



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

DATE: Wednesday, June 5, 2019
TIME: 8:30 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Daytona Beach Commissioner Rob Gilliland, Acting Chairperson Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. DISCUSSION ITEMS**
 - A. Discussion on the Federal Highway Administration (FHWA) Certification Review (Site visit June 11, 2019)**
 - B. Discussion on FDOT Proposed Local Agency Program (LAP) Policy Draft Letter**
- IV. BUSINESS**
 - A. Review and Approval of Amendment to the FY 2018/19 R2CTPO Budget**

The budget amendment moves \$800 from contingency to advertising expense to cover advertisement costs for the remaining for the fiscal year. This line item funds the cost of public notices for the TDLCB meetings, notifications of requests for proposals, and any other items that require advertised notice. The budget amendment will cover anticipated expenses for the following items: public notice for the TIP, public notice for the priority lists and public notice for the TDLCB meeting.
 - B. Review and Recommend Approval of Selection Committee’s Recommendation and Authorize Executive Director to Negotiate and Execute a Contract for Information Technology (IT) Services Support**
 - C. Review and Approval of the Draft June 26, 2019 River to Sea TPO Board Agenda**
 - D. Cancellation of July Executive Committee Meeting**

IV. STAFF COMMENTS

V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. 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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

FY 18/19 BUDGET AMENDMENT #2

JUNE 5, 2019

	Amended*		Revised
	FY 18/19	Change	FY18/19
<u>REVENUES</u>			
Federal Funds	\$1,374,797		\$1,374,797
State Funds	55,119		55,119
Local Funds/ Other	126,042		126,042
Total Revenue	\$1,555,958		\$1,555,958
<u>EXPENDITURES</u>			
Salaries	\$515,984		\$515,984
Fringe Benefits	177,632		177,632
Office/Operating Supplies	10,000		10,000
Postage	5,000		5,000
Office Expense (Rent, Utilities & Cleaning, etc.)	117,521		117,521
Advertising	2,500	800	3,300
Printing	13,000		13,000
Conference, Workshops & Seminar Fees	6,300		6,300
Fees	35,300		35,300
Dues	3,317		3,317
Publications	1,050		1,050
Copy Expense	22,000		22,000
Copy Machine Costs	21,000		21,000
Travel Expenses	25,684		25,684
Outreach and Promotions	18,000		18,000
Special Studies /Professional Services	477,925		477,925
Meeting Expense	3,000		3,000
Liability, Equipment & Auto Insurance	12,301		12,301
Repairs/Improvements	27,300		27,300
Network/Web Page Costs	34,900		34,900
Capital Outlay (Computer & Server)	5,000		5,000
Software	5,964		5,964
Telephone	3,600		3,600
Education	1,000		1,000
Office Relocation	0		0
Contingency	10,681	(800)	9,881
Total Expenditures	\$1,555,958	\$0	\$1,555,958
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

* Included budget amendment passed on March 27, 2019

Federal Funds include: Metropolitan planning funds, Federal Transit Authority (FTA) Funds & Surface Transportation Block Grant Fund.

State Funds include: Transportation Disadvantage Funds and other state revenue used to match FTA funds.

Local Funds/ Other include: member assessments, grants or other non-state and non-federal funding sources.



To: River to Sea TPO Board

JAM 2019-002

From: Julie Adamson, Chief Financial Officer, River to Sea TPO (TPO)

Date: May 28, 2019

RE: Information Technology (IT) Consulting Request for Proposal Selection Committee Results

Background:

The TPO uses an IT Firm to manage the overall computer systems, network and associated hardware, software and operating systems. The firm provides the necessary monitoring for the quality, security, performance, availability, recoverability, and reliability of the system. This firm is also responsible for managing the TPO's email system, wireless network, offsite data back up and cyber security. The contract with the current IT firm is set to expire on June 30, 2019. The TPO currently pays \$21,210 for this this service annually.

Selection Committee Results

On May 1, 2019, there was a legal advertisement was published in the newspaper and the TPO reached out to thirteen (13) local firms. The TPO received three (3) proposals on May 16, 2019. The Selection Committee met on May 22, 2019 to score the proposals. The scores were based on: 1) demonstrated IT management, experience and applicability to the RFP's scope of services; 2) understanding of the requested services and the IT Firm expectations in the scope of services; 3) related experience and technical skill; and 4) cost of the service. The initial term of the contract is for three (3) years with two (2) twelve (12) month renewals.

The teams that submitted proposals and their corresponding scores and prices are:

IT Firm	Score	Average Annual Price	Average Monthly Price
James Moore	83.00	\$22,662	\$1,888.50
Millennium	49.33	\$19,446	\$1,620.50
JBT & Associates	38.67	\$16,463	\$1,371.93



MEETING AGENDA

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

DATE: WEDNESDAY, MAY 22, 2019
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Daytona Beach Commissioner Rob Gilliland, Acting Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairman)*
- IV. CONSENT AGENDA**
 - A. MAY 22, 2019 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Julie Adamson) (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. Bob Storke, BPAC Chair (Enclosure, pages)*
 - E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD APPOINTMENTS** *(Contact: Stephan Harris) (Enclosure, pages)*
 - F. CITIZENS ADVISORY COMMITTEE REPORT**--*Report by Ms. Janet Deyette, CAC Chair) (Enclosure, pages)*
 - G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chair (Enclosure, pages)*
 - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Daytona Beach Commissioner, TPO Board Chairperson (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- I. **CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) REPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*
- J. **REVIEW AND APPROVAL OF CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) 2019 REGIONAL LIST OF PRIORITIZED PROJECTS (LOPP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- K. **REVIEW AND APPROVAL OF THE 2018 STATE MODIFIED JOINT CERTIFICATION REVIEW REPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*
- L. **REVIEW AND APPROVAL OF SELECTION COMMITTEE'S RECOMMENDATION AND AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR INFORMATION TECHNOLOGY (IT) SERVICES SUPPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*
- M. **CANCELLATION OF JULY EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** *(Contact: Debbie Stewart) (Enclosure, page)*

V. ACTION ITEMS

- A. **REVIEW AND APPROVAL OF RESOLUTION 2019-## ADOPTING THE 2019 LIST OF PRIORITY PROJECTS** *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. **REVIEW AND APPROVAL OF RESOLUTION 2019-## ADOPTING THE FY 2019-20 TO 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM** *(Contact: Lois Bollenback) (Enclosure, pages)*
- C. **REVIEW AND APPROVAL OF RESOLUTION 2019-## SUPPORTING THE EAST CENTRAL FLORIDA REGIONAL RESILIENCE ACTION PLAN** *(Contact: Stephan Harris) (Enclosure, pages)*
- D. **REVIEW AND APPROVAL OF RESOLUTION 2019-## ADOPTING THE RIVER TO SEA TPO PUBLIC PARTICIPATION PLAN** *(Contact: Pam Blankenship) (Enclosure, pages)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. **PRESENTATION AND DISCUSSION OF THE VOYAGE AUTO DEMONSTRATION PROJECT IN THE VILLAGES** *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. **PRESENTATION AND DISCUSSION OF THE STEP IT UP!: ACTION INSTITUTE TO INCREASE WALKING AND WALKABILITY** *(Contact: Stephan Harris) (Enclosure, pages)*
- C. **PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF A COMMUNITY SAFETY ACTION PLAN (CSAP)** *(Contact: Pam Blankenship) (Enclosure, pages)*
- D. **PRESENTATION AND DISCUSSION REGARDING THE SUCCESSFUL DEVELOPMENT OF A LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- E. **FDOT REPORT** *(Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages)*

- VII. EXECUTIVE DIRECTOR’S REPORT** *(Enclosure, page)*
 - Update on SU Funding/Work Program
 - Update on Roundtable of Volusia County Elected Officials
- VIII. RIVER TO SEA TPO CHAIRPERSON COMMENTS** *(Enclosure, page)*
- IX. RIVER TO SEA BOARD MEMBER COMMENTS** *(Enclosure, page)*
- X. INFORMATION ITEMS** *(Enclosure, pages)*
 - Citizens Advisory Committee Attendance Record – 2019
 - Technical Coordinating Committee Attendance Record– 2019
 - Bicycle/Pedestrian Advisory Committee Attendance Record – 2019
 - May 2018 TPO Outreach and Activities
 - Local Agency Program (LAP) Policy Letter
- XI. ADJOURNMENT** *(Enclosure, page)*

The next River to Sea TPO Board meeting will be August 28, 2019

July Meeting Dates

Transportation Disadvantaged Local Coordinating Board, July 10, 2019 @ 11:00 a.m.

August Meeting Dates

Executive Committee, August 7, 2019 @ 8:30 a.m.
Bicycle/Pedestrian Advisory Committee, August 14, 2019 @ 2:00 p.m.
Citizens Advisory Committee, August 20, 2019 @ 1:15 p.m.
Technical Coordinating Committee, August 20, 2019 @ 3:00 p.m.
River to Sea TPO Board, August 28, 2019 @ 9:00 a.m.

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