.

3. **IT and Phone Systems Service:** The main contact for IT is Michael Kanefsky, cell # (954) 444-4480. Michael is also part of our emergency team and is the Manager over IT.

Richard Chess, Director of Finance, SFRTA/Tri-Rail  
800 NW 33rd Street Pompano Beach, FL. 33064  
Phone (954) 788-7889  
E-mail Address: [ChessR@sfrta.fl.gov](mailto:ChessR@sfrta.fl.gov)

## **APPENDIX H.**

### **MPO BOARDS CONTACT INFORMATION**

The MPO Boards (MPO, TAC, CAC, LCB) contact lists are to be updated and produced by the MPO Boards Coordinator upon request. The latest information should be collected and distributed to staff upon activation of Level I.

## APPENDIX I.

### INSTRUCTIONS TO ACCESS THE FTP SITE

#### Windows 7 VPN Configuration

##### **Summary**

VPN, or Virtual Private Network, is a means to establish a secure connection between a remote client computer (such as a laptop) and the Agency network. Once the connection is established, the remote client computer is directly connected to and actually becomes part of the Agency network, and has access to all network resources entitled to the person who logs in.

##### **Security**

Since the remote client computer becomes part of the corporate network, it is imperative that the following policies are adhered to.

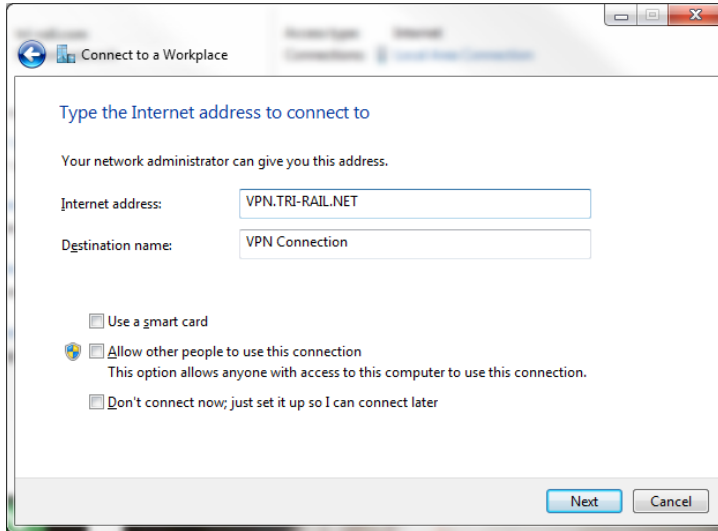
- 1) **The end-user must ensure that the remote client computer they are using is running current anti-virus software and is free of all viruses and malware.**
  - A remote client computer connected through VPN can spread viruses and malware just as a PC workstation residing on the local network.
- 2) **While the VPN session is established, no non-Agency business should be conducted on the remote client computer.**
  - All network traffic, including anything accessed through a web browser, will travel through the VPN connection and over the Agency network.
  - Programs running on the remote client computer which typically access the Internet at various intervals (such as cloud-based backup solutions, media players, etc.) should be temporarily disabled to prevent inadvertent communications through the VPN.
- 3) **Never “save” or “remember” a VPN or network password on the remote client computer (even if prompted to by the application).**
  - Secure access to the Agency network can be compromised if a password is “remembered” or otherwise recorded on the remote client computer.
  - Any unauthorized access gained through a “remembered” password will be attributed to the employee’s UserID.

##### **Configuring and Establishing a New VPN Connection**

Perform the following steps to configure and establish a VPN connection on a notebook running Windows 7 operating system.

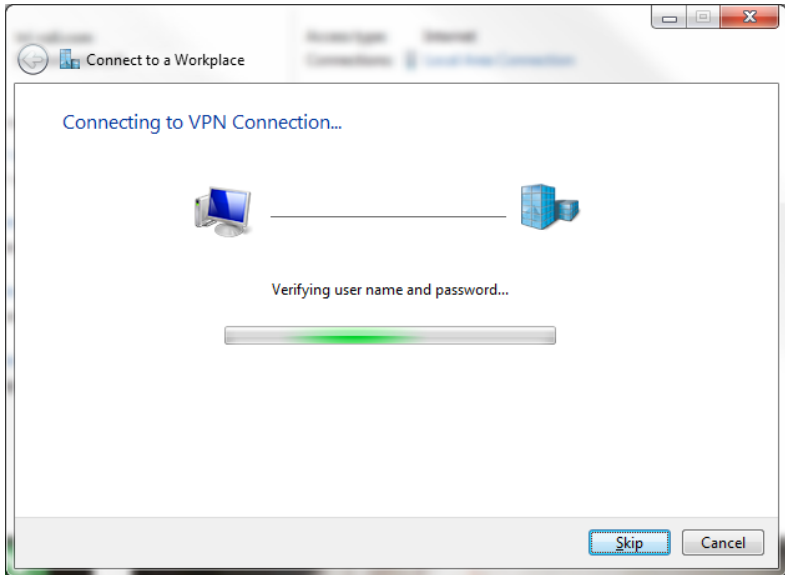
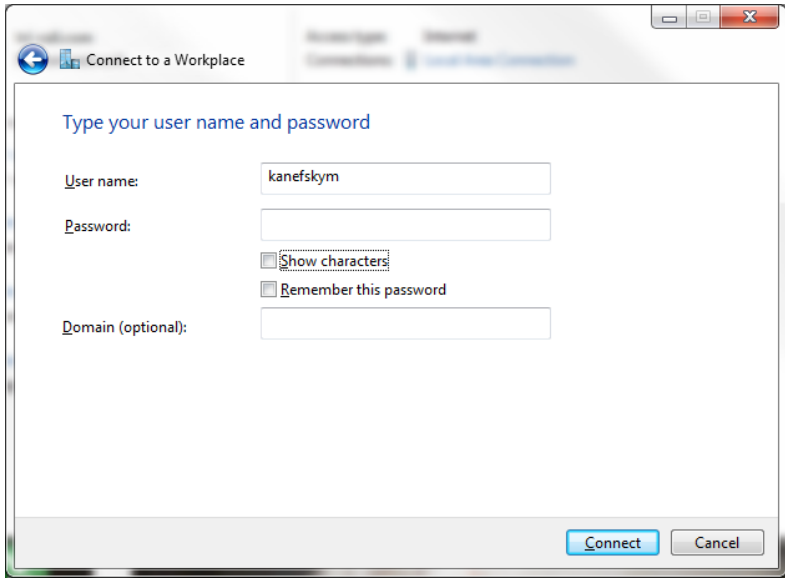
- 1) Click Start\Control Panel\All Control Panel Items\Network and Sharing Center
- 2) Click “Set up a new connection or network”

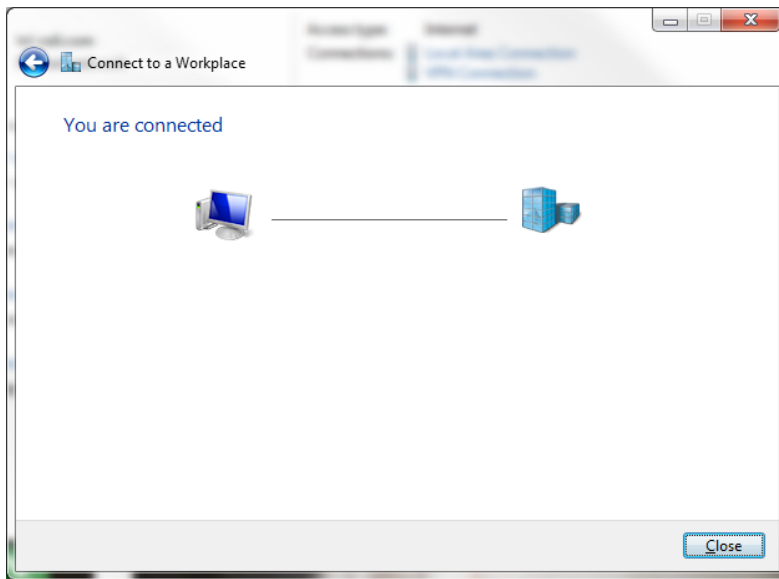
- 3) Click “Connect to a workplace”
- 4) Click “Use my Internet connection (VPN)”
- 5) Under “Internet address”, enter VPN.TRI-RAIL.NET, then click “Next”



- 6) Under “User name:”, enter your network UserID. Leave “Password:” and “Domain” blank and click “Connect”. **Do NOT check the “Remember this password” box.**





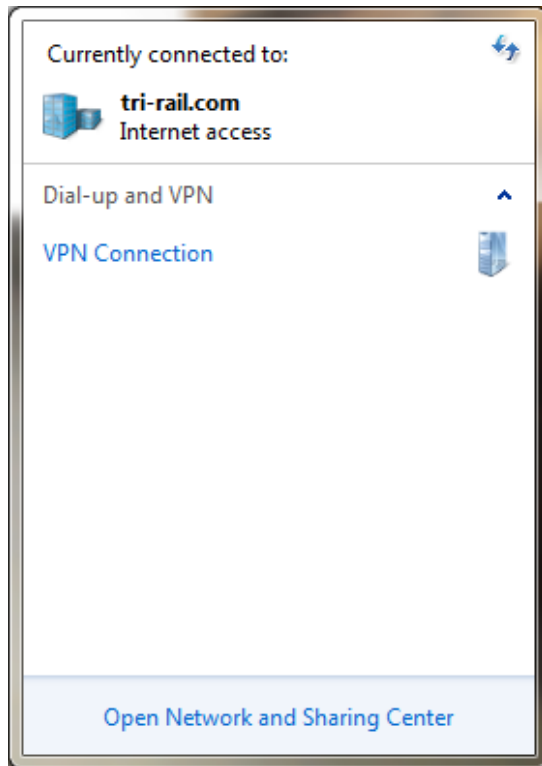


7) Once connected, click “Close” to exit from the dialogue box.

Your first VPN connection has been configured and established. Disconnect the connection when not in use.

## Establishing an Existing VPN Connection

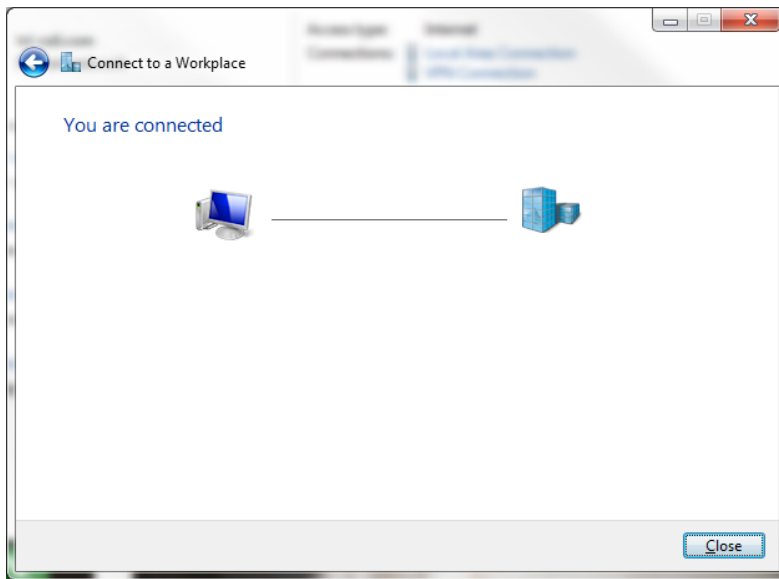
- 1) Clicking on the “Network and Sharing Center” icon on the bottom right of the screen (next to the time/date stamp) will display all connections configured on the remote client computer. This screen can also be accessed via Start\Control Panel\All Control Panel Items\Network and Sharing Center then click “Connect or disconnect”.



2) Right-click on “VPN Connection” and click on “Connect”

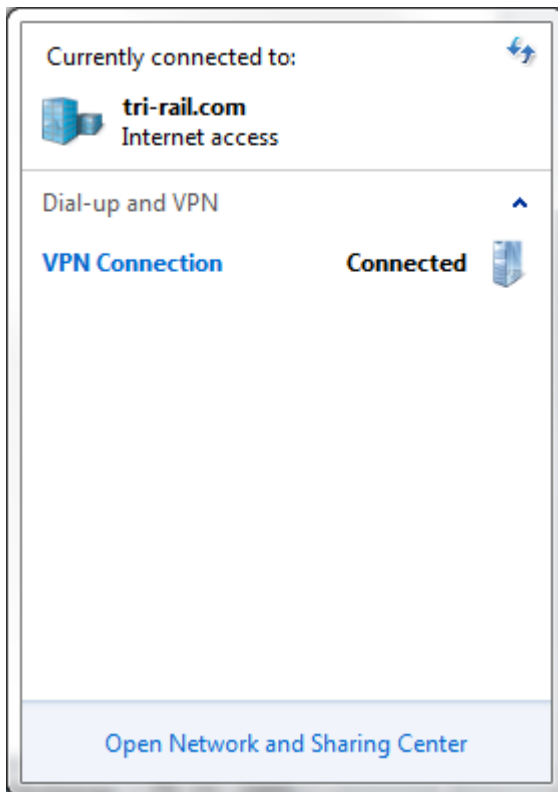


- 3) Confirm that the User Name is correct, or enter the correct User Name as required
- 4) Enter the associated password
- 5) If Domain is required, enter TCRA1
- 6) **DO NOT check the box for “Save thus user name and password for the following users:”**
- 7) The VPN connection will be established.



### Disconnecting an Active VPN Connection

- 1) Clicking on the “Network and Sharing Center” icon on the bottom right of the screen (next to the time/date stamp) will display all connections configured on the remote client computer. This screen can also be accessed via Start\Control Panel\All Control Panel Items\Network and Sharing Center then click “Connect or disconnect”.



- 2) Right-click on “VPN Connection” and click on “Disconnect”

Note: When in doubt, rebooting the remote client computer will also disconnect the VPN connection.

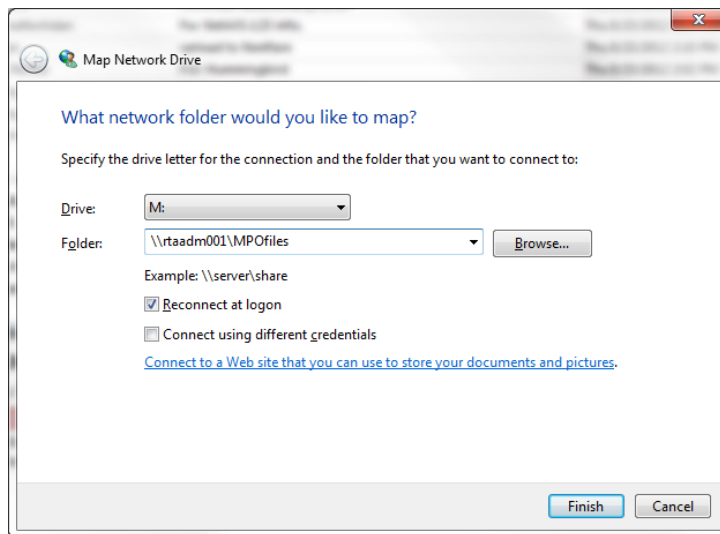
## Windows 7 Drive Mapping

### Summary

To access directories and files residing on network file servers from a remote client computer will require “drive mapping” to be established. This is the same drive mapping that occurs from your office desktop PC, and just as on the office desktop PC, the remote client computer will have access to all network resources entitled to the person who logs in.

Once VPN connection has been established, use the following steps to map network drives:

1. Click Start Button
2. Right Click Computer
3. In the menu, select “Map Network Drive ...”
4. Select Drive M: in the Drive drop down list.
5. In the Folder text box, type: [\\rtaadm001\MPOFiles](#)



6. Click Finish

Repeat steps for folder [\\rtaadm001\GIS](#) for Drive G:

## **APPENDIX J.**

### **FLORIDAMUNICIPAL INSURANCE TRUST (FMIT) – FLORIDA LEAGUE OF CITIES**

To report a loss contact: 1-855-FMIT-LOSS

Or

Account Executive: Jim McGinn

## **APPENDIX K.**

Amended and Adopted as of February 11, 2016

### **RULES OF THE BROWARD METROPOLITAN PLANNING ORGANIZATION (BMPO)**

#### **1.0 General**

##### **1.01 Preamble.**

The Broward Metropolitan Planning Organization (BMPO) for Broward County, Florida is a federally mandated independent planning body responsible for transportation planning in the Broward County urbanized area.

Established in 1977 by the Florida Legislature, the BMPO was created to direct urban transportation planning and direct the expenditure of federal and state funds. It is the lead agency responsible for developing and administering plans and programs to maintain eligibility and receive federal funds for the transportation planning and funding allocation in Broward County, Florida. The BMPO works collaboratively with the public, planning organizations, government agencies, elected officials and community groups to develop transportation plans.

The 25 members of the BMPO include representatives from the municipalities within the County, the South Florida Regional Transportation Authority (SFRTA)/Tri-Rail, the Broward County School Board, and the Broward County Board of County Commissioners. There are 13 alternate members who are eligible to vote when a member(s) is

absent. The BMPO is divided into five separate districts. The regular and alternate voting membership in each district varies. Each of these members are now parties to the Interlocal Agreement for the Creation of the Broward Metropolitan Planning Organization (Interlocal Agreement) which was effective on August 3, 1977 and amended thereafter, in part, to provide for the current membership of the Organization<sup>1</sup>.

These Rules shall serve to guide the proper functioning of the urban transportation planning process by the BMPO. These Rules provide general procedures and policies for the BMPO, the BMPO Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), the Local Coordinating Board for Transportation Disadvantaged (LCB), and the BMPO staff for fulfilling the requirements of the Interlocal Agreement; the applicable provisions of federal law; and the applicable provisions of Chapter 339, Florida Statutes.

#### 1.02 Interpretation.

If any provision of these Rules conflicts with the Interlocal Agreement, the Interlocal Agreement, as it may be amended from time to time, shall control. Furthermore, all provisions contained in these Rules shall be interpreted to be consistent with applicable state and federal law.

#### 1.03 Mission.

The mission of the BMPO is to guide the expenditure of federal and state funds to provide a regional transportation system that ensures the safe and efficient mobility of people and goods, optimizes transit opportunities, and enhances our community's environmental and economic well-being.

1.03.1 The BMPO proactively supports planning and funding initiatives that facilitate and enhance the accommodation of transit, pedestrian traffic, and bicycles as preferred transportation alternatives.

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<sup>1</sup> Pursuant to Florida law, to be effective, an Interlocal Agreement, and any amendments thereto, must be filed and recorded in the public records in the County where a party to the agreement is located. The Interlocal Agreement was amended and recorded as follows: December 18, 1979; September 11, 1986; February 18, 1994; April 24, 2000; September 30, 2002; September 13, 2005; September 18, 2006; and February 10, 2016.



1.03.2 The BMPO actively and enthusiastically promotes cost-feasible partnering among Broward municipalities and adjoining Counties to maximize opportunities for enhancing and maintaining an affordable, efficient transportation system.

1.03.3 The BMPO enhances and maintains regional and community transportation goals by participating in the Southeast Florida Transportation Council (SEFTC) and supporting necessary and appropriate transportation connections between the adjoining Counties.

1.03.4 The BMPO supports establishing a dedicated revenue source(s) to fund transportation projects in Broward County and the adjoining Counties in the area with emphasis on a significant expansion of transit.

1.03.5 The BMPO shall create opportunities for all segments of the public to learn and become informed about issues and proposals under its consideration, particularly those affected by the outcomes or with special needs.

1.04 Vision.

Transform transportation in Broward County to achieve optimum mobility with emphasis on mass transit while promoting economic vitality, protecting the environment, and enhancing quality of life.

1.05 Acronyms/Definitions.

BMPO – Broward Metropolitan Planning Organization

BMPO Staff – BMPO Staff, including, but not limited to the BMPO’s Executive Director, Deputy Director, General Counsel, etc.

Board – Broward MPO Board of Directors

CAC – Citizens’ Advisory Committee

CSAC – Complete Streets Advisory Committee

CTC – Community Transportation Coordinator

CTD – Florida Commission for the Transportation Disadvantaged

Executive Director – The BMPO Executive Director, or his/her designee.

FDOT – Florida Department of Transportation

LCB – Local Coordinating Board for the Transportation Disadvantaged

LRTP – Long-Range Transportation Plan

MPOAC – Florida Metropolitan Planning Organization Advisory Council

PPP – Public Participation Plan

RLRTP – Regional Long Range Transportation Plan

SEFTC – Southeast Florida Transportation Council

SFRTA – South Florida Regional Transportation Authority

TAC - Technical Advisory Committee

TDSP – Transportation Disadvantaged Service Plan

TIP – Transportation Improvement Program

UPWP – Unified Planning Work Program

## **2.0 BMPO Board of Directors**

### **2.01 Membership**

2.01.1 There shall be twenty-five (25) members and thirteen (13) alternate members of the BMPO Board of Directors, the “Board.” The membership of the Board shall be consistent with the Interlocal Agreement.

2.01.2 The municipal membership of the Board is predicated upon a district concept with members and alternates representing the district’s overall interests. It is expected that the members and alternates shall keep officials of their respective district advised about matters that may affect transportation concerns.

2.01.3 Newly appointed members of the Board shall attend an orientation meeting within three (3) months of the member’s appointment date. In addition, all new members shall attend MPOAC training within one year of the BMPO member’s appointment date.

### **2.02 Appointment, Qualification, and Terms of Office.**

The governing body of a governing entity and signatory to the Interlocal Agreement shall, as the appointing authority and designated for membership on the Board, select a member(s) to represent them and serve on the Board. Elected officials on the Board shall serve a four-year term and may be reappointed for one or more four-year terms. However, that official’s term of office on the Board shall automatically expire upon the member leaving elected office. The appointing authority authorized to appoint a member(s) to the Board may, in its sole discretion and by majority vote, remove its member(s) as a Board representative(s) and, in its sole discretion and by majority vote, appoint a replacement.

### **2.03 Officers and Duties.**

2.03.1 The Board shall hold an annual organizational meeting for the purpose of electing officers at the Board’s regularly scheduled June meeting, the term to commence at the next scheduled monthly Board meeting. The minimum officers shall include a Chair, Vice Chair and Deputy Vice Chair. The officers shall be elected by a majority of those present and voting.

2.03.2 The Chair shall preside at all meetings and shall sign official documents of the BMPO, unless the Chair or Board authorizes in writing that the Executive Director may sign utilizing the Chair's electronic signature; or the authority is otherwise delegated to the Executive Director pursuant to these Rules or the adopted BMPO Procurement Code. However, in the temporary absence of the Chair, the Vice Chair, or the Deputy Vice Chair may fulfill all of the duties set forth in these regulations as being duties of the Chair. If the Chair is unable to serve the remainder of the Chair's term, the Vice Chair shall automatically become the Chair and assume all the responsibilities of the Chair; the Deputy Vice Chair shall automatically become the Vice Chair and assume all the responsibilities of the Vice Chair and the Board shall elect a new Deputy Vice Chair.

2.03.3 In the absence of the Chair, Vice Chair, and Deputy Vice Chair those present shall elect a Chair pro tem.

2.03.4 The Chair shall serve as the Board's appointment to the Florida Metropolitan Planning Organization Advisory Council (MPOAC). At the Chair's discretion, the Vice Chair or Deputy Vice Chair shall serve as the Chair's alternate to the MPOAC. If the Chair, Vice Chair or the Deputy Vice Chair is not able to serve, the Chair shall make an appointment to the MPOAC from the Board membership.

2.03.5 The Chair shall serve as the BMPO's appointment to the Southeast Florida Transportation Council (SEFTC). An alternate, who is a member of the Board, may be designated by the Chair.

2.03.6 The Chair shall be responsible for working with and directing the General Counsel and the Executive Director on the day-to-day operational concerns of the BMPO.

## 2.04 Meetings.

2.04.1 Unless otherwise determined by the Board, the regular meeting of the Board shall be held on the second Thursday of each month at a time and place designated by the Board. Regular meeting dates and times may be changed by action of the Board to accommodate desirable changes because of holidays or other reasons.

2.04.2 It shall be the obligation of the members to provide at least three days advance notice to the Executive Director when they will not be attending a meeting.

2.04.3 Quorum.

The presence of fourteen (14) members of the Board who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the Board shall be necessary in order to adopt any measures.

2.04.4 Special meetings of the Board may be called by the Chair, or in the absence of the Chair, by the Vice Chair or Deputy Vice Chair. Special meetings may also be called on the initiative of one third ( $\frac{1}{3}$ ) of the voting membership petitioning the Chair.

2.04.5 The Board may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the Board.

2.04.6 All BMPO meetings shall be open to the public. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card to the Executive Director, or designee, prior to the commencement of the meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time.

2.04.7 Reconsideration.

Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting. Any member who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

2.04.8 Except as otherwise provided in these Rules, the most recent edition of *Roberts – Rules of Order* shall be used to conduct all meetings of the Board.

2.05 Alternate Voting Members.

2.05.1 At any given meeting, if a municipal district's member(s) is absent, the district's alternate(s), in order of population, may vote in place of the absent member(s). Any other alternates present, in order of population, may vote in place of any other absent municipal member(s) whose alternate(s) are also not present or in place of any absent non-municipal member.

2.05.2 It shall be the obligation of the members within the same district to provide reasonable notice to the alternates when they will not be attending a Board meeting.

2.05.3 Alternate Members who are present at a meeting of the Board but are not eligible to vote in the place of an absent member, shall participate in the discussions of the Board and shall be seated with the Members.

2.06 Board Committees and Subcommittees.

As necessary, committees and subcommittees shall be designated by the Chair to investigate and report on specific subject areas of interest to the Board. Current committees, such as the Executive Committee, Governance Committee, and Evaluation Committee, are examples of this. The Board may veto a designation of a committee or subcommittee by an affirmative vote of a majority of those present. A committee or subcommittee shall consist of at least three members. A majority of the members must be present for the committee or subcommittee to take formal action. The committee or subcommittee shall meet and determine the Chair and Vice Chair. The Chair or Vice Chair shall report to the Board at its next available meeting on the committee's or subcommittee's activities.

2.07 General Policies Applicable to All Committees and Subcommittees of the BMPO.

2.07.1 All committees and subcommittees shall make recommendations regarding actions, such as motions to adopt, support, and enact, to its creating authority, unless a state or federal law or regulation specifically requires a more formal document or grant procedure.

2.07.2 Except as otherwise provided in these Rules, the most recent edition of *Roberts – Rules of Order* shall be used to conduct all committee and subcommittee meetings of the BMPO.

2.08 Procurement of Services and Goods.

2.08.1 Whenever the BMPO, as the contracting party, wishes to obtain goods or services from any individual or entity other than a government agency, the BMPO shall utilize the provisions set forth in the Procurement Code adopted by the Board.

2.08.2 Whenever compliance with the requirements of the Procurement Code is impractical or impossible and not in the public interest, the Board may by motion adopt an alternate procedure for obtaining specific goods or services.

2.09 Local Contributions.

The BMPO is authorized and may accept contributions from its member or other interested parties. Currently, the BMPO has a voluntary per capita fee which may be revisited from time to time. Any contributions received shall be maintained and expended in accordance with the BMPO Procurement Code and as directed by the Board.

**3.0 Public Involvement Process**

3.01 Federal and State Law Public Involvement Requirement.

Federal and state law requires the metropolitan transportation planning process to include proactive public involvement that provides complete information, timely public notice, full public access to key decisions, and compliance with Title VI and Disadvantaged Business Enterprise (DBE) requirements.

3.02 Public Participation Plan.

The Board shall adopt and amend as needed a Public Participation Plan (PPP) in conjunction with federal certification site visits for the purpose of establishing and communicating its public involvement techniques, performance measures, and methods for including the public in decisions related to plans and programs of the Board.

**4.0 Long Range Transportation Plan (LRTP),  
Regional Long Range Transportation Plan (RLRTP),  
Unified Planning Work Program (UPWP) and  
Transportation Improvement Program (TIP) Update Procedures and  
Policies**

4.01 The Board shall adopt a LRTP, RLRTP, UPWP and TIP, as prescribed by the most current transportation authorization bill, and drafts shall be reviewed by the TAC and CAC with a recommendation for action to the Board.

4.02 Amendments to LRTP, RLRTP, UPWP or TIP.

The Board shall initiate procedures for considering a change to an adopted UPWP, LRTP, RLRTP, or TIP at its discretion when a request is received in writing from (a) a local governing body of a member government; (b) a transportation operating agency providing service in Broward County; (c) the Board or the TAC may recommend a change on its own initiative; and (d) the Executive Director can recommend a change for consideration. Requests for LRTP amendments may be submitted in June or January. Requests for RLRTP amendments may be submitted through the Board for ultimate approval by SEFTC and must be focused on a regional corridor. Requests for TIP amendments and related documentation must be submitted to the BMPO in accordance with the annual schedule of due dates to be reviewed by the TAC and CAC prior to Board action.

4.03 Requests for Amendment.

A request to the Board for consideration of an amendment to an adopted LRTP or TIP shall include:



- 4.03.1 Location and description of the link(s) and/or facilities in the transportation network.
- 4.03.2 Kind of change requested (i.e., capacity, location or classification).
- 4.03.3 Statement of reason and technical justification for requested change.
- 4.03.4 A financial analysis demonstrating the financial feasibility of the LRTP and/or the TIP is not negatively impacted.
- 4.03.5 A request for an amendment to the LRTP or TIP must be submitted to the BMPO by the date(s) established by the Board, amended annually or as needed. LRTP amendments can only be submitted in June or January.

4.04 Amendment Procedure.

The procedure for amending an adopted LRTP, RL RTP, or TIP shall be as follows:

- 4.04.1 The Board shall follow the guidelines set forth in its Public Participation Plan (PPP) to notify interested parties that an amendment to the LRTP, RL RTP, and/or the TIP is being contemplated.
- 4.04.2 Interested parties shall be notified where the technical and policy information regarding the amendment is located.
- 4.04.3 Proposed amendments and the comments received from all interested persons shall be forwarded to the appropriate committees or subcommittees for their review and comment.
- 4.04.4 The committees will review each requested amendment based on any possible impact on the total transportation network, the comments received from interested persons, and other pertinent considerations.

- 4.04.5 The committees will review each requested amendment to consider the comments received from interested persons and may make a recommendation for additional public involvement if they conclude such additional public involvement is warranted.
- 4.04.6 When appropriate, the LCB committee will review each requested amendment to consider the comments relating to paratransit and transportation disadvantaged issues received from interested persons.
- 4.04.7 When the LCB reviews are completed, the requesting authority and the Board shall be notified of the resulting recommendations and the reasons for or against its recommendation. In cases where the TAC, CAC, or LCB defer action or fail to act on an amendment, the Board may take whatever action it deems appropriate.
- 4.04.8 If the proposed amendment differs significantly, including but not limited to capacity, operation or impact, from the original amendment made available for public comment or if it raises new material issues that interested persons could not reasonably have foreseen, an additional opportunity for public comment shall be made available.
- 4.04.9 The Board may take action at a public meeting on the TAC, CAC, and LCB recommendations. The Board shall make available all significant written and oral comments received as a result of the public involvement process.
- 4.04.9.1 If a requested amendment is approved, the Board will then submit the modified amendment to FDOT for their review, comment and forwarding to the appropriate federal agencies.
- 4.04.9.2 If the LRTP and RL RTP are amended, the BMPO shall make available updated maps and lists, including the date and nature of the amendment to member agencies and interested parties.

#### 4.05 Board Action.

- 4.05.1 In situations where an immediate decision is required for input to be effective, the Board may act without recommendations from the TAC, the CAC or the LCB unless precluded by federal or state law or regulation. Even in those circumstances, the Board will make every effort to ensure opportunity for public comment. In those instances, the BMPO shall notify the TAC, the CAC and/or the LCB of the action taken and reason for acting without a recommendation.
- 4.05.2 In situations where an immediate decision is required for input to be effective, is administrative in nature, and occurs while the Board is on break, the Executive Director may act without recommendations from the Board, TAC, CAC and LCB unless precluded by federal or state law or regulation. In those instances, the Executive Director shall notify the Board, TAC, CAC and/or the LCB of the action taken and reason for acting without a recommendation at their next regular meeting.
- 4.05.3 In the event the Federal government or the Governor declares a “State of Emergency,” the Chair, Vice Chair, Deputy Vice Chair, or Executive Director may authorize the purchase of, or contract for, goods or services required in contemplation of, preparation for, or during an emergency without utilizing the competitive bidding or competitive proposal procedures set forth in the BMPO’s Procurement Code. During a “State of Emergency,” the Executive Director shall be authorized to provide for the distribution of federal or state aid for repairs, replacements, or the distribution of aid. Notwithstanding the foregoing, at least two signatures, one by a Board Officer (use of an electronic signature may be authorized for this purpose) and one by either the Executive Director or the General Counsel, shall be required to effectuate an emergency expenditure. Emergency purchases of goods or services where the expenditure by the BMPO is estimated to be \$30,000 or greater shall be subject to ratification by the Board as soon as practicable. The Chair, Vice Chair, Deputy Vice Chair, Executive Director or General Counsel will inform the Board, TAC, CAC and LCB of any such emergency actions at the next available meeting.

## **5.0 The Technical Advisory Committee (TAC)**

### **5.01 Membership.**

5.01.1 The membership of the TAC shall include forty-four (44) voting members. Thirty-two (32) members shall be individual appointees of the municipalities represented on the Board. Twelve (12) members, with expertise in matters related to transportation, tribal interests, land use and environmental planning, shall be from the agencies set forth below in 5.01.2 and 5.01.3.

5.01.2 Countywide regional members shall include the following:

- (a) The FDOT, District 4 Office may appoint nonvoting advisory member(s);
- (b) The SFRTA may appoint one member;
- (c) The Broward County School Board may appoint one member;
- (d) The Seminole Tribe of Florida may appoint one member;
- (e) The Broward County Planning Council may appoint one member;
- (f) The South Florida Regional Council may appoint one member.

5.01.3 The Broward County members shall include the following:

- (a) The Broward County Traffic Engineering Division may appoint one member;

- (b) The Fort Lauderdale/Hollywood International Airport may appoint one member;
- (c) Port Everglades may appoint one member;
- (d) The Broward County Environmental Protection and Growth Management Department may appoint one member;
- (e) The Broward County Transit Division (BCT) may appoint one member; and
- (f) The Broward County Highway Construction and Engineering Division may appoint one member.

#### 5.01.4 Municipal Membership.

Each municipality represented on the Board shall appoint a member to the TAC.

#### 5.02 Appointment, Qualification and Terms of Office of TAC Members.

Each governmental unit and agency, in selecting its representative to the TAC, shall name technically qualified persons of director level, or a designee with the authority to make decisions and communicate with the elected body, who are employed by governmental units or agencies for the purpose of planning transit, pedestrian and bicycle facilities, land use, traffic engineering, or civil engineering with a responsibility to that governmental unit or agency for some aspect of the control, planning, development, or improvement of the transportation system.

#### 5.03 Officers and Duties.

5.03.1 The TAC shall hold an annual organizational meeting as part of its regular scheduled June meeting for the purpose of electing a Chair and Vice Chair, the term to commence at the next scheduled TAC meeting.

5.03.2 Officers shall be elected by a majority of the members of the TAC present and authorized to vote. Officers shall serve a term of one (1) year but may be elected for consecutive terms.

5.03.3 The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

5.04 Meetings.

5.04.1 Regular meetings of the TAC shall normally be held on the fourth Wednesday of each month at a time and place to be designated by the Board or Executive Director. Regular meeting dates and times may be changed by the Board or Executive Director and affirmed by action of the TAC to accommodate desirable changes because of holidays or other reasons.

5.04.2 The presence of ten (10) TAC members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the TAC shall be necessary in order to adopt any measures.

5.04.3 The TAC may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the TAC.

5.04.4 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more voting members of the TAC petitioning the Chair or Executive Director.

5.04.5 The Executive Director, or designee, is responsible for the TAC meeting minutes and all notices and agendas for future meetings.

5.04.6 TAC meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the Agenda during the Public Comment period, with established time limits, and by

providing a Speaker Card prior to the commencement of the TAC meeting. Members of the public are allowed to comment on items on the Agenda at the appropriate time.

5.05 TAC Responsibilities and Functions.

5.05.1 The TAC serves in an advisory capacity to the Board on matters related to coordinating transportation planning and programming including but not limited to, review of Board-related transportation studies, reports, plans and programs. The TAC shall assist the Board by providing technical resources and recommendations as requested.

5.05.2 In all cases, when the TAC has voted affirmatively for recommended issues for action or consideration by the Board, the following process shall be followed:

5.05.2.1 The Executive Director, or designee, shall communicate the request of the TAC to the Board through the Board's agenda.

5.05.2.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the TAC agenda, shall inform the TAC.

5.05.3 TAC recommendations to the Board shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and programs and in accordance with the Board's mission, vision, and policy statements.

5.05.4 The TAC may serve as an advisory committee to any duly constituted area-wide transportation authorities and boards, as well as area-wide planning boards or councils for physical development or comprehensive planning upon direct request of such authorities, boards, or councils and with the concurrence of the Board.

5.05.5 Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature. TAC members are expected to maintain contact with their

respective Board member and provide them with feedback on proposed plans, programs, and projects.

5.06 TAC Subcommittees.

As necessary, subcommittees shall be designated by the TAC Chair to investigate and report on specific subject areas of interest to the TAC. The TAC may veto a designation of a subcommittee, by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action. The subcommittee shall select a chair and a vice chair. The subcommittee is required to report its actions back to the TAC at its next available meeting.

**6.0 The Citizens' Advisory Committee (CAC)**

6.01 Membership.

6.01.1 The membership of the CAC shall include forty-five (45) voting members. Twenty-five (25) members shall be individual appointees of the regular members of the Board. Seventeen (17) members shall be appointed by service, civic or other organizations or groups authorized by the Board to appoint a member to the CAC. Three (3) members shall be nominated by the CAC.

6.01.2 CAC members are expected to demonstrate interest in CAC activities through participation in scheduled meetings. A majority of the CAC or Executive Director may recommend the removal of any member who fails to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the Executive Director.

6.02 Term of Office.

CAC members are appointed and serve at the pleasure of the appointing member or entity. If the appointing member is no longer on the Board, then the new Board member may choose to keep or replace the appointment. Members appointed by a designated entity (service, civic or other organizations or groups) authorized by the Board shall serve at the



pleasure of the appointing entity. The Board may remove any member on the CAC at its sole discretion.

6.03 CAC Officers and Duties.

6.03.1 The CAC shall hold an annual organizational meeting as part of its regularly scheduled June meeting for the purpose of electing a Chair and Vice Chair, the term to commence at the next scheduled CAC meeting.

6.03.2 Officers shall be elected by a majority of the members of the CAC present and authorized to vote. Officers shall serve a term of one (1) year but may be elected for consecutive terms.

6.03.3 The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

6.04 CAC Meetings.

6.04.1 Regular meetings of the CAC shall normally be held on the fourth Wednesday of each month at a time and place to be designated by the Board, Executive Director, or Executive Director's designee. Regular meeting dates and times may be changed by the Board, Executive Director, or Executive Director's designee and affirmed by action of the CAC to accommodate desirable changes because of holidays or other reasons.

6.04.2 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more voting members of the CAC petitioning the Chair, Executive Director, or Executive Director's designee.

6.04.3 The CAC, in addition to its regular and special meetings, may hold public meetings to elicit public input and to determine the degree of acceptance that a plan may have on all segments of the population.

- 6.04.4 The presence of ten (10) voting members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the CAC shall be necessary in order to make recommendations to the Board for their adoption.
- 6.04.5 The CAC may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CAC.
- 6.04.6 The Executive Director shall furnish a recording secretary for regularly scheduled CAC meetings. The Executive Director is responsible for the CAC meeting minutes and all notices and agendas for future meetings.
- 6.04.7 CAC meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card prior to the commencement of the CAC meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time.

6.05 Responsibilities and Functions.

The community at large shall be represented in the transportation planning process by the CAC. The CAC serves in an advisory capacity to the Board for the purpose of seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs. It shall be the function of the CAC to:

- 6.05.1 Provide a citizen's review of the preliminary findings and make recommendations to the Board.
- 6.05.2 Assist in other functions as deemed desirable by the Board or TAC.
- 6.05.3 Based on its findings, the CAC shall note the proposals that appear to be harmful or detrimental to the community and shall note those proposals that fail to benefit or that tend to create a disincentive to

the interests of the various segments of the community. These recommendations and findings shall be transmitted to the Board for consideration through the Executive Director.

6.05.4 In all cases, when the CAC has voted affirmatively for recommended issues for action or consideration by the Board, the following process shall be followed:

6.05.4.1 The Executive Director, or designee, shall communicate the request of the CAC to the Board through the Board's agenda.

6.05.4.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the CAC agenda, shall inform the CAC.

6.05.5 Each member of the CAC is expected to demonstrate interest in the CAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature. CAC members are expected to maintain contact with their respective appointing member or entity and provide them with feedback on proposed plans, programs, and projects.

6.06 CAC Subcommittees.

As necessary, subcommittees shall be designated by the CAC Chair to investigate and report on specific subject areas of interest to the CAC. The subcommittee will determine a chair and vice chair. The CAC may veto a designation of a subcommittee by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action.

**7.0 Local Coordinating Board For Transportation Disadvantaged (LCB)**

7.01 Membership.

7.01.1 The membership of the LCB shall include seventeen (17) voting members as prescribed by Chapter 41-2 of the Florida Administrative Code (F.A.C), as amended.

7.01.2 The LCB Chair shall be appointed by the Board. The appointed Chair shall be an elected official in Broward County.

7.01.3 The LCB shall hold an annual organizational meeting as a part of its first regularly scheduled meeting of the year for the purpose of electing a Vice Chair, the term to commence at the next scheduled LCB meeting. The Vice Chair shall be elected by a majority vote of a quorum of the members of the LCB present and voting at the organizational meeting.

7.01.4 The Board shall review the recommendation by the LCB and consider rescinding the appointment of any member who fails to attend, or arrange for an alternate to attend, three (3) consecutive meetings. The LCB shall notify the Florida Commission for the Transportation Disadvantaged (CTD) if any state agency member or alternate fails to attend three (3) consecutive meetings.

7.02 Term of Office.

Except for the Chair, the non-agency members of the LCB shall be appointed for three (3) year staggered terms. The Chair shall serve until elected term of office has expired or is otherwise replaced by the Board.

7.03 LCB Meetings.

7.03.1 The LCB shall meet at least quarterly. The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

7.03.2 The Executive Director shall furnish a recording secretary for regularly scheduled LCB meetings. The Executive Director, or designee, is responsible for the LCB meeting minutes and all notices and agendas for future meetings. A copy of official meeting minutes, including an attendance roster, reflecting official LCB actions shall be provided to the CTD.

7.03.3 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more voting members of the LCB petitioning the Chair.

7.03.4 The presence of a majority of appointed LCB members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the LCB shall be necessary in order to adopt any measures.

7.03.5 LCB meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card prior to the commencement of the LCB meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time.

7.03.6 The LCB, in addition to its regular and special meetings, shall hold an annual public hearing to elicit public input regarding the provision and delivery of transportation disadvantaged services.

7.04 LCB Duties.

7.04.1 The LCB shall review and approve the Memorandum of Agreement (MOA) between the CTD and the CTC, and the Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the CTD.

7.04.2 Annually, provide the Board with an evaluation of the CTC's performance in general and using criteria developed by the CTD and local standards as referenced in Rule 41-2.006, F.A.C, as amended, and the performance results of the most recent TDSP. As part of the CTC's performance, the LCB shall also set an annual percentage goal for the number of trips provided within the system for ridership on public transit, where applicable. This evaluation will be submitted to the CTD upon approval by the LCB.

7.04.3 Appoint a Grievance Subcommittee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation

operators, potential users of the system and the CTC in the Broward County service area, and make recommendations to the LCB, CTC, or the CTD when local resolution cannot be found for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such subcommittee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the CTD's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the LCB.

7.04.4 All LCB members should be trained on and comply with the requirements of Section 112.3143, F.S., concerning voting conflicts of interest.

7.05 Responsibilities and Functions.

7.05.1 The LCB is responsible in identifying local service needs and to provide information, advice, and direction to the CTC on the services to be provided to the transportation disadvantaged.

7.05.2 The Board shall recommend to the CTD a single community transportation coordinator to continue annually and redesigned every five (5) years as required.

7.05.3 The TIP shall include a Transportation Disadvantaged element. Such element shall include a project and program description, the planned costs and anticipated revenues for the services, identification of the year the project or services are to be undertaken and implemented, and assurances that there has been coordination with local public transit and local government comprehensive planning bodies, including input into the mass transit or other elements of local and regional comprehensive planning activities. Areas not required to develop a federally-required TIP shall report equivalent information in the TDSP.

7.05.4 In collaboration with the CTC and LCB, the Board shall approve the TDSP annual update. The TDSP shall be developed consistent with the comprehensive plan, long range transportation plan, and

other local, regional, and state transportation plans. The TDSP shall be reviewed for approval by the LCB and CTD.

7.05.5 The Executive Director, or designee, shall communicate the requests of the LCB to the Board through the Board's agenda.

7.05.6 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the LCB agenda, shall inform the LCB.

7.06 Subcommittees.

As necessary, subcommittees shall be designated by the LCB Chair to investigate and report on specific subject areas of interest to the LCB. The LCB may veto a designation of a subcommittee by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three members. A majority of the subcommittee members must be present for the subcommittee to take formal action. The subcommittee shall meet and determine the chair of the subcommittee. In the absence of the Chair, those present shall elect a Chair pro tem. The subcommittee chair is required to report back to the LCB at its next available meeting on the subcommittee's activities.

**8.0 The Complete Streets Advisory Committee (CSAC)**

8.01 Membership.

8.01.1 The CSAC shall consist of representatives with expertise in matters related to multimodal transportation (with emphasis on bicycle, pedestrian and transit), land use, and planning including, but not limited to, the agencies set forth below.

8.01.2 Countywide regional members may include;

- (a) The FDOT, District 4 Office may appoint one member;
- (b) The SFRTA may appoint one member;

- (c) The Broward County Planning Council may appoint one member; and
- (d) The Broward County School Board may appoint one member.

8.01.3 The Broward County members may include the following:

- (a) The Broward County Traffic Engineering Division may appoint one member;
- (b) The Fort Lauderdale/Hollywood International Airport may appoint one member;
- (c) Port Everglades may appoint one member;
- (d) The Broward County Transit Division (BCT) may appoint one member; and
- (e) The Broward County Highway Construction and Engineering Division may appoint one member.

8.01.4 Municipal Membership

Each municipality in the Broward region may appoint one member.

8.01.5 Other Members

- (a) The Broward Regional Health Planning Council may appoint one member;
- (b) The Florida Department of Health may appoint one member;
- (c) The Broward YMCA may appoint one member; and
- (d) Other agencies and non-profit organizations may appoint representatives at the discretion of the Complete Streets Project Manager.

8.02 Appointment, Qualification and Terms of Office of CSAC Members.



- 8.02.1 Each governmental unit and agency, in selecting its representative to the CSAC, shall name technically qualified persons employed by governmental units or agencies for the purpose of planning transit, pedestrian and bicycle facilities, land use, traffic engineering, or civil engineering with a responsibility to that governmental unit or agency for some aspect of the control, planning, development, or improvement of the transportation system.
- 8.02.2 Each member of the CSAC is expected to demonstrate interest in the CSAC's activities through attendance at the regularly scheduled meeting every other month except for reasons of an unavoidable nature. A majority of the CSAC and/or the Complete Streets Project Manager may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the Complete Streets Project Manager.

### 8.03 Meetings.

- 8.03.1 Regular meetings of the CSAC shall normally be held on the second Monday of every other month at a time and place to be designated by the CSAC, Executive Director, or Executive Director's designee. Regular meeting dates and times may be changed by the CSAC or Complete Streets Project Manager to accommodate desirable changes because of holidays or other reasons.
- 8.03.2 The CSAC may choose to hold workshops from time to time. All workshops shall be noticed in the same manner as regular meetings of the CSAC.
- 8.03.3 Special meetings may be called by the CSAC, Executive Director, or Executive Director's designee.
- 8.03.4 The Executive Director, or designee, is responsible for the CSAC meeting minutes and all notices and agendas for future meetings.
- 8.03.5 CSAC meetings shall be open to the public. Members of the public are allowed to speak on any issues with established time

limits. Members of the public are allowed to comment on items on the agenda at the appropriate time.

8.04 CSAC Responsibilities and Functions.

8.04.1 The CSAC serves in advisory capacity to BMPO staff and guides the BMPO's Complete Streets Initiative. As an advisory committee, it assists BMPO staff in coordinating transportation planning and programming including, but not limited to, the review of Board-related transportation studies, reports, plans and programs. The CSAC engages both traditional and "nontraditional" groups such as AARP, the Florida Department of Health, and other nonprofit agencies. The CSAC shall assist BMPO staff and the Board by providing technical resources and recommendations as requested.

8.04.2 In all cases, when the CSAC recommends issues for action or consideration by the Board, the following process shall be followed:

8.04.2.1 The Executive Director, or designee, shall communicate the request of the CSAC to the Board through the Board's agenda.

8.04.2.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the CSAC agenda, shall inform the CSAC.

8.04.2.3 The Board may choose to take action and if action is taken, the Complete Streets Project Manager shall inform the CSAC at the next available meeting.

8.04.3 CSAC recommendations to BMPO staff shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and programs and in accordance with the Board's mission, vision, and policy statements.

8.04.4 The CSAC may serve as an advisory committee to any duly constituted area-wide transportation authorities and boards, as well

as area-wide planning boards or councils for physical development or comprehensive planning upon direct request of such authorities, boards, or councils and with the concurrence of the Board.

8.05 CSAC Subcommittees.

As necessary, subcommittees shall be designated by the CSAC or the Complete Streets Program Manager to investigate and report on specific subject areas of interest to the CSAC. A subcommittee shall consist of at least three members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action. The subcommittee is required to report its actions back to the CSAC at its next available meeting.

**9.0 Executive Director**

9.01 The Executive Director shall be the chief executive officer and the chief administrative officer of the BMPO. The Board shall appoint and hire the Executive Director. The compensation of the Executive Director shall be fixed by the Board. The Executive Director shall be responsible for carrying out the policies of the BMPO membership.

9.02 In addition to those powers provided by law or resolution of the Board, the Executive Director may hire deputy director(s) and other staff as needed. The Executive Director shall have general supervision over the staff and work program of the BMPO.

9.03 The Executive Director, or designee, shall maintain an administrative/personnel manual that includes the administrative policies governing the administrative procedures of the BMPO staff. The Executive Director shall be responsible for disseminating and enforcing the administrative policies within the manual.

9.04 The Executive Director, or designee, is responsible for the Board meeting minutes and all notices and agendas for future meetings.

9.05 The Executive Director, or designee, shall be authorized to expend funds and acquire services in accordance with the Procurement Code adopted by the Board. The Executive Director shall execute all formal service contracts on behalf of the Board. Such contracts shall be reviewed and approved by the BMPO General Counsel.

- 9.06 The Executive Director, or designee, shall maintain and keep current an administrative code for the purpose of implementing the Rules and administrative procedures and policies of the Board.
- 9.07 The Executive Director, or designee, shall perform such other and additional duties as are necessary to carry out the objectives and functions of the BMPO and the directives from the Board.
- 9.08 The Executive Director shall be evaluated annually by the Evaluation Committee. The results of this evaluation, along with recommendations from the Evaluation Committee, will be presented to the Board at the next scheduled Board meeting for review and approval.

**10.0 General Counsel**

- 10.01 The General Counsel shall serve as chief legal advisor to the BMPO, the Executive Director and BMPO Staff.
- 10.02 The Board shall appoint and hire the General Counsel. The compensation of the General Counsel shall be fixed by the Board.
- 10.03 The General Counsel shall represent the BMPO in all legal proceedings and perform such other related duties as the Board may deem necessary.
- 10.04 The General Counsel shall be evaluated annually by the Executive Committee. The results of this evaluation, along with recommendations from the Executive Committee, will be presented to the Board at the next scheduled Board meeting for review and approval.

**11.0 Amendments to Rules of BMPO**

Changes in the provisions of these Rules may be made only by the Board upon two-thirds (2/3) vote of those members present and authorized to vote.

## APPENDIX L.

### GENERATOR OPERATED BUSINESSES IN BROWARD

Broward County businesses that are generator-equipped and therefore may be open for business after a storm, natural disaster or other emergency resulting in a prolonged power outage. The inclusion of a business on this list is not a guarantee that the business will be open. <http://www.broward.org/hurricane/stores/pages/default.aspx>

#### Emergency Management Division

**Miguel Ascarrunz, MPA, FPED Director Broward Emergency Management  
Division 954-831-3908 [mascarrunz@broward.org](mailto:mascarrunz@broward.org)**

201 NW 84th Avenue  
Plantation, Florida 33324  
Ph. 954-831-3900

<http://www.broward.org/Emergency/Pages/Default.aspx>

State of Florida Division of Emergency Management:  
[http://www.floridadisaster.org/county\\_em/asp/county.asp](http://www.floridadisaster.org/county_em/asp/county.asp)

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