



Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

**DATE:** Wednesday, May 6, 2020  
**TIME:** 9:00 a.m.  
**PLACE:** River to Sea TPO Executive Conference Room  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, Florida 32114

**NOTE:**  
 GoTo Meeting has been established for remote participation.

**Executive Committee  
 Wed, May 6, 2020 9:00 AM (EDT)**

**Please join my meeting from your computer, tablet or smartphone.**  
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**Daytona Beach Vice Mayor Rob Gilliland, Chairperson Presiding**

**AGENDA**

**I. CALL TO ORDER**

**II. PUBLIC COMMENT/PARTICIPATION**

**III. DISCUSSION ITEMS**

**A. Discussion of Draft FY 2020/21 R2CTPO Budget and Member Assessments *(Enclosure, pages 3-7)***

The Budget Subcommittee met to review and recommend a draft budget for Fiscal Year 2020/21. During a review of the budget, members discussed the level of member assessments and potential uses of these funds and recommended further discussion by the Executive Committee.

**IV. BUSINESS**

**A. Review and Approval to Begin 45-Day Public Review of Update to the R2CTPO Public Participation Plan (PPP)**

Changes to the PPP require a minimum 45-day public comment period which will begin May 10, 2020. This update includes language to address virtual meetings.

**B. Discussion and Recommendation of a Slate of R2CTPO Officers for FY 2020/21**

The R2CTPO Bylaws state:

“The Chairperson shall appoint a minimum of five (5) TPO Board members to a nominating committee in April of each year for the purpose recommending to the TPO Board a slate of officers to include the Chair, 1<sup>st</sup> Vice Chair/Treasurer and 2<sup>nd</sup> Vice Chair/Secretary. Nominations for these positions shall be presented by the committee at the May board meeting for confirmation by the board members.” The Chairperson has appointed the Executive Committee to serve as the Nominating Committee this year.

**C. Review and Recommend Approval of Executive Director Timesheet Review Report** (Enclosure, page 8)

**D. Review and Approval of Draft May 27, 2020 River to Sea TPO Board Agenda** (Enclosure, pages 9-11)

**V. STAFF COMMENTS**

**VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VII. ADJOURNMENT**

Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event

**River to Sea TPO  
FY 20/21 Budget**

**River to Sea TPO FY 20/21 Budget  
With Prior Year Carryover**

**River to Sea TPO  
FY 20/21 Budget  
DRAFT**

	<b>Current*</b> <b>FY19/20</b>	<b>Proposed</b> <b>FY 20/21</b>	<b>Change</b>
<b><u>REVENUES</u></b>			
Federal Funds	1,682,371	\$1,377,898	(\$304,473)
State Funds	61,880	64,188	2,308
Local Funds	203,437	180,454	(22,983)
<b>Total Revenue</b>	<b>\$1,947,688</b>	<b>\$1,622,541</b>	<b>(\$325,147)</b>
<b><u>EXPENDITURES</u></b>			
Salaries	\$534,061	\$526,841	(\$7,220)
Fringe Benefits	200,072	205,171	5,099
Office/Operating Supplies	10,000	10,000	0
Postage	5,000	5,000	0
Office Expense (Rent, Utilities & Cleaning, etc.)	121,300	125,100	3,800
Advertising	4,000	4,000	0
Printing	13,000	8,000	(5,000)
Conference, Workshops & Seminar Fees	6,300	6,300	0
Fees	35,300	35,900	600
Dues	3,574	6,694	3,120
Publications	1,050	1,050	0
Copy Expense	22,000	22,000	0
Copy Machine Costs	21,000	21,000	0
Travel Expenses	15,575	15,575	0
Outreach and Promotions	18,000	18,000	0
Special Studies /Professional Services	787,140	467,308	(319,832)
Meeting Expense	3,000	3,000	0
Liability, Equipment & Auto Insurance	13,100	14,214	1,114
Repairs/Improvements	22,875	22,000	(875)
Network/Web Page Costs	36,600	39,360	2,760
Capital Outlay (Computer & Server)	7,500	5,000	(2,500)
Software	6,434	5,428	(1,006)
Telephone	3,600	3,600	0
Education/ Professional Development	1,000	2,000	1,000
Contingency	56,208	50,000	(6,208)
<b>Total Expenditures</b>	<b>\$1,947,688</b>	<b>\$1,622,541</b>	<b>(\$325,147)</b>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>(\$0)</u>	<u>\$0</u>

\*Includes budget amendment to be approved by TPO Executive Committee on 1/8/2020

**River to Sea TPO  
FY 20/21 Budget  
Draft**

**Revenue Sources**

<u>Federal Funds</u>	<u>New FY 2020/21</u>	<u>Carryover From Prior Years</u>	<u>Totals</u>
PL-112 FY 20/21	\$734,785		
PL-Carryover/Deobligation		\$65,000	
FTA-5303 FY 20/21	204,914		
FTA-5303 FY 19/20		28,800	
FTA-5303 FY 18/19		36,000	
SU-LRTP (Deobligation)		75,265	
SU-Bike Feasibility Studies	100,000		
SU-Bike Feasibility Studies (Deobligation)		14,817	
SU-ITS Planning (FY20/21)	100,000		
SU-ITS Planning (Deobligation)		18,317	
	<u>\$1,139,699</u>	<u>\$238,199</u>	
			<b>\$1,377,898</b>
<b><u>State Funds</u></b>			
FTA-5303 FY 20/21 - State Match 10%	25,614		
FTA-5303 FY 19/20 - State Match 10%		3,600	
FTA-5303 FY 18/19 - State Match 10%		4,500	
TD FY 20/21	30,474		
	<u>\$56,088</u>	<u>\$8,100</u>	
			<b>64,188</b>
<b><u>Local Funds</u></b>			
FTA-5303 FY 20/21-Local Match 10%	25,613		
FTA-5303 FY 19/20-Local Match 10%		3,600	
FTA-5303 FY 18/19-Local Match 10%		4,500	
SU-Bike Feasibility Studies-Local Match 10%	11,482		
SU-ITS Planning-Local Match 10%	11,831		
Interest Income	1,200		
Member Assessments/Reserves-less FTA 20/21 Match	100,228		
Copy Machine Revenue	22,000		
	<u>\$172,354</u>	<u>\$8,100</u>	
			<b>180,454</b>
<b>Total</b>	<b><u><u>\$1,368,142</u></u></b>	<b><u><u>\$254,399</u></u></b>	<b><u><u>\$1,622,541</u></u></b>

**River to Sea TPO  
FY 20/21 Budget  
Draft  
Staff Salary and Fringe**

Budgeted	Salary Costs		Fringe			Total
	Salary	Sub Total	Retirement Life WC/Fica	Health/ Other	Sub Total	Personnel
Budget FY 19/20	\$534,061	\$534,061	\$96,746	\$103,326	\$200,072	\$734,133
Proposed FY 20/21*	\$526,841	\$526,841	\$94,995	\$110,177	\$205,171	\$732,012
<b>Increase (Decrease)</b>	<b>(\$7,220)</b>	<b>(\$7,220)</b>	<b>(\$1,751)</b>	<b>\$6,851</b>	<b>\$5,099</b>	<b>(\$2,121)</b>

Note: \*Includes a 3.5% salary adjustment and contingencies for leave payout and salary adjustments

**River to Sea TPO  
FY 20/21 Budget  
DRAFT**

	<u>Population*</u>	<u>FY 20/21 Assessment Amount (.10)</u>
Beverly Beach	356	\$36
Bunnell	2,598	260
Daytona Beach	66,267	6,627
Daytona Beach Shores	4,294	429
DeBary	20,774	2,077
DeLand	34,106	3,411
Deltona	91,007	9,101
Edgewater	23,319	2,332
Flagler Beach	4,726	473
Flagler County (Unincorporated)	5,844	584
Holly Hill	11,958	1,196
Lake Helen	2,752	275
New Smyrna Beach	26,407	2,641
Oak Hill	1,997	200
Orange City	11,720	1,172
Ormond Beach	41,140	4,114
Palm Coast	84,575	8,458
Pierson	1,760	176
Ponce Inlet	3,111	311
Port Orange	61,009	6,101
South Daytona	12,703	1,270
Volusia County (Unincorporated)	<u>116,678</u>	<u>11,668</u>
<b>Total</b>	<u><u>629,101</u></u>	<u><u>\$62,910</u></u>

**\* Population based on TPO Board Approved Voting Membership.  
Board approval February 27, 2019.**



To: River to Sea TPO Board  
 From: Robert Gilliland, River to Sea TPO Chairperson  
 Date: April 1, 2020  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO’s Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on April 1, 2020. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
646	March 1, 2020 through March 7, 2020	
647	March 8, 2020 through March 14, 2020	<i>RG</i>
648	March 15, 2020 through March 21, 2020	
649	March 22, 2020 through March 28, 2020	<i>RG</i>

0 No abnormalities noted.

N/A Abnormalities were noted and have been resolved.

N/A Abnormalities were noted and have **not** been resolved.





# MEETING AGENDA

Please be advised that the **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD** will be meeting on:

**DATE: WEDNESDAY, MAY 27, 2020**  
**TIME: 9:00 A.M.**  
**PLACE: RIVER TO SEA TPO CONFERENCE ROOM**  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, FL 32114

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**Daytona Beach Vice Mayor Rob Gilliland, Chairperson Presiding**

- I. CALL TO ORDER / ROLL CALL / CONSENT AGENDA**
- II. DETERMINATION OF QUORUM**
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
  - A. APRIL 22, 2020 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
  - B. TREASURER’S REPORT** *(Contact: Walter Lacey) (Enclosure, pages)*
  - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, Executive Committee Chairperson (Enclosure, pages)*
  - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Paul Eik, BPAC Chairperson (Enclosure, pages)*
  - E. 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE REPORT** -- *Report by Mr. Bob Storke, LRTP Subcommittee Chairperson (Enclosure, pages)*
  - F. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Nora Jane Gillespie, CAC Chairperson (Enclosure, pages)*
  - G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chairperson (Enclosure, pages)*
  - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Daytona Beach Vice Mayor Rob Gilliland, TPO Board Chairperson (Enclosure, pages)*

**IV. CONSENT AGENDA** *(Continued)*

- I. BPAC PROJECT REVIEW SUBCOMMITTEE REPORTS** – Report by Mr. Jason Aufdenberg, BPAC Project Review Subcommittee Chairperson *(Enclosure, pages)*
- J. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) SUBCOMMITTEE REPORT** – Report by , TIP Subcommittee Chairperson *(Enclosure, pages)*
- K. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Daytona Beach Vice Mayor Rob Gilliland, TPO Board Chairperson *(Enclosure, pages)*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2020-## ADOPTING THE FY 2020/21 AND 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP)** *(Contact: Lois Bollenback) (Pages)*
- B. REVIEW AND APPROVAL OF RIVER TO SEA TPO BOARD SLATE OF OFFICERS FOR FY 2019/20** *(Contact: Lois Bollenback) (Enclosure, page )*
- C. REVIEW AND APPROVAL OF RESOLUTION 2020-## ADOPTING THE SEA LEVEL RISE PLANNING POLICY STATEMENT** *(Contact: Stephan Harris) (pages )*
- D. REVIEW AND APPROVAL OF A LETTER OF SUPPORT FOR THE DESIGNATION OF SR A1A SCENIC BYWAY AS AN “ALL-AMERICAN” ROAD** *(Contact: Lois Bollenback)(pages)*
- E. REVIEW AND APPROVAL OF REVISED CONNECT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) PUBLIC INVOLVEMENT PLAN (PIP)** *(Contact: Colleen Nicoulin) (pages)*

**VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**

- A. PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF THE 2045 LONG RANGE TRANSPORTATION PLAN** *(Contact: Colleen Nicoulin) (pages)*
- B. PRESENTATION AND DISCUSSION OF THE DRAFT FY 2019/20 – FY 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Colleen Nicoulin) (Enclosure, page )*
- C. PRESENTATION AND DISCUSSION OF UPDATE TO THE R2CTPO’S PUBLIC PARTICIPATION PLAN (PPP)** *(Contact: Pam Blankenship) (pages )*
- D. PRESENTATION AND DISCUSSION OF NON-MOTORIZED TRAFFIC COUNT PROGRAM** *(Contact: Stephan Harris) (Enclosure, pages )*
- E. PRESENTATION AND DISCUSSION OF THE DRAFT RIVER TO SEA TPO 2020 LIST OF PRIORITY PROJECTS (LOPP)** *(Contact: Lois Bollenback) (pages )*
- F. PRESENTATION AND DISCUSSION OF CONNECTED AND AUTOMATED VEHICLE (CAV) READINESS STUDY AND TECHNOLOGY TRANSITION PLAN** *(Contact: Colleen Nicoulin) (pages)*
- G. PRESENTATION AND DISCUSSION OF DRAFT FY 2020/21 RIVER TO SEA TPO BUDGET** *(Contact: Walter Lacey) (Enclosure, pages )*

**VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS** *(Continued)*

**H. PRESENTATION AND DISCUSSION OF FDOT CONTINUING SERVICES CONTRACT AND R2CTPO LOCAL MATCH REQUIREMENTS** *(Contact: Lois Bollenback) (pages)*

**I. FDOT REPORT** *(Contact: Vickie Wyche, FDOT District 5) (pages)*

**VII. EXECUTIVE DIRECTOR’S REPORT** *(page )*

- Update on the 2020 “Tell the TPO” Survey
- Update on SU Funding/Work Program

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS** *(Enclosure, pages )*

- Citizens Advisory Committee Attendance Record – 2020
- Technical Coordinating Committee Attendance Record– 2020
- Bicycle/Pedestrian Advisory Committee Attendance Record – 20
- April 2020 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- Cancellation of MPOAC and CFMPOA Meetings (letter from Paul Gougleman)
- Memo regarding Annual Administrative Updates to TPO’s Title VI and Limited English Proficiency (LEP) Plans

**XI. ADJOURNMENT** *(Enclosure, page )*

**\*The next River to Sea TPO Board meeting will be June 24, 2020\***

**June 2020 Meeting Dates**

Executive Committee, June 3, 2020 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, June 10, 2020 @ 2:00 p.m.

2045 LRTP Subcommittee Meeting, June 16, 2020 @ 11:30 a.m.

Citizens Advisory Committee, June 16, 2020 @ 1:15 p.m.

Technical Coordinating Committee, June 16, 2020 @ 3:00 p.m.

River to Sea TPO Board, June 24, 2020 @ 9:00 a.m.

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