



MEETING NOTICE & AGENDA

Please be advised that the Volusia Transportation Planning Organization (VTPO) **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)** will be meeting on:

DATE: Wednesday, June 12, 2013

TIME: 3:00 PM

**PLACE: Volusia TPO
2570 W. International Speedway Blvd.,
Suite 100 (Conference Room)
Daytona Beach, Florida 32114-8145**

Mr. Robert "Bob" Storke, Chairman

AGENDA

- I. **CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENT/PARTICIPATION** *(Length of time at the discretion of the Chairman)*
- III. **CONSENT AGENDA**
 - A. **REVIEW AND APPROVAL OF MAY 8, 2013 BPAC MEETING MINUTES**
(Contact: Stephan C. Harris) (Enclosure, pages 5-10)
 - B. **REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2013-## ADOPTING THE LOCAL AGENCY PROGRAM TERMINATION AGREEMENT WITH FDOT FOR BICYCLE/PEDESTRIAN FEASIBILITY STUDIES** *(Contact: Stephan C. Harris) (Enclosure, pages 11-12)*
 - C. **REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2013-## ADOPTING THE JOINT PARTICIPATION AGREEMENT WITH FDOT FOR BICYCLE/PEDESTRIAN FEASIBILITY STUDIES** *(Contact: Stephan C. Harris) (Enclosure, pages 13-14)*
 - D. **REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2013-## ADOPTING THE FY 2013/14 TO FY 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Robert Keeth) (Enclosure, pages 15-16)*

III. CONSENT AGENDA *(continued)*

- E. CANCELLATION OF THE JULY 10, 2013 BPAC MEETING** *(Contact: Pam Blankenship) (Enclosure, page 17)*

IV. ACTION ITEMS

- A. NOMINATION AND ELECTION OF BPAC CHAIR** *(Contact: Stephan C. Harris) (Enclosure, page 18)*
- B. NOMINATION AND ELECTION OF BPAC VICE CHAIR** *(Contact: Stephan C. Harris) (Enclosure, page 19)*
- C. REVIEW AND APPROVAL OF THE DRAFT BYLAWS OF THE RIVER TO SEA TPO** *(Contact: Lois Bollenback) (Enclosure, pages 20-45)*

V. PRESENTATIONS AND DISCUSSION ITEMS

- A. PRESENTATION ON THE SR 40 PROJECT DEVELOPMENT & ENVIRONMENT (PD&E) STUDY** *(Contact: Stephan C. Harris) (Enclosure, page 46)*
- B. PRESENTATION ON THE DRAFT PRIORITIZED LIST OF BICYCLE/PEDESTRIAN PROJECTS** *(Contact: Stephan C. Harris) (Enclosure, pages 47-50)*

VI. STAFF COMMENTS *(Enclosure, page 51)*

VII. INFORMATION ITEMS *(Enclosures, pages 51-58)*

- **BPAC Attendance Record**
- **Message from Bike/Walk Central Florida**
- **VTPO Letter to Florida Gov. Rick Scott**
- **VTPO Letter to USDOT Sec. Ray LaHood**
- **VTPO Priority Project Process Schedule**

VIII. BPAC MEMBER COMMENTS *(Enclosure, page 51)*

IX. ADJOURNMENT *(Enclosure, page 51)*

*****The next meeting of the BPAC will be on Wednesday, August 14, 2013*****

NOTE: Individuals covered by the American with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL (386) 226-0422, extension 21 at least five (5) working days prior to the meeting date.

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.

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

III. Consent Agenda

A. Review and Approval of May 8, 2013 BPAC Meeting Minutes

Background Information:

Minutes are prepared for each meeting and must be approved by the BPAC. The May 8, 2013 BPAC meeting minutes are provided with this agenda packet for your review.

B. Review and Recommend Approval of Resolution 2013-## adopting the Local Agency Program Termination Agreement with FDOT for Bicycle/Pedestrian Feasibility Studies

The Volusia TPO's Local Agency Program Agreement with FDOT is being terminated to allow Continuing Services Contracts for bicycle/pedestrian feasibility studies to continue under a Joint Participation Agreement with FDOT.

C. Review and Recommend Approval of Resolution 2013-## adopting the Joint Participation Agreement with FDOT for Bicycle/Pedestrian Feasibility Studies

Background Information

The Volusia TPO requires the professional services of consultants to support its planning staff by developing bicycle/pedestrian feasibility studies.

D. Review and Recommend Approval of Resolution 2013-## adopting the FY 2013/14 to FY 2017/18 Transportation Improvement Program (TIP)

Background Information

The purpose of the Transportation Improvement Program (TIP) is to identify all federal and state funded transportation projects that have been scheduled for implementation in the Volusia TPO planning area from FY 2013/2014 to FY 2017/2018. The draft TIP and a report comparing the draft TIP to the currently adopted TIP are available on the TPO website at <http://www.volusiatpo.org/resources/tips/>

Bicycle/Pedestrian Advisory Committee (BPAC)
Meeting Minutes
May 8, 2013

Members Present:

Holly Idler
Rani Merens
Tim Bustos
Scott Leisen
Michelle Grenham
Sandra Mason
Bob Storke, Chairman
Phyllis Campbell
Colleen Nicoulin
Jason Aufdenberg/Roy Walters
Kevin Phelps
A.J. Devies
Alice Haldeman

Representing:

Daytona Beach
DeBary
DeLand
Deltona
Edgewater
Flagler Beach
Orange City
Ponce Inlet
Port Orange
Volusia County, At-Large
Volusia County, District 1
Volusia County, District 2
Volusia County, District 3

Non-Voting Technical Appointees Present:

Joan Carter
Wendy Hickey
William "Bill" McCord
Amanda Vandermaelen
Jessie Clark
Melissa Winsett
Heather Blanck

Representing:

FDOT, District 5
Orange City
Port Orange
Volusia County Parks, Rec. & Culture
Volusia County School Board
Volusia County Traffic Engineering
Votran

Members/Technical Appointees Absent:

John Schmitz (excused)
Nic Mostert (excused)
Kris Jones
Pamela Masters (excused)
William "Bill" Pouzar

Representing:

Daytona Beach Shores
Holly Hill
New Smyrna Beach
South Daytona
Volusia County, District 5

Others Present:

Herb Hiller
Andy Johnson
Lisa Frazier
Beth Lemke
Paul Haydt
Pamela Blankenship, Recording Secretary
Stephan Harris

Representing:

East Coast Greenway Alliance
Flagler County
Kimley-Horn & Associates, Inc.
Planning Solutions Corp.
East Coast Greenway Alliance
TPO Staff
TPO Staff

I. Call to Order / Roll Call / Determination of Quorum / Pledge of Allegiance

The meeting of the Volusia Transportation Planning Organization (TPO) Bicycle/Pedestrian Advisory Committee (BPAC) was called to order at 3:00 p.m. by Chairperson Robert Storke. The roll was called and it was determined that there was a quorum.

Mr. Storke introduced Ms. Haldeman and Mr. Clark (Ms. Masters was excused).

II. Public Comment/Participation

None

III. Action Items

A. Review and Approval of April 10, 2013 BPAC Meeting Minutes

Mr. Storke asked BPAC members to speak clearly into the microphones, as some of the minutes from last month were inaudible.

MOTION: *A motion to approve the April 10, 2013 BPAC meeting minutes with revisions was made by Ms. Devies. The motion was seconded by Ms. Grenham and carried unanimously.*

B. Review and Recommend Approval of Resolution 2013-XX supporting the FDOT Subgrant Application for Highway Safety Funds for the Pedestrian Crosswalk Safety Program

Mr. Harris stated Resolution 2013-XX is for the Pedestrian Crosswalk Safety Program. The FDOT Safety Office has provided \$52,500 in funds for the program. The Volusia TPO has hired the Center for Education and Research in Safety (CERS) to work with police agencies in Daytona Beach, Daytona Beach Shores and New Smyrna Beach. CERS will be holding pedestrian safety workshops for the police agencies and advising them on how to conduct field operations at selected crosswalk locations. Resolution 2013-XX is for approval of grant funds for the current federal fiscal year, which ends September 30, 2013.

MOTION: *A motion to recommend approval of Resolution 2013-XX supporting the FDOT Subgrant Application for Highway Safety Funds for the Pedestrian Crosswalk Safety Program was made by Ms. Devies. The motion was seconded by Ms. Idler and carried unanimously.*

C. Review and Recommend Approval of Letter 2013-XX supporting designation of the Halifax Heritage Byway

Mr. Harris stated the Halifax Heritage Byway has formed a Corridor Management Entity (CME) to apply for designation as a Florida Scenic Highway. The VTPO provided a letter

of support last year, so Letter 2013-XX is actually a letter of continuing support. The Halifax Heritage Byway (HHB) traverses through Daytona Beach, Holly Hill, Ormond Beach, Daytona Beach Shores and Wilbur-by-the-Sea. The Ormond Scenic Loop & Trail is another scenic highway in the area.

Mr. McCord asked about selection of the routes and how they are signed. Mr. Harris responded once the byway is officially designated, it will be eligible for additional signage. The routes are selected after going through a series of public meetings. Public agencies such as the VTPO are involved in the public presentations and provide feedback for the routes.

Ms. Devies stated Chris Daun has previously come to the BPAC to present the alignment of the HHB Corridor. Other groups, such as the Midtown HEAT, have been involved in providing feedback for the HHB.

Ms. Blanck asked whether the HHB would create another decision making body. Ms. Devies responded the HHB is tied in with other projects within the City of Daytona Beach.

Ms. Mason added she is on the River to Sea CME, which is part of the National Scenic Byway System. It is a volunteer organization with a fund-raising arm and has no oversight organization. Gary Balough is the liaison to FDOT.

MOTION: A motion to recommend approval of Letter 2013-XX supporting designation of the Halifax Heritage Byway was made by Ms. Mason. The motion was seconded by Ms. Grenham and carried unanimously.

D. Review and Recommend Approval of Resolution 2013-XX supporting the Mobile Safety City by Volusia County Schools

Mr. Storke stated a resolution for the Mobile Safety City is probably not needed and recommended a motion to table Resolution 2013-XX.

Mr. Harris stated the Mobile Safety City is a project of Volusia County Schools' Safety Initiatives Committee. The city will consist of a miniature town of buildings, signs, streets, etc. The structures will be constructed so that they can be broken down and moved from one location to another. The structures will be used to teach children about Pedestrian Safety, Bicycle Safety, School Bus Safety, etc. Although the Volusia TPO strongly supports the Mobile Safety City, the project has already received approval to proceed from FDOT at this time. Therefore, a recommendation to approve Resolution 2013-XX to the board is not needed.

Ms. Carter stated the TPO previously approved funds in the TIP for Safety Materials. This project will use those funds.

Ms. Merens stated she would like to see the Mobile Safety City once it is built.

Mr. Harris stated a safety city is operating in Orlando, but it is at a permanent location, not mobile.

Mr. McCord stated another safety city is operating at Riverfront Park in Jacksonville, but it is also at a permanent location.

Ms. Carter stated with school transportation funding issues, the mobile aspect will make it easier for school children to get to and from the Mobile Safety City.

MOTION: *A motion to table Resolution 2013-XX until further notice was made by Ms. Devies. The motion was seconded by Ms. Grenham and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation on Volusia County's National Trails Day Celebration

Ms. Vandermaelen stated this year is the 9th annual National Trails Day Celebration. In the past it has been held at Gemini Springs Park and DeBary Hall. This year it will be held at Green Springs Park in Enterprise on Saturday, June 1st. The East Central Regional Rail Trail is close to the park. The VTPO will be fitting bicycle helmets at the event. Several other vendors are signed up for booths. Nature hikes will be conducted by the Lyonia Environmental Center. Historical walking tours will be conducted by historians from Volusia County Parks, Recreation & Culture Division. Children's activities will be offered. The American Hiking Society is sponsoring a national coloring contest. Girl Scouts will be taking part in the coloring contest, which will be submitted to the American Hiking Society for judging.

B. Presentation on the draft Prioritized List of XU Bicycle/Pedestrian Projects

[Two handouts were distributed.]

Mr. Harris stated the first handout is the priority list from last year. The second handout is the new draft priority list for this year. Additions are underlined in green and deletions are stricken in red. Twenty two new projects were submitted this year. Of those, six projects are for feasibility studies and nine are for project implementation. Seven projects were submitted for project implementation that had feasibility studies completed last year. The sidewalks and shared use paths are now grouped together, with one priority ranking in Tier B and Tier C for both types of projects. The Project Review Subcommittee met twice to score the new projects. Thanks to Ms. Devies, Ms. Vandermaelen and Dr. Aufdenberg for their hard work on the subcommittee. One project, the Seminole Woods Boulevard Multi-Use Path, was accepted from the City of Palm Coast. This project will be eligible for funding once the reapportionment process is finalized. The cost estimate for the Magnolia Street Sidewalk will be included on the

priority list by the next BPAC meeting. The Calle Grande Sidewalk Project has been resubmitted by the City of Holly Hill as a railroad crossing. The sidewalk itself is being designed and built by Volusia County. Applications for feasibility studies for the Spring-to-Spring Trail segments 5 and 6 have been withdrawn by Volusia County.

Ms. Mason asked about the local match and candidate status for the Flagler Beach Gateway Promenade Project. Mr. Harris responded the candidate status will be updated and the local match is being covered by FDOT, as the project is located on a state road (SR A1A).

Mr. McCord stated projects near the bottom of the list can take a long time to move to the top of the list. Mr. Harris responded that the goal is to keep projects moving up on the priority list, get them completed and removed from the list. Most of the projects have been on the list for only a few years. Some of the projects that are not protected (in the top three spots) have moved down on the list.

Mr. Storke asked if older projects on the priority list were re-ranked this year. Ms. Davies responded the ranking criteria were tweaked this year, but there were no major changes to the criteria.

Mr. Walters stated when projects scored low, they scored low for a reason.

C. Discussion of local routes for the East Coast Greenway

Mr. Harris stated the East Coast Greenway (ECG) is a 3,000 mile long project that starts in Maine and ends in Key West.

Mr. Haydt stated the goal of the ECG is to have a multi-purpose, off-road trail. As of two weeks ago, the ECG was 29% complete. There are two different routes of the ECG in Volusia County. One route is along the St. Johns River to the Sea Loop Trail. A trail opening is scheduled tomorrow in Armstrong, as part of the Palatka to St. Augustine segment. The second route is along SR A1A. The long term vision of the ECG will bring economic benefits to communities along the route.

Mr. Hiller stated the ECG represents a catalyst for opportunity. The trail opening in Armstrong represents economic development in the Spuds, Elton and Armstrong (SEA) communities.

Mr. McCord stated the long term aspiration for the City of Port Orange is to develop the Riverwalk Project. How could the ECG route be changed? Mr. Haydt responded that a route for the area is identified, but not designated. The ECG Alliance would like to see a north-south route through the community, but designating it is a local issue.

Mr. Harris stated two of the new projects on the priority list, (Halifax River Greenway Trail) are intended to be parts of the ECG in the local area.

V. Staff Comments

Mr. Harris stated the St. Johns River to the Sea Loop Trail Summit will take place on May 30th in Marineland from 9:00 a.m. to 2:00 p.m. Mr. Andy Johnson with Flagler County has been working with the VTPO to make this event possible. The USDOT held a Bicycle Safety Summit in Tampa on April 11th. USDOT Secretary Ray LaHood delivered remarks at the event in support of the rights of cyclists. Today is Bike to School Day.

VI. Information Items

VII. BPAC Member Comments

Dr. Aufdenberg stated he is working with Embry-Riddle to get bicycle shelters placed on campus.

Mr. Bustos stated a bill is working its way through the Florida legislature to fund the Coast to Coast Trail. Trails offer a huge economic stimulus and Gov. Scott has an agenda of creating jobs in Florida. Send a letter of support to the governor in support of this initiative.

Ms. Vandermaelen stated Volusia County has purchased a bicycle repair station for use on either the Spring-to-Spring Trail or East Central Regional Rail Trail. The station will be installed by the end of the month and tested over the next 2 months. If it works well, more stations will be added.

VIII. Adjournment

The meeting adjourned at 4:17 p.m.

Volusia Transportation Planning Organization

Mr. Robert Storke, Chairman
Bicycle/Pedestrian Advisory Committee (BPAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certifies that the foregoing is a true and correct copy of the minutes of the May 8, 2013 regular meeting of the Bicycle/Pedestrian Advisory Committee (BPAC), approved and duly signed this 12th day of June 2013.

Pamela Blankenship, Recording Secretary
Volusia Transportation Planning Organization

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2013-##

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION TERMINATING THE LOCAL AGENCY PROGRAM AGREEMENT FOR XU BICYCLE/PEDESTRIAN FEASIBILITY STUDIES

WHEREAS, the Volusia Transportation Planning Organization (VTPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the State of Florida Department of Transportation and the Volusia TPO have determined that the performance of the Local Agency Program (LAP) Agreement for Bicycle/Pedestrian Feasibility Studies (FPN 421724-1-28-01) entered into between the parties on December 6, 2006 is no longer in their best interest; and

WHEREAS, the LAP Agreement for Bicycle/Pedestrian Feasibility Studies (FPN 421724-1-28-01) prohibits the use of continuing services contracts, it is neither efficient nor cost effective to go through the consultant selection process for each of several studies; and

WHEREAS, the State of Florida Department of Transportation has requested the Volusia TPO execute and deliver to the State of Florida Department of Transportation the LAP Termination Agreement for the aforementioned project (Bicycle/Pedestrian FPN 421724-1-28-01).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Volusia Transportation Planning Organization that:

1. Ms. Lois Bollenback, Executive Director, is hereby authorized to make and execute the Local Agency Program Termination Agreement for the aforementioned project, FPN 421724-1-28-01.
2. The Executive Director is authorized to forward a copy of the Local Agency Program Termination Agreement to:
 - a) Florida Department of Transportation;
 - b) Federal Transit Administration (through the Florida Department of Transportation);
 - c) Federal Highway Administration (through the Florida Department of Transportation);
 - d) East Central Florida Regional Planning Council;
 - e) Central Florida MPO Alliance;

DONE AND RESOLVED at the regular meeting of the Volusia Transportation Planning Organization on the 25th day of June, 2013.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

**City of Daytona Beach, Commissioner Robert Gilliland
Chairman, Volusia TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO, certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on June 25, 2013.

ATTEST:

Pamela C. Blankenship, Recording Secretary

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2013-##

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE JOINT PARTICIPATION AGREEMENT FOR XU BICYCLE/PEDESTRIAN FEASIBILITY STUDIES

WHEREAS, the Volusia Transportation Planning Organization (VTPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the State of Florida Department of Transportation and the Volusia TPO desire to undertake Bicycle and Pedestrian Feasibility Studies utilizing the VTPO's XU funds; and

WHEREAS, the State of Florida Department of Transportation has requested the Volusia TPO execute and deliver to the State of Florida Department of Transportation the Joint Participation Agreement (JPA) for conducting Bicycle/Pedestrian Feasibility Studies (FM #421724-1-28-01).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Volusia Transportation Planning Organization that:

1. Ms. Lois Bollenback, Executive Director, is hereby authorized to make and execute the Joint Participation Agreement for the aforementioned project, FM #421724-1-28-01.
2. The Executive Director is authorized to forward a copy of the Joint Participation Agreement to:

a) Florida Department of Transportation;

- b) Federal Transit Administration (through the Florida Department of Transportation);
- c) Federal Highway Administration (through the Florida Department of Transportation);
- d) East Central Florida Regional Planning Council;
- e) Central Florida MPO Alliance;

DONE AND RESOLVED at the regular meeting of the Volusia Transportation Planning Organization on the 25th day of June, 2013.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

**City of Daytona Beach, Commissioner Robert Gilliland
Chairman, Volusia TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO, certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on June 25, 2013.

ATTEST:

Pamela C. Blankenship, Recording Secretary

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2013-##

**RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION
ADOPTING THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
COVERING THE PERIOD OF FY 2013/14 - FY 2017/18**

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the Volusia Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning process and programming process for Volusia County and the cities of Flagler Beach and Beverly Beach in Flagler County; and

WHEREAS, the Volusia TPO shall annually endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324, among which is the Transportation Improvement Program (TIP); and

WHEREAS, the construction-phase highway projects funded in the Transportation Improvement Program have been identified as needed projects in the Volusia TPO's 2035 Long Range Transportation Plan and all other projects contained within the Transportation Improvement Program are consistent with the Volusia TPO's 2035 Long Range Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Volusia TPO that the:

1. FY 2013/14 - FY 2017/18 TIP is hereby endorsed and adopted;
2. projects in the FY 2013/14 - FY 2017/18 TIP are consistent with the area's transportation plan;
3. federally-aided projects listed in the 2013/14 - FY 2017/18 TIP be initiated within the urbanized area; and

4. Chairperson of the TPO (or his designee) is hereby authorized and directed to submit the FY 2013/14 - FY 2017/18 TIP to the:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (FTA), through the Florida Department of Transportation;
 - c. Federal Highway Administration (FHWA), through the Florida Department of Transportation;
 - d. Federal Aviation Administration (FAA); and
 - e. Department of Economic Opportunity (DEO).

DONE AND RESOLVED at the regular meeting of the Volusia TPO on the 25th day of June, 2013.

Volusia Transportation Planning Organization

**City of Daytona Beach, Commissioner Robert Gilliland
Chairperson, Volusia TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on June 25, 2013.

ATTEST:

**Pamela C. Blankenship, Recording Secretary
Volusia Transportation Planning Organization**

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

III. Consent Agenda

E. Cancellation of the July 10, 2013 BPAC meeting

Background Information:

Traditionally, none of the TPO Committees meet during the month of July if there is no outstanding business that needs to be conducted before the summer break.

Action Requested:

Motion to approve the Consent Agenda

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

IV. Action Items

A. Nomination and Election of BPAC Chair

Background Information:

The Bylaws of the BPAC (Section 1.2: Officers and Duties) call for the election of a Chair for the new term by a majority of the voting members present at this meeting. BPAC officers serve a term of one year and cannot serve more than two consecutive terms for the same office.

Action Requested:

Motion to Nominate BPAC Chair/Motion to Elect BPAC Chair/Election of BPAC Chair

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

IV. Action Items

B. Nomination and Election of BPAC Vice Chair

Background Information:

The Bylaws of the BPAC (Section 1.2: Officers and Duties) call for the election of a Vice Chair for the new term by a majority of the voting members present at this meeting. BPAC officers serve a term of one year and cannot serve more than two consecutive terms for the same office.

Action Requested:

Motion to Nominate BPAC Vice Chair/Motion to Elect BPAC Vice Chair/Election of BPAC Vice Chair

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

IV. Action Items

C. Review and Approval of the draft Bylaws of the River to Sea TPO

Background Information:

The boundaries of the Metropolitan Planning Area (MPA) served by the Volusia TPO are being adjusted as required by Florida Statutes to address the population changes identified in the 2010 Census. These changes affect TPO membership and require a comprehensive update to the organizational bylaws. A Bylaws Subcommittee of the TPO Board was established to recommend changes, one of which includes consolidating the bylaw documents of the board and advisory committees.

The Bylaws Subcommittee also directed staff to make changes necessary to develop consistency between the various sections of the document. The draft document is currently pending legal review and is subject to further modification based upon committee input and legal review.

A final copy will be placed on an upcoming agenda for approval and implementation concurrent with the establishment of the expanded organization.

Action Requested:

Motion to Recommend Approval of the draft Bylaws of the River to Sea TPO

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

PREAMBLE

The River to Sea Transportation Planning Organization (TPO) requires the involvement of policy makers, technical staff, and citizens to address various facets of the transportation planning process. The following document sets forth the bylaws, policies, and procedures which shall serve to guide the proper functioning of the urban transportation planning process for the River to Sea (formerly known as the Volusia TPO) which is the designated Metropolitan Planning Organization for all of Volusia County and a portion of Flagler County. These provisions govern the TPO Board and standing committees to fulfill requirements of the Federal Highway Act of 1962, as amended and subsequent laws setting forth requirements for transportation planning for all modes of travel and to ensure the accomplishment of the planning activities within a cooperative framework that is both comprehensive and continuous.

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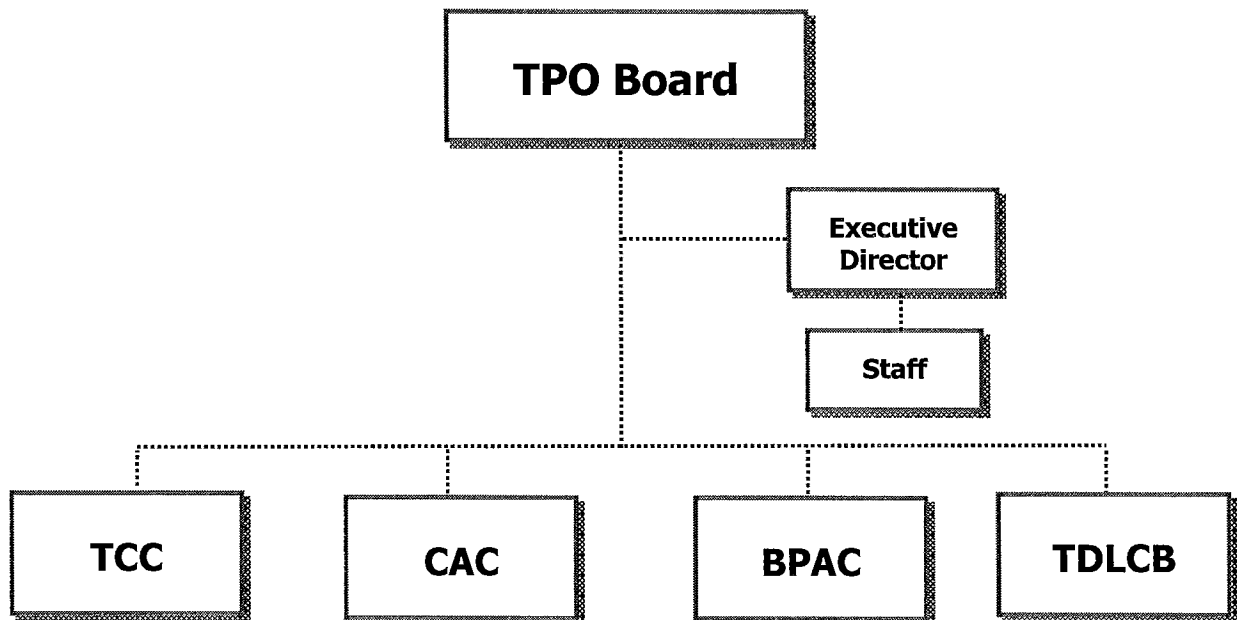
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SECTION 1.0: THE ORGANIZATION

The River to Sea TPO (hereafter referred to as the TPO) is created under the provisions of 23 U.S.C. Section 134 and designated by the Governor of Florida, under Section 339.175 of the Florida Statutes, to develop transportation plans and programs for the designated Metropolitan Planning Area (MPA). The current MPA includes all of Volusia County and the developed areas of eastern Flagler County, including Flagler and Beverly Beaches and portions of the cities of Bunnell and Palm Coast. The membership of the TPO, as outlined in Section 339.175 F.S., is determined by agreement between the Governor and the units of general purpose local government within the MPA. Membership is intended to ensure equitable representation of the populations served by the organization as well as input by major transportation service providers such as airports and mass transit. Various agencies are also represented including the Florida Department of Transportation (FDOT). Members of the TPO operate through the establishment of interlocal agreements.

SECTION 1.1: ORGANIZATIONAL STRUCTURE AND MANAGEMENT

The River to Sea TPO is comprised of a policy-setting board, a Technical Coordinating Committee (TCC), a Citizens Advisory Committee (CAC), a Bicycle and Pedestrian Advisory Committee (BPAC), and a Transportation Disadvantaged Local Coordinating Board (TDLCB). Participation on these committees is generally voluntary. The TPO is supported by a small staff of planning professionals led by an Executive Director. The overall organizational structure is outlined below.



The following is a general outline of the role of each:

TPO Board

This is the policy body of the organization, composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the designated metropolitan planning area.

Technical Coordinating Committee (TCC)

Each unit of local government appoints a person from their respective organization to assist in the decision making process. Members are appointed based on the experience and technical ability needed to carryout the transportation planning activities of the TPO. TCC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Citizens Advisory Committee (CAC)

A citizen representative is appointed by each TPO Board member from their respective jurisdiction to assist in the decision making process. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. CAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Bicycle and Pedestrian Advisory Committee (BPAC)

Members of the BPAC are appointed by each board member from their respective jurisdiction to assist in the decision making process for matters pertaining to bicycle and pedestrian planning and safety. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. BPAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The voting membership of the TDLCB is established by Florida Statute to ensure representation of agencies serving transportation disadvantaged populations. Appointments are approved by the TPO Board. The TDLCB identifies local service needs and provides information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged.

TPO Staff

TPO staff provides planning and administrative support to the TPO Board and committees. The TPO staff consists of an Executive Director, a group of transportation planning professionals, a financial officer and administrative personnel. The staff coordinates meetings and planning activities, prepares planning documents and materials, conducts public outreach and provides for the general functions of the organization in compliance with state and federal laws.

SECTION 2.0: TPO BOARD

SECTION 2.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. The TPO Board members shall be elected officials that serve at the pleasure and discretion of the member local governments. Membership shall terminate upon the member leaving his/her elective or appointive office for any reason or by a majority vote of the total membership of the county or city governing body represented by the member. Vacancies shall be filled by the original appointing body.
- B. A qualified member of the TPO may designate in writing to the chairperson of the TPO an alternate who may exercise full membership powers in the absence of the TPO member. Said alternate must be a locally elected official capable of representing the interests of the unit of government represented by the absent member of the TPO, and may be appointed to serve for only that meeting for which he or she is designated or for a longer duration, but not to exceed the term of the appointed member.
- C. Non-voting members of the TPO include a representative from the Volusia County School Board, the Flagler County School Board, the Chairperson of the Technical Coordinating Committee, the Chairperson of the Citizens Advisory Committee, and the Chairperson of the Bicycle and Pedestrian Advisory Committee. Non-voting members may not be a TPO officer or member of the TPO Executive Committee. Non-voting members may serve on TPO subcommittees as appointed by the TPO Chairperson and will cast votes for recommendations regardless of voting rotation on the full board.
- D. The FDOT District 5 Secretary or his/her designee, shall serve as a non-voting advisor to the TPO Board.
- E. The following narrative describes the methodology used to determine the voting structure for the TPO:
 - 1. There shall be nineteen (19) voting members on the TPO Board. This is the maximum number of voting members currently allowed under Section 339.175 of the Florida Statutes. The voting members of the TPO Board are:

County Representation

County representation includes six (6) seats with a weighted vote equal to 1/3 of the full board. These seats are distributed as follows:

Volusia County	5
<u>Flagler County</u>	<u>1</u>
Total Seats	6

Municipal Representation

The twelve (12) largest cities by population will be provided one voting seat and each seat will carry a weighted vote equal to the proportion of the population contained within their respective municipality.

Large Cities (in order of population size):

<u>City</u>	<u># Seats</u>
Deltona	1
Palm Coast	1
Daytona Beach	1
Port Orange	1
Ormond Beach	1
DeLand	1
New Smyrna Beach	1
Edgewater	1
DeBary	1
South Daytona	1
Holly Hill	1
<u>Orange City</u>	<u>1</u>
Total Seats	12

The remaining small cities included in the planning area will be grouped together and provided with one voting seat that will be weighted based on the cumulative population of the small cities.

Small City Alliance (in order of population size):

<u>City</u>	
Flagler Beach	
Daytona Beach Shores	
Ponce Inlet	
Lake Helen	
Bunnell	
Oak Hill	
Pierson	
<u>Beverly Beach</u>	
Total Seats	1

2. The vote of each member shall be weighted in the following manner:
 - 33.3% of the total vote shall be allocated among the six (6) county representatives and weighted based on population served; and
 - 66.7% of the total vote shall be divided among the twelve (12) large cities and the Small City Alliance and weighted based on population served.
3. Population percentages shall be determined initially using the decennial census figures and updated every five (5) years using population estimates from the University of Florida's Bureau of Economic and Business Research (BEBR). A member may request an update during the interim period if major changes are documented (i.e. annexation).

4. With respect to the Small City Alliance, the following policies shall apply:
- Only one representative of the group will be permitted to vote at the board meeting.
 - Voting representation will rotate on a semi-annual basis in the order outlined in Section 2.1 E-1. To ensure continuous representation, a voting member may continue to serve until a replacement has been appointed.
 - A member, or member city, may choose to waive their turn in the rotation by submitting notice in writing to the chairperson of the TPO.
 - Each of the jurisdictions will appoint a representative who may participate in board meetings as a non-voting member.
 - If the voting city representative of one group is absent from the meeting, then the city representative from the next city in line who is present at the meeting shall be provided a vote on behalf of the group. If that member is not in attendance, then the vote will be assigned to the next member in the rotation.
 - Small City Alliance members may participate fully in subcommittees of the TPO Board regardless of voting status and each will be able to appoint member representatives to the TCC, CAC and BPAC.
 - Small City Alliance members may be appointed to a position as an officer of the TPO Board. They will serve in the full capacity of the position; however, the voting rotation will remain in effect.
 - If the Small City Alliance would like to hold coordination meetings to review and discuss the TPO agendas prior to the monthly TPO Board meetings, the TPO staff shall make all appropriate arrangements to ensure that these meetings are held, including providing proper notice of said meetings to the press and public.

SECTION 2.2: OFFICERS AND DUTIES

- A. The chairperson shall have the authority to appoint members to committees and subcommittees of the TPO Board except where the membership of said committees is specifically delineated in these Bylaws, and for the appointment of representation on the MPO Advisory Council (one member and one alternate) and the Central Florida MPO Alliance (three members and one alternate).
- B. 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, 1st Vice Chair/Treasurer, and 2nd Vice Chair/Secretary. Nominations for these positions shall be presented by the committee at the May board meeting for confirmation by the board members.

- C. Officers shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year, starting in July of each year. TPO officers cannot serve a consecutive term for the same office.
- D. The Chairperson shall preside at all meetings and in the event of his/her absence or at his/her direction, the 1st Vice Chair/Treasurer shall assume the powers and duties of the Chairperson. In the event that neither the Chair nor the 1st Vice Chair is present, then the 2nd Vice Chair will preside over the meeting. If the 2nd Vice Chair is not present, then the immediate past Chair will preside over the meeting.
- E. The 1st Vice Chair/Treasurer shall be the Chairperson of the TPO's Budget Committee and shall be responsible for reviewing and recommending the upcoming fiscal year budget, commenting on the annual audit, and for making periodic reports on the current status of the TPO's operating budget.
- F. The 2nd Vice Chair/Secretary shall be the Chairperson of the TPO's Bylaws Subcommittee.

SECTION 2.3: MEETINGS

- A. Monthly meetings of the TPO shall be held on a regularly scheduled day, time, and place as approved by the River to Sea TPO Board. Regular meeting dates and times may be changed by action of the TPO Board to accommodate desirable changes due to holidays and/or other reasons.
- B. Members desiring items to be placed on the agendas must present those items to the TPO staff by the Thursday prior to the regularly scheduled Executive Committee meeting. This will ensure that those items have been thoroughly discussed and approved by this committee prior to being placed on the agenda. If there are items to go in the agenda packet for informational purposes only, members may provide staff with the appropriate number of copies on, or before, the Thursday before the Executive Committee meeting.
- C. Special meetings may be called by the Chairperson or by written request of two or more members delivered to an officer. Reasonable notice must be provided to the members, alternates and the public for special meetings.
- D. A minimum of ten (10) voting members on the TPO Board must be present to constitute a quorum for the transaction of business. Once a quorum has been determined, items on the agenda may be voted on. If, at any point during the meeting attendance drops to less than ten (10) voting members, the business of the board will be suspended and no further action will be taken. The action of a majority of the members present during the time of a vote, based on the weighted vote outlined in Section 2.1 E. of these bylaws, shall be considered an act of the TPO Board.
- E. The 2nd Vice Chair/Secretary is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The Executive Director shall furnish a Recording Secretary for all TPO meetings. The Director will be responsible for the

preparation, duplication, and distribution of all printed materials necessary for TPO meetings.

- F. Notices and tentative agendas shall be sent to members and alternates **at least five (5) working days** prior to the regular meeting dates.
- G. Request for agenda changes must be received by the Chairperson at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.
- H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes and may be expanded at the discretion of the Chairperson.
- I. All items approved by the TPO that will affect the Bylaws shall be automatically included within the Bylaws.
- J. If the Bylaws do not address a particular issue that comes before the board, and if the Statute that the TPO is operating under does not cover said item, then *Robert's Rules of Order* shall take precedence.

SECTION 2.4: RESPONSIBILITIES AND FUNCTIONS OF THE TPO

- A. The TPO is charged with the overall responsibility for preparation, approval, and implementation of the urban transportation planning and programming process for the Metropolitan Planning Area served by the TPO and all plans and programs that are developed through the process including:
 - 1. Develop goals and objectives and approve the strategic direction for the transportation planning process.
 - 2. Review and adopt changes in transportation planning concepts.
 - 3. Review and approve the Unified Planning Work Program (UPWP).
 - 4. Review and adopt the Transportation Improvement Program (TIP) including project priorities.
 - 5. Review and adopt the Long Range Transportation Plan (LRTP) and its revisions.
 - 6. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5305 planning funds.
 - 7. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.
 - 8. Ensure citizen participation in the transportation planning process through a proactive policy that includes approval of a Public Participation Plan.

9. Hire, terminate, evaluate the performance of, and set direction for the Executive Director.
10. Review and approve the annual operating budget for the organization and approve the personnel policies and procedures established in the River to Sea TPO Employee Handbook.

SECTION 2.5: STANDING COMMITTEES

- A. The TPO shall have five (5) standing committees which are: the Executive Committee, the Technical Coordinating Committee (TCC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Board (TDLCB). These committees shall each meet on a regular basis and perform the functions identified below.
1. **Executive Committee:** An Executive Committee consisting of the Chairperson, immediate Past Chairperson, 1st Vice Chairperson/Treasurer, 2nd Vice Chairperson/Treasurer and three (3) TPO members appointed by the TPO Chairperson, to serve a one-year term, is hereby created and empowered to meet separately to establish the TPO agenda. The Executive Committee shall also have limited budget authority to move funds from task to task within the adopted Unified Planning Work Program and adopted budget, and to authorize the execution of contracts for services delineated within the adopted UPWP or items approved within the adopted budget. In addition, the Executive Committee shall have the authority to take ministerial or administrative actions on behalf of the TPO in the ordinary course of business of the TPO. The Executive Committee shall meet no less than ten (10) times per calendar year (meetings will not be scheduled for the months of July and December unless a special meeting is called). For those months in which an Executive Committee meeting is scheduled, at the beginning of the year, the newly appointed committee shall set the date and time it will meet for that year. On an annual basis the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO regarding the Executive Director's performance and contract.
 2. **Technical Coordinating Committee:** The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 5 outlines specific policies relating to the TCC.
 3. **Citizens Advisory Committee:** The CAC is responsible for providing citizen input to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 6 outlines specific policies relating to the CAC.

4. **Bicycle and Pedestrian Advisory Committee:** The BPAC is responsible for reviewing plans, policies, and procedures as they relate to bicycle and pedestrian issues in the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications submitted on an annual basis. Section 7 outlines specific policies relating to the BPAC.
5. **Transportation Disadvantaged Local Coordinating Board:** The primary purpose of the TDLCB is to assist the designated Official Planning Agency in identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, Florida Statutes. With support from TPO staff, the TDLCB works closely with the CTC and is not considered an advisory committee to the TPO Board. The TDLCB is required to update their bylaws annually as part of the planning grant agreement. Therefore, the bylaws of the TDLCB are maintained separately and reviewed by the TPO board as required.

SECTION 2.6: SUBCOMMITTEES

- A. Subcommittees shall be designated by the TPO Board as necessary to investigate and report on specific subject areas of interest to the TPO or to address administrative and/or legislative issues. These may include, but are not limited to:
 - Highways
 - Mass Transit
 - Transportation needs of "transportation disadvantaged" groups
 - Reapportionment
 - Bylaws
 - Nominating Committee
 - Legislative Issues
 - Budget
- B. Unless established in other sections of these bylaws, the Chairperson of the TPO Board will designate the subcommittee chair. When a subcommittee is convened, the first action of the subcommittee shall be to outline the scope of activities of the subcommittee and the expected duration of the group. If necessary, a budget will be established. A report will be provided to the TPO Board at the following meeting seeking approval of the activities recommended. A summary report of each meeting will be made available to the TPO Board as part of the monthly board agenda.

SECTION 3.0: GENERAL POLICIES OF THE TPO

General policies shall apply to all committees and participants of the TPO.

- A. The adoption and/or acceptance of reports, studies, plans, and programs must be by resolution of the TPO Board after review and recommendation by the TCC, CAC, and/or BPAC.
- B. Only published data and/or reports may be released, either to individuals or agencies. Unpublished data and/or reports require specific approval by the TPO Executive Committee. Requests for information and/or data made to participating jurisdictions and/or agencies, prepared by these agencies, shall be released according to the policies of the agency generating or collecting the data originally.
- C. Recommended changes in the Bylaws shall require a two-thirds (2/3) majority of the weighted vote of the members present at any board meeting. Revisions will be provided as a draft for review by the full board during a regularly scheduled meeting and then at a subsequent meeting for adoption.
- D. All committees shall maintain a broad perspective covering the range of all modes of transportation and associated facilities in all recommended planning work programs so that proper study and evaluation of transportation needs shall result in a multi-modal transportation system plan, balanced with respect to area wide needs and properly related to area wide comprehensive plan goals and objectives

SECTION 4.0: TPO EXECUTIVE DIRECTOR & AGENCY STAFF

- A. The Executive Director shall be selected and appointed by TPO Board and shall serve at their discretion.
- B. The Executive Director, under the general policy direction of the TPO Board and within its adopted guidelines, has the authority to perform the highest level managerial and administrative functions related to the TPO including, but not limited to, the following:
 - 1. Implementing the mission of the TPO;
 - 2. Providing leadership in planning and promoting and integrated, intermodal surface transportation system;
 - 3. Working with the TPO and its committees to develop strategies, goals, objectives, and plans related to transportation and related land use issues;
 - 4. Developing positive working relationships with member local governments, community organizations and business leaders and building consensus among stakeholders;
 - 5. Procuring funding and developing funding sources;
 - 6. Evaluating plans and strategies which promote the goals and objectives of the TPO;
 - 7. Overseeing the managerial and administrative functions of the TPO by providing direction to staff.
- C. TPO staff shall be composed of various level planners, a Chief Financial Officer, and other specialists and administrative support staff as needed. The Executive Director is responsible for hiring and supervising staff.

SECTION 5.0: TECHNICAL COORDINATING COMMITTEE (TCC)

- A. The TCC shall consist of transportation planners, professional engineers, those technical personnel made available by the units of local government participating in the TPO as well as transportation service providers. The purpose shall be to seek input on planning proposals and to provide comment with respect to various segments of the population in regard to their transportation needs.
- B. The TCC may include, but not be limited to, the following members:

Total number of Voting Members (34):

- 1. One (1) traffic engineer/transportation planner from Volusia County and one (1) from Flagler County
 - 2. One (1) representative from the Volusia County School Board and one (1) from the Flagler County School Board
 - 3. One (1) representative from each of the municipalities represented on the TPO Board (for a total of 20)
 - 4. Aviation representatives from the municipal airports within the planning area and from the Daytona Beach International Airport (for a total of 5)
 - 5. A representative from the Ponce Deleon Port Authority (1)
 - 6. One (1) representative from Votran and one (1) representative from Flagler County Transit
 - 7. One (1) representative of the Volusia County Emergency Management Division and one (1) representative from the Flagler County Emergency Management System
- C. Non-voting members may also include: A representative of the Florida Department of Environmental Protection and a representative of Federal Highway Administration (FHWA), a planning and research engineer, or a representative thereof.
 - D. The Director of Planning and Public Transportation, Florida Department of Transportation (FDOT) District 5, or representative thereof will serve as a non-voting advisor.
 - E. River to Sea TPO staff will provide support for the meeting.

SECTION 5.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Each member shall be designated in writing by the governing body of said governmental unit. Each member may be represented by an alternate designated in writing by the governing body of said governmental unit. Alternates may vote only in the absence of the member on a one vote per member basis.

- B. Municipalities and agencies in selecting their representatives, shall name only those technically qualified persons employed by a government or governmental agency for the purpose of planning, traffic engineering, or civil engineering with a responsibility to that government or governmental agency for the control, development, or improvement of the transportation system.
- C. Each representative is expected to demonstrate his interest in the TCC's activities through attendance of the regularly scheduled monthly meeting except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure one of his/her alternates attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, a letter will be sent to the jurisdiction that designated the member and to the appropriate board member informing them of the violation.
- D. Members and alternates shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies.

SECTION 5.2: OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting in July of each year.
- C. TCC officers cannot serve more than two (2) consecutive terms for the same office. Officers may include non-voting members, but at no time, may a TPO staff member chair the TCC.
- D. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers and duties of the Chairperson. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the TCC.

SECTION 5.3: MEETINGS

- A. Monthly meetings of the TCC shall be held on a regularly scheduled day, time and place approved by the TCC membership. Regular meeting dates and times may be changed by action of the TCC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.
- B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members petitioning the Chairperson. At least two (2) business days notice must be provided to the members and alternates for special or emergency meetings.

- C. A minimum of eleven (11) voting members of the TCC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. If, at any point during the meeting attendance drops to less than eleven (11) voting members, the business of the TCC will be suspended and no further action will be taken. The action of a simple majority of the members present during the time of a vote shall be considered an act of the TCC.
- D. The agenda for the TCC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee. TPO staff, FDOT, and Volusia County staff and guest presenters will provide timely input/materials for the TCC agenda.
- E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all TCC meetings.
- F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.
- G. Request for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings, or one (1) working day prior to special meetings.
- H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes and may be expanded at the discretion of the Chairperson.
- I. Meetings of the TCC shall follow *Robert's Rules of Order* unless otherwise outlined in these bylaws.

SECTION 5.4: RESPONSIBILITIES AND FUNCTIONS OF THE TCC

- A. The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. The TCC shall assist the TPO by providing technical resources as requested.
- B. TCC recommendations to the TPO shall be based upon the technical sufficiency, accuracy, and completeness of studies and plans and/or programs.
- C. The TCC shall make priority recommendations to the TPO and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- D. The TCC members are expected to provide a summary report to the elected official who appointed them; TPO staff will provide the report to the TCC members.

- E. The TCC shall serve for the completion of all required transportation studies, plans, development, and programming recommendations required under the public laws pertaining to all modes of transportation and transportation support facilities.
- F. The TCC shall serve as an advisory committee to any and all duly constituted area-wide transportation authorities and/or boards, as well as area-wide planning boards or councils for physical development, health, social, or comprehensive planning upon direct request of such authorities, boards, or councils.
- G. The TCC shall, when feasible and desirable, utilize any means that may be suggested or devised to provide for citizen participation in addition to the CAC in the transportation planning process.

SECTION 5.5: SUBCOMMITTEES

- A. Subcommittees shall be designated by the TCC as necessary to investigate and report on specific subject areas of interest to the TCC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the TCC. These may include, but are not limited to:
 - Airports
 - Highways
 - Mass Transit
 - Transportation needs of "transportation disadvantaged" groups
 - Directions for future growth (local comprehensive plan reviews)
 - Nominating Committee
- B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.

SECTION 6.0: CITIZENS ADVISORY COMMITTEE (CAC)

- A. The citizens of the metropolitan planning area shall be involved in the transportation planning process by the establishment of a citizens advisory group. The purpose shall be to seek input on planning proposals and to provide comment with respect to various segments of the population in regard to their transportation needs. It shall be the function of the CAC to:
 - 1. Assist the River to Sea TPO in the formulation of goals and objectives for shaping the urban environment.
 - 2. Conduct public information programs.
 - 3. Provide effective citizen review of the preliminary findings and recommendations of transportation planning studies throughout the planning area.
 - 4. Assist in other functions as deemed desirable by the River to Sea TPO Board.
- B. The CAC shall be comprised of thirty (30) voting representatives. Each elected official serving on the TPO Board, including the non-voting members of the Small City Alliance, shall appoint in writing one (1) representative to serve on the committee. Also serving as a voting member shall be one (1) representative from the Volusia County School Board, one (1) representative from Flagler County School Board, one (1) representative from Votran and one (1) representative from Flagler County Transit acting as the Community Transportation Coordinators (CTC).
- C. The non-voting members of the CAC shall consist of a representative of Volusia County Traffic Engineering and a representative of Flagler County Traffic Engineering or Planning.
- D. A FDOT District 5 staff member shall serve as a non-voting advisor to the CAC.
- E. River to Sea TPO staff will provide support for the meeting.

SECTION 6.1: MEMBER APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Voting members of the CAC must be residents of the area to which they are appointed to represent and shall not be elected officials or staff paid to attend meetings.
- B. One alternate may be appointed for each CAC position. Alternates must be appointed by the TPO Board member, in writing, and may participate in the meeting and vote only in the absence of the primary member.
- C. Voting members and their alternates shall serve at the pleasure of their respective TPO Board member for a period of time to be determined by the River to Sea TPO Board member that is being represented. To ensure continuous representation, a voting member of the CAC may continue to serve beyond the term of the appointing board member until a replacement has been appointed.

- D. Any vacancies in membership shall be filled in the same manner as the initial appointment.
- E. Each member is expected to demonstrate his/her interest in the CAC's activities through participation in the scheduled meetings except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or not excused, and/or three (3) meetings, unexcused, in a calendar year a letter will be sent to the board member that designated the CAC member informing them of the violation.
- F. Municipalities and agencies in selecting their non-voting representatives, shall name only those technically qualified persons employed by a government or governmental agency.
- G. An alternate may be named, approved, and confirmed for each non-voting member, provided the recommended alternate meets the technical qualifications set forth in the preceding items.

SECTION 6.2: OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting with the July meeting.
- C. CAC officers cannot serve more than two (2) consecutive terms for the same office. At no time, may a non-voting staff support member serve as an officer for the CAC.
- D. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers and duties of the Chairperson. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the CAC.

SECTION 6.3: MEETINGS

- A. Monthly meetings of the CAC shall be held on a regularly scheduled day, time and place approved by the CAC membership. Regular meeting dates and times may be changed by action of the CAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.
- B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the CAC petitioning the Chairperson. At least two (2) business

days notice must be provided to the members and alternates for special or emergency meetings.

- C. A minimum of nine (9) voting members of the CAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. If, at any point during the meeting attendance drops to less than nine (9) voting members, the business of the CAC will be suspended and no further action will be taken. The action of a simple majority of the members present during the time of a vote shall be considered an act of the CAC.
- D. The agenda for the CAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation related items of interest identified by members. TPO staff, FDOT, and Volusia County staff and guest presenters will provide timely input/materials for the CAC agenda.
- E. Each member is expected to participate at all meetings. It is the responsibility of each member to contact the River to Sea TPO staff one day prior to a scheduled meeting informing them of their expected absence.
- F. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all CAC meetings.
- G. Notices and tentative agendas shall be sent to members five (5) working days prior to regular meeting dates.
- H. Requests for agenda changes must be received by the Chairperson at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.
- I. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes and may be expanded at the discretion of the Chairperson.
- J. Meetings of the CAC shall follow *Robert's Rules of Order* unless otherwise outlined in these bylaws.

SECTION 6.4: RESPONSIBILITIES AND FUNCTIONS OF THE CAC

- A. The CAC, composed of citizens from the planning area who represent the various segments of the populace, should actively represent all segments of the general public and their concern in the transportation planning process.
- B. The CAC shall be charged with the responsibility for providing citizen input and recommendations to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the River to Sea TPO that are pertinent to the subject document.

- C. Subcommittees, task forces and working groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.
- D. Members of the CAC shall provide a monthly written summary report of each CAC meeting to his/her city/county representative in a timely fashion. The written report will be provided by TPO staff.
- E. Members of the CAC shall not express their individual and/or personal views as those of the CAC, unless the CAC has, through a majority vote of those members present at a meeting, expressed such opinions.

SECTION 6.5: SUBCOMMITTEES

- A. Subcommittees shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the CAC. These may include, but are not limited to:
 - Airports
 - Highways
 - Mass Transit
 - Transportation needs of "transportation disadvantaged" groups
 - Directions for future growth (local comprehensive plan reviews)
 - Nominating Committee
- B. When a subcommittee is convened, the first action of the subcommittee shall be to establish the Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings. A summary report of each meeting will be made available.

SECTION 7.0: BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

- A. The adopted mission describes the function of the BPAC to:
- “Create and implement a regional plan for the continuing enhancement and expansion of the bicycle and pedestrian network. We will support activities that encourage and provide for a safe and balanced transportation system that promotes connectivity, mobility, health and an improved quality of life.”***
- B. The BPAC shall consist of twenty-six (26) voting members made up of private citizens. Every elected official serving on the TPO Board, including the non-voting members of the Small City Alliance shall appoint in writing one (1) representative to serve on the committee.
- C. Non-voting members shall consist of municipal representatives, transportation planners, professional engineers, and those technical personnel made available by the various municipalities. These positions will include: one (1) person from a large city, one (1) person from small city, one (1) person from Volusia County government and one (1) person from Flagler County government. Non-voting members will also include: one (1) person from the Volusia County School Board, one (1) person from the Flagler County School Board, one (1) person from Votran and one (1) person from Flagler County Transit.
- D. A FDOT District 5 staff member shall serve as a non-voting advisor to the BPAC.
- E. River to Sea TPO staff will provide support for the meeting.

SECTION 7.1: MEMBERSHIP APPOINTMENT, QUALIFICATION, AND TERMS OF OFFICE

- A. Voting members of the BPAC must be residents of the area to which they are appointed to represent and they shall not be elected officials or paid staff.
- B. One alternate may be appointed for each BPAC position. Alternates must be appointed by the TPO Board member, in writing, and may participate in the meeting and vote only in the absence of the primary member.
- C. Voting members and their alternates shall serve at the pleasure of their respective TPO Board member for a period of time to be determined by the River to Sea TPO Board member that is being represented. To ensure continuous representation, a voting member of the BPAC may continue to serve beyond the term of the appointing board member until a replacement has been appointed.
- D. Any vacancies in membership shall be filled in the same manner as the initial appointment.
- E. Each BPAC representative is expected to demonstrate his/her interest in the BPAC's activities through participation in the scheduled meetings except for reasons of an

unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or not excused, and/or three (3) meetings, unexcused, in a calendar year a letter will be sent to the board member that designated the BPAC member informing them of the violation.

- F. Municipalities and agencies, in selecting their non-voting representatives, shall name only those technically qualified persons employed by a government or governmental agency.
- G. An alternate may be named, approved, and confirmed for each non-voting member, provided the recommended alternate meets the technical qualifications set forth in the preceding items.

SECTION 7.2 OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting with the July meeting.
- C. BPAC officers cannot serve more than two consecutive terms for the same office. At no time may a non-voting staff support member chair the BPAC.
- D. The Chair shall preside at all meetings and, in the event of his/her absence or at his/her direction, the Vice Chair shall assume the powers and duties of the Chair. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the BPAC.

SECTION 7.3 MEETINGS

- A. Monthly meetings of the BPAC shall be held on a regularly scheduled day, time and place approved by the BPAC membership. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.
- B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the BPAC petitioning the Chairperson. At least two (2) business days' notice must be provided to the members and alternates for special or emergency meetings.
- C. A minimum of nine (9) voting members of the BPAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. If, at any point during the

meeting attendance drops to less than nine (9) voting members, the business of the BPAC will be suspended and no further action will be taken. The action of a simple majority of the members present during the time of a vote shall be considered an act of the BPAC.

- D. The agenda for the BPAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation related items of interest identified by members. TPO staff, FDOT and Volusia County staff and guest presenters will provide timely input/materials for the BPAC agenda.
- E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all BPAC meetings.
- F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.
- G. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes and may be expanded at the discretion of the Chairperson.
- H. Meetings of the BPAC shall follow *Robert's Rules of Order* unless otherwise outlined in in these bylaws.

SECTION 7.4 RESPONSIBILITIES AND FUNCTIONS OF THE BPAC

- A. The BPAC is responsible for reviewing plans, policies, and procedures as relates to bicycle and pedestrian issues in the River to Sea TPO planning area and for making recommendations to the TPO Board that are pertinent to these subjects.
- B. BPAC recommendations to the TPO Board shall be based upon the technical sufficiency, accuracy, and completeness of studies and plans and/or programs.
- C. The BPAC shall make priority recommendations to the TPO Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- D. The BPAC shall serve as an advisory committee regarding bicycle and pedestrian matters to any and all duly constituted area wide transportation authorities and/or boards, as well as area wide planning boards or councils for physical development, health, social, or comprehensive planning upon direct request of such authorities, boards, or councils.
- E. The BPAC shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to bicycle and pedestrian issues in the River to Sea TPO planning area. Comments on specific items as shown on the agenda shall be in writing and shall be read by the Chair or his/her designee at the appropriate time.

- F. The BPAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the planning process for bicycle and pedestrian issues

SECTION 7.5: SUBCOMMITTEES

- A. Subcommittees shall be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the BPAC. These may include, but are not limited to:
- Highways
 - Mass Transit
 - Transportation needs of "transportation disadvantaged" groups
 - Project Review Committee
 - Nominating Committee
- B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

V. Presentations and Discussion Items

A. Presentation on the SR 40 Project Development & Environment (PD&E) Study

Background Information:

The Florida Department of Transportation (FDOT) is conducting a Project Development and Environment (PD&E) Study to evaluate alternative roadway concepts for the four-lane to six-lane widening of the segment of State Road (SR) 40 from Breakaway Trail to Williamson Boulevard, a distance of approximately two (2) miles. The overall goal of this study is to develop a preferred alternative concept satisfying the project purpose and need; minimizing social, economic and environmental impacts; and receiving community consensus and approval from the department and agency partners. The study team has evaluated the public and agency input received in conjunction with the technical analyses and has recommended a preferred alternative. An overview of the comparative analysis leading to this recommendation and a description of the recommended preferred alternative will be provided.

A public hearing will be held on June 25, 2013 from 5:00 p.m. to 7:00 p.m. at the Riverbend Community Church in Ormond Beach to receive additional public input regarding the results of the study. The hearing will include a presentation along with corresponding graphical representations of the recommended preferred alternative and opportunities for public testimony. Additional information regarding this project can be seen on the project website at: www.stateroad40.com.

Action Requested:

No action is required unless otherwise directed by the BPAC

**SUMMARY SHEET
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V. Presentations and Discussion Items

B. Presentation on the draft Prioritized List of XU Bicycle/Pedestrian Projects

Background Information:

The Volusia TPO accepted application packets for XU Bicycle/Pedestrian Projects from February 4 to April 12, 2013. The Project Review Subcommittee met on April 24 and May 6, 2013 to evaluate and score the applications. The draft Prioritized List of XU Bicycle/Pedestrian Projects is provided with this agenda packet for your review.

Action Requested:

No action is required unless otherwise directed by the BPAC

Volusia TPO List of Prioritized XU Bicycle/Pedestrian Set-aside Projects (10% Local Match Required)

June 12, 2013 DRAFT

Tier A: Projects with One or More Phases Funded

FDOT FM#	VTPO Project#	Project Name	Project Limits	Project Type	Project Sponsor	Programmed Phase(s)	Programmed Amount	Programmed Fiscal Year	Match Commitment	Comments
4289761	P10w-143-01	Naranja Rd Sidewalk	Valencia Rd to Highbanks Rd	Sidewalk	DeBary	CST	\$234,739	FY 2012/13	25%	CST complete
4301821	P10w-144-01	Washington Av Sidewalk (north side)	US 17 to Pine St	Sidewalk	Pierson	CST	\$112,287	FY 2013/14	10%	CST funded
4301831	P10w-145-01	US 1 Sidewalks	North city limit to Volco Rd	Sidewalk	Edgewater	PE	\$1,130,000	FY 2013/14	10%	CST funded
4302281	P10w-147-01	Herbert St Sidewalk (south side)	Golden Gate Dr to Nova Rd	Sidewalk	Port Orange	CST	\$174,739	FY 2012/13	10%	CST funded
4302341	P10w-148-01	Highbanks Rd Sidewalk	Donald Smith Bv to Rob Sullivan Park	Sidewalk	DeBary	CST	\$153,013	FY 2012/13	10%	CST funded
4302351	P10w-149-01	Acadian Dr Sidewalk	Providence Bv to Elkcam Bv	Sidewalk	Deltona	CST	\$45,500	FY 2012/13	10%	CST funded
4300281	P10w-150-01	Ridge Bv Sidewalk	Pope Av to Palmetto Av	Sidewalk	South Daytona	CST	\$23,055	FY 2012/13	15%	CST funded
4300791	P10w-151-01	S. Spruce Creek Rd Sidewalk	Central Park Bv to Taylor Rd	Sidewalk	Port Orange	CST	\$251,473	FY 2014/15	15%	CST funded
4260291	P12w-101-01	Gateway Promenade Project (SR A1A)	9th St S. to 5th St N.	Sidewalk	Flagler Beach	CST	\$714,009	FY 2012/13	10%	CST funded
4336221	P12w-103-01	Michigan Avenue Sidewalk	Matthews Av to School Way Av	Sidewalk	New Smyrna Beach	PE	\$38,924	FY 2013/14	10%	CST funded
4336191	P12w-104-01	7th St Sidewalk	"B" St to S. Myrtle Av	Sidewalk	New Smyrna Beach	PE	\$24,021	FY 2013/14	10%	CST funded
4300781	P10p-153-01	NSB Multi Use Trail Phase 1	Sugarmill Dr to Pioneer Trail	Shared Use Path	New Smyrna Beach	PE/CST	\$67,123	FY 2012/13	25%	CST funded
4302171	P10p-155-01	Alabama Ave Trail North Extension	US 92 to Sperling Sports Complex	Shared Use Path	DeLand	PE	\$1,000	FY 2012/13	0%	new alignment
4302172	P10p-156-01	Alabama Ave Trail North Extension	Minnesota Av to US 92	Shared Use Path	DeLand	CST	\$1,000	FY 2012/13	10%	
4336151	P12w-102-01	US 17 Sidewalks	Hagstrom Rd to Washington Av	Sidewalk	Pierson	PE/CST	\$1,025,154	FY 2013/14; FY 2014/15	0%	CST funded

Tier B: Projects Ready for Funding

Priority Ranking	VTPO Project#	Project Name	Project Limits	Project Type	Project Sponsor	Project Phase	Estimated Total Project Cost	Project Score	Match Commitment	Comments
1	P12p-101-01	Lakeshore Shared Use Path	Providence Bv to Green Springs Park	Shared Use Path	Deltona	PE/CST	\$518,380	77	10%	
2	P11p-101-01	Lantern Park Bridge	N. Reed Canal to S. Reed Canal	Bridge w/Shared Use Path	South Daytona	CST	\$850,000	76	10%	XU funds approved for \$600,000
3	P10w-158-01	Herbert St Sidewalk	Nova Rd to Jackson St	Sidewalk	Port Orange	PE/CST	\$200,505	75	10%	Corrected project score
4	P13w-101-01	Calle Grande Railroad Crossing	West side to East side of FEC railroad	Railroad Crossing	Holly Hill	CST	\$475,000	81	10%	new project
5	P13w-102-01	E. Ohio Av Sidewalk	S. Thorpe to S. Leavitt Av	Sidewalk	Orange City	PE/CST	\$48,552	79	10%	
6	P13w-103-01	Flagler Av Sidewalk	12th St to Park Av	Sidewalk	Edgewater	PE/CST	\$332,772	73	10%	
7	P13w-104-01	W. French Av Sidewalk	Volusia Av to Valentine Park	Sidewalk	Orange City	PE/CST	\$231,379	69	10%	
8	P13w-105-01	McDonald Rd Sidewalk	Sauls St to 6th St	Sidewalk	Port Orange	PE/CST	\$207,053	67	10%	
9	P13w-106-01	Victoria Gardens Bv Sidewalk	Clyde Morris Bv to Appleview Way	Sidewalk	Port Orange	PE/CST	\$169,815	65	10%	
10	P11p-113-01	Forrest Hills Connector	Old Tomoka Rd to Scottdale Dr	Shared Use Path	Ormond Beach	CST	\$510,205	61	10%	
11	P13p-107-01	Seminole Woods Bv Multi-Use Path	US 1 to Sesame Bv	Shared Use Path	Palm Coast	PE/CST	\$630,000	61	10%	new project
12	P13p-108-01	Halifax River Greenway Trail (Palmetto)	Beville Rd to Wilder Bv	Shared Use Path	Daytona Beach	PE/CST	\$100,000	58	10%	new project
13	P13p-108-02	Halifax River Greenway Trail (Riverfront)	Beach St to Riverfront Park	Shared Use Path	Daytona Beach	PE/CST	\$350,000	58	10%	new project
14	P13p-109-01	W. French Av Shared Use Path	Spring to Spring Trail to Valentine Park	Shared Use Path	Orange City	PE/CST	\$2,393,226	57	10%	
15	P11w-102-01	Big Tree Rd Shared Use Path	James St to Nova Rd	Shared Use Path	South Daytona	CST	\$500,000	56	10%	
16	P13w-110-01	N. Spruce Creek Rd Sidewalk	Nova Rd to Angelina Ct	Sidewalk	Port Orange	PE/CST	\$371,732	54	10%	
17	P13w-111-01	Turnbull St Sidewalk	Turnbull Bay Rd to Industrial Park Av	Sidewalk	New Smyrna Beach	PE/CST	\$60,030	42	10%	new project
18	P13w-112-01	Magnolia St Sidewalk	6th St to 10th St	Sidewalk	New Smyrna Beach	PE/CST	\$65,710	41	10%	new project
19	P13w-113-01	Meadowwood St Sidewalk	Slatton St to S. Myrtle Av	Sidewalk	New Smyrna Beach	PE/CST	\$33,800	36	10%	new project
20	P13w-114-01	N. Atlantic Av Sidewalk	Kirkland Rd to Sapphire Rd	Sidewalk	New Smyrna Beach	PE/CST	\$26,700	35	10%	new project
21	P13p-115-01	Colony Park Rd Shared Use Path	Otter Bv to SR 44	Shared Use Path	New Smyrna Beach	PE/CST	\$63,860	26	10%	new project

Tier C: Projects Awaiting Feasibility Study

Priority Ranking	VTPO Project#	Project Name	Project Limits	Project Type	Project Sponsor	Project Status	Year Submitted	Project Score	Match Commitment	Comments
1	S13w-101-01	North Orange Av Sidewalk	French Av to University Av	Sidewalk	Orange City	Conceptual Plan	2013	70.7	10%	new project
2	S13w-102-01	E. Graves Av Sidewalk	Thorpe Av to Leavitt Av	Sidewalk	Orange City	Conceptual Plan	2013	69.0	10%	new project
3	S13w-103-01	Macy Av Shared Use Path	Cassadaga Rd to Ohio Av	Shared Use Path	Lake Helen	Conceptual Plan	2011	66.2	10%	
4	S11p-111-01	E. Michigan Av Shared Use Path	S. Lakeview Dr to S. Prevatt Av	Shared Use Path	Lake Helen	Conceptual Plan	2011	66.1	10%	
5	S12w-103-01	Thames Av Sidewalk	S. Peninsula Dr to S. Atlantic Av	Sidewalk	Daytona Beach	Conceptual Plan	2012	66	10%	
6	S13w-104-01	S. Holly Avenue Sidewalk	Graves Av to Blue Springs Av	Sidewalk	Orange City	Conceptual Plan	2013	65	10%	new project
7	S12w-104-01	Flomich St Sidewalks	Nova Rd to Decatur St	Sidewalk	Holly Hill	Conceptual Plan	2012	63	10%	
8	S13w-105-01	E. Landsdowne Av Sidewalk	Volusia Av to Orange Av	Sidewalk	Orange City	Conceptual Plan	2013	62.7	10%	new project
9	S12p-101-01	Providence Bv Shared Use Path	DeBary Av/Doyle Rd to Howland Bv	Shared Use Path	Deltona	Conceptual Plan	2012	60.0	10%	
10	S12w-105-01	N. Carpenter Av Sidewalk	May St to W. New York Av	Sidewalk	Orange City	Conceptual Plan	2012	59	10%	
11	S13w-106-01	S. Leavitt Av Sidewalk	Blue Springs Av to Rhode Island Av	Sidewalk	Orange City	Conceptual Plan	2013	58	10%	new project
12	S12w-106-01	Alabama St Sidewalk	Florida St to Mason Av	Sidewalk	Daytona Beach	Conceptual Plan	2012	56.4	10%	
13	S12w-107-01	Florida St Sidewalk	Iowa St to Clyde Morris Bv	Sidewalk	Daytona Beach	Conceptual Plan	2012	56.3	10%	
14	S11w-121-01	SR 442 Sidewalk	I-95 to Air Park Rd	Sidewalk	Edgewater	Conceptual Plan	2011	56.1	10%	
15	S12w-108-01	Mason Av Sidewalk	Nova Rd to Center St	Sidewalk	Daytona Beach	Conceptual Plan	2012	56	10%	
16	S13p-107-01	Doris Leeper Preserve Trail	Taylor Rd to Doris Leeper Preserve	Shared Use Path	Port Orange	Conceptual Plan	2013	51	10%	new project
17	S12p-102-01	Powerline Shared Use Path	Saxon Bv/I-4 to Courtland Bv/Beckwith St	Shared Use Path	Deltona	Conceptual Plan	2012	50	10%	
18	S11w-110-01	Lambert Av Sidewalk	Palm Dr to Lambert Cove	Sidewalk	Flagler Beach	Conceptual Plan	2011	46	10%	
19	S11p-100-01	Thompson Creek Shared Use Path	Division Av to Wilmette Av	Shared Use Path	Ormond Beach	Conceptual Plan	2011	40	10%	
20	S12w-109-01	Herbert St Sidewalk-East	Jackson St to Railroad Crossing	Sidewalk	Port Orange	Conceptual Plan	2012	35	10%	
21	S12w-110-01	Willow Run Bv Sidewalk	Chardonnay Dr to Clyde Morris Bv	Sidewalk	Port Orange	Conceptual Plan	2012	25	10%	

NOTE 1: The TPO has set-aside 30% of its XU funds for bicycle/pedestrian projects, with the caveat that all projects will be handicapped accessible and ADA compliant.

NOTE 2: The TPO will allocate up to \$100,000/year to help local governments fund feasibility studies for these projects.

Volusia TPO List of Prioritized XU Bicycle/Pedestrian Set-aside Projects (10% Local Match Required)

City of Palm Coast Project List; June 12, 2013 DRAFT

Tier B: Projects Ready for Funding

Ranking	VTPO Project#	Project Name	Project Limits	Project Type	Project Sponsor	Project Phase	Project Cost	Project Score	Commitment	Comments
11	P13p-107-01	Seminole Woods Bv Multi-Use Path	US 1 to Sesame Bv	Shared Use Path	Palm Coast	PE/CST	\$630,000	61	10%	new project

NOTE 1: The TPO has set-aside 30% of its XU funds for bicycle/pedestrian projects, with the caveat that all projects will be handicapped accessible and ADA compliant.

NOTE 2: The TPO will allocate up to \$100,000/year to help local governments fund feasibility studies for these projects.

**SUMMARY SHEET
BPAC
JUNE 12, 2013**

VI. STAFF COMMENTS

VII. INFORMATION ITEMS

- BPAC Attendance Record
- Message from Bike/Walk Central Florida
- VTPO Letter to Florida Gov. Rick Scott
- VTPO Letter to USDOT Sec. Ray LaHood
- VTPO Priority Project Process Schedule

VIII. BPAC MEMBER COMMENTS

IX. ADJOURNMENT

BPAC Attendance Record 2013

<i>Name</i>	<i>9-Jan</i>	<i>13-Feb</i>	<i>13-Mar</i>	<i>10-Apr</i>	<i>8-May</i>	<i>12-Jun</i>	<i>10-Jul</i>	<i>14-Aug</i>	<i>11-Sep</i>	<i>9-Oct</i>	<i>13-Nov</i>	<i>11-Dec</i>	<i>Notes</i>
Holly Idler	x	x	x	x	x								Daytona Beach (appt. 3/12)
John Schmitz	x	x	x	exc	exc								Daytona Beach Shores (appt. 8/12)
Rani Merens	x	x	x	x	x								DeBary (appt. 3/06)
Tim Bustos/Ted Wendler	x	x	x	exc	x								DeLand (appt. 05/11) (alternate appt. 10/11)
Scott Leisen	abs	x	x	x	x								Deltona (appt. 12/12)
Michelle Grenham	x	x	x	x	x								Edgewater (appt. 1/08)
Kris Jones				x	abs								New Smyrna Beach (appt. 04/13)
Nic Mostert	x	x	x	x	exc								Holly Hill (appt. 01/12) (reapp. 02/13)
Bob Storke (Chairman)	x	x	x	x	x								Orange City (appt. 12/07)
Phyllis Campbell	x	x	abs	x	x								Ponce Inlet (appt. 11/06)
Colleen Nicoulin	exc	x	x	x	x								Port Orange (appt. 7/11)
Pamela Masters					exc								South Daytona (appt. 04/13)
Bill Pouzar	x	exc	exc	abs	abs								Volusia County (appt. 12/10) D-5 (Northey)
A.J. Devies	x	x	x	exc	x								Volusia County (appt. 1/06) D-2 (Wagner)
Roy Walters/Jason Aufdenberg	exc	x	x	x	x								Volusia County At-Large (appt. 03/05) (alt appt 07/12)
Kevin Phelps	x	x	x	x	x								Volusia County (reapp 02/13) D-1 (Patterson)
Alice Haldeman					x								Volusia County (appt. 04/13) D-3 (Denys)
<u>NON-VOTING MEMBERS</u>													
Melissa Winsett	x	exc	x	abs	x								Volusia County Traffic Engineering
Amanda Vandermaelen	exc	x	abs	x	x								V.C. Parks, Recreation & Culture (appt. 03/12)
Bill McCord	x	x	x	x	x								Large City - Port Orange (appt. 4/12)
Wendy Hickey	exc	x	x	x	x								Small City - Orange City
Jessie Clark					x								Volusia County School District (appt. 05/13)
Heather Blanck/Bob Davenport	x	x	x	x	x								Votran
Joan Carter	x	x	x	x	x								FDOT
QUORUM	Y	Y	Y	Y	Y								
<u>Vacancies</u> Beverly Beach Flagler Beach Lake Helen Oak Hill Pierson Volusia County (Davis)													



Committed to Closing the Gaps

Yesterday Governor Scott signed the \$74.1 billion state budget, but used his line item authority to strike \$50 million for the coast to coast bicycle and pedestrian trail, linking communities between St. Petersburg and Titusville.

While disappointed, Bike/Walk Central Florida remains committed to closing the gaps across the state as well as the Central Florida loop. We **see the Governor's** veto not as a road block but an opportunity.

Think about it, in the last several weeks *"coast to coast"* became household chatter. **Every major newspaper in Florida reported or commented on the trail's** benefits – from improving health and wellness and promoting tourism to generating new business and economic opportunities.

Organizations ranging from Florida Greenways & Trails Foundation and Florida Bicycle Association to the League of Women Voters and MetroPlan Orlando, Lake-Sumter MPO, Volusia TPO and the Central Florida MPO Alliance wrote letters voicing their support to the Governor. And, then there were the thousands of cyclists, walking and trail enthusiasts who joined the conversation via Twitter, Facebook, email, or the timeless hand written letter. A round of applause to you all and get ready to take this passion and fervor to the next level.

Speaking of gratitude, a special thank you goes to Senator Andy Gardiner for his

steadfast commitment and determination for shepherding the coast to coast connector through the house and senate. **It's truly a remarkable feat and "thank you" does not seem enough. Why don't we all take a moment and [email Senator Gardiner](#) to share our appreciation.**

This year it's a veto. Next year, it's VICTORY! Let's embrace this momentum and work together to close *all*** gaps. Continue this conversation on [Facebook](#) or [email](#) us to see how you can get involved.**

Signed -

[Bike/Walk Central Florida](#)



RG 2013-05

May 6, 2013

The Office of Governor Rick Scott
State of Florida
The Capitol
400 S. Monroe Street
Tallahassee, FL 32399-0001

Re: Close the Gaps Legislation

Dear Governor Scott:

The Volusia Transportation Planning Organization (TPO) supports the commitment of \$50 million in transportation funds included in the appropriations bill approved by the Legislature for the Coast-to-Coast Connector as part of the "Close the Gaps" initiative.

The Coast-to-Coast Connector is being developed as part of a regional effort to develop a safe and continuous multi-use trail from the Atlantic Coast through Central Florida to the Gulf of Mexico. When completed, the trail will span roughly 275 miles. With approximately 75 percent (over 200 miles) of the corridor already developed or funded for completion, the Close the Gaps funding supports efforts in Volusia County to develop a world-class trails system which promotes ecotourism (the most frequently requested information by visitors at the State of Florida's Official Welcome Centers is trail information) and expands opportunities to attract cycling enthusiasts as well as serving existing residents.

A roughly 10-mile gap is required to complete the East Central Florida Regional Rail Trail (ECFRRT) within Volusia County. Once complete, the trail segment will serve as a component of the Coast-to-Coast Connector as well as the proposed St. John's River to the Sea Loop Trail. Stakeholders in the Volusia TPO planning area are strongly committed to completing these important projects and this commitment is reflected in the local funding from general revenue and grants that have been used to complement federal and state funds in efforts to develop the trails.

Linking regional trails across Florida is, potentially, one of the most important efforts for Florida in terms of recreation, utility and tourism. The impacts of a statewide connected system of trails will not only entail direct economic benefits through consumer spending but create a more robust ecotourism business sector, creating new local jobs and promoting

Beverly Beach
Daytona Beach
Daytona Beach Shores
DeBary

DeLand
Deltona
Edgewater
Flagler Beach

Holly Hill
Lake Helen
New Smyrna Beach
Oak Hill

Orange City
Ormond Beach
Pierson
Ponce Inlet

Port Orange
South Daytona
Volusia County

redevelopment. Studies completed by East Central Florida Regional Planning Council and other organizations across the nation report that trails have a positive economic impact on local economies. As an example:

- The impact of the West Orange Trail in downtown Winter Garden was shown as vital in the revitalization of the downtown and that in 2010, trail users contributed to 25% of sales (\$3.6 million) in the downtown resulting in a direct and indirect estimated economic impact of \$5 million and supported 61 jobs.
- The West Orange Trail, Little Econ Greenway and the Cady Way Trail combined had a direct and indirect economic impact of \$42 million and supported 516 jobs in 2010.
- Events such as the Bike Florida's "Forgotten Coast Tour" in 2012 had an economic impact of \$533,883.73 between travel, food and beverage, lodging, merchandise, equipment/repairs, fees and more from visitors across Florida and the nation with two-thirds of the participants living outside the state.
- Trails are the number one community amenity sought by American homebuyers (National Association of Homebuilders, 2008).

The Volusia TPO has ranked the ECFRRT as the #1 project on the Volusia TPO's List of Prioritized Transportation Enhancement/Alternatives Projects. We believe strongly in the completion of this project and respectfully request your support.

Sincerely,



Robert Gilliland
Chairman, Volusia TPO Board

cc: Volusia TPO Board
Central Florida MPO Alliance
Florida Legislative Delegation



RG 2013-06

May 28, 2013

The Honorable Ray LaHood
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Re: Volusia TPO support for the City of Sanford's River Walk project and US 17-92 Complete Street through the City of Orange City

Dear Secretary LaHood:

At the May 28, 2013 meeting of the Volusia Transportation Planning Organization (TPO) Board, unanimous support was expressed for the City of Sanford's River Walk Phase II project and the US 17-92 Complete Street through the City of Orange City. Completion of this project is crucial to the revitalization of the area surrounding the River Walk, the US 17-92 corridor through Volusia County and the scenic highway "River of Lakes Heritage Corridor".

This project will not only enhance the aesthetics of the historic waterfront, but will improve economic development for the many businesses that surround the downtowns of DeBary, Orange City and Sanford.

The partnership with Orange City and Sanford along US 17-92 provides a vital connection to the DeBary SunRail Station and links several recreational areas including the Central Florida Zoo. The City of Sanford has already invested significant local funds in improving the area surrounding the current River Walk and will leverage any additional funding in a way that will maximize its effectiveness, connecting into Volusia County. The City of Orange City plans on building on their complete street initiative by transforming the US 17-92 corridor into a much more pedestrian-friendly facility and improving overall safety of the entire corridor.

Again, the Volusia TPO Board wishes to express their unanimous support for this historic partnership and regional project. Please contact the Volusia TPO office if you have any additional questions.

Sincerely,

Robert Gilliland
Chairman, Volusia TPO



2013 Priority Project Process Schedule

February 2013

- TPO staff issues **call for new projects** – application packets sent out to all interested parties (Monday, February 4).
- **Except as noted below, local governments are NOT required to submit a new application for a candidate project already on one of the VTPO's Priority Project lists. However, if a local government would like for its project(s) to remain on a list for funding, that local government must submit a letter to the VTPO reaffirming its support for the project(s). Candidate projects on the list of projects ready for Feasibility Study will not be moved to the list of projects ready for Project Implementation until a Feasibility Study has been completed AND the local government has submitted an application for Project Implementation to the VTPO.**
- TPO staff hosts **workshops** with local governments to discuss the Priority Project process and application requirements: East Volusia and West Volusia (tentatively scheduled February 14, times and locations to be determined).

April 2013

- **Deadline** to submit Priority Project applications and/or letters of support for “candidate project(s)” **5:00 p.m. Friday, April 12, 2013.**
- BPAC Project Review Subcommittee meets to rank XU Bicycle/Pedestrian projects (Wednesday, April 24).
- TIP Subcommittee (TCC/CAC/BPAC) meets to rank Traffic Ops/ITS/Safety & Transportation Alternatives projects (Thursday, April 25).

May 2013

- BPAC 1st review of draft XU Bicycle/Pedestrian & Transportation Alternatives Priority Project Lists (Wednesday, May 8)
- CAC 1st review of Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, May 21)
- TCC 1st review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, May 21)

June 2013

- BPAC 2nd review of draft XU Bicycle/Pedestrian & Transportation Alternatives Priority Project Lists (Wednesday, June 12)
- CAC 2nd review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, June 18)
- TCC 2nd review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, June 18)
- TPO 1st review of draft Priority Project Lists (Tuesday, June 25)

July 2013

- 30-day public notice for public to review the draft Priority Project Lists (Friday, July 26)

August 2013

- TPO Board holds a Public Hearing on the Draft Priority Project Lists (Tuesday, August 27)
- **TPO Board adopts Priority Project Lists** (Tuesday, August 27)
- TPO staff compiles all of the prioritization process information (including the adopted priority lists and project scopes) and transmits this information to FDOT prior to the October 1, 2013 deadline